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### Registering your own account

- Email address is always your login
- Click on your name in the gray title bar
- Update your Personal Information and upload a clear, headshot photo of yourself
- Click to Save changes at the top or bottom of the screen

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### Home Screen Tour

- Home button
- Available Resources section header
- To clear announcements, Mark as Read
- This is a denominational system, do not create a New Announcement
- Search button

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### Search and Advanced Search

- Simple search across the denomination
- Advanced search to filter by role, track, district
- The fewer characters you enter the more results are returned
- Colors: Blue is registered; Orange is unregistered; Gray is inactive/archived
- Track quick button

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### Track Basics

- Candidates will be on multiple tracks at one time
- The most current track should be at or near the top of the list
- The Status and Date columns help to dismiss completed or older tracks
- Ready to Interview track status
- Migrated Pathways tracks

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### Step Basics

- Click a bold step title to see more detail
- "Responsible" is the person who will take action on this step
- "Assigned User" is the candidate
- Click Track to return to the list of steps
- Click Profile to return to the list of tracks

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