America Learns

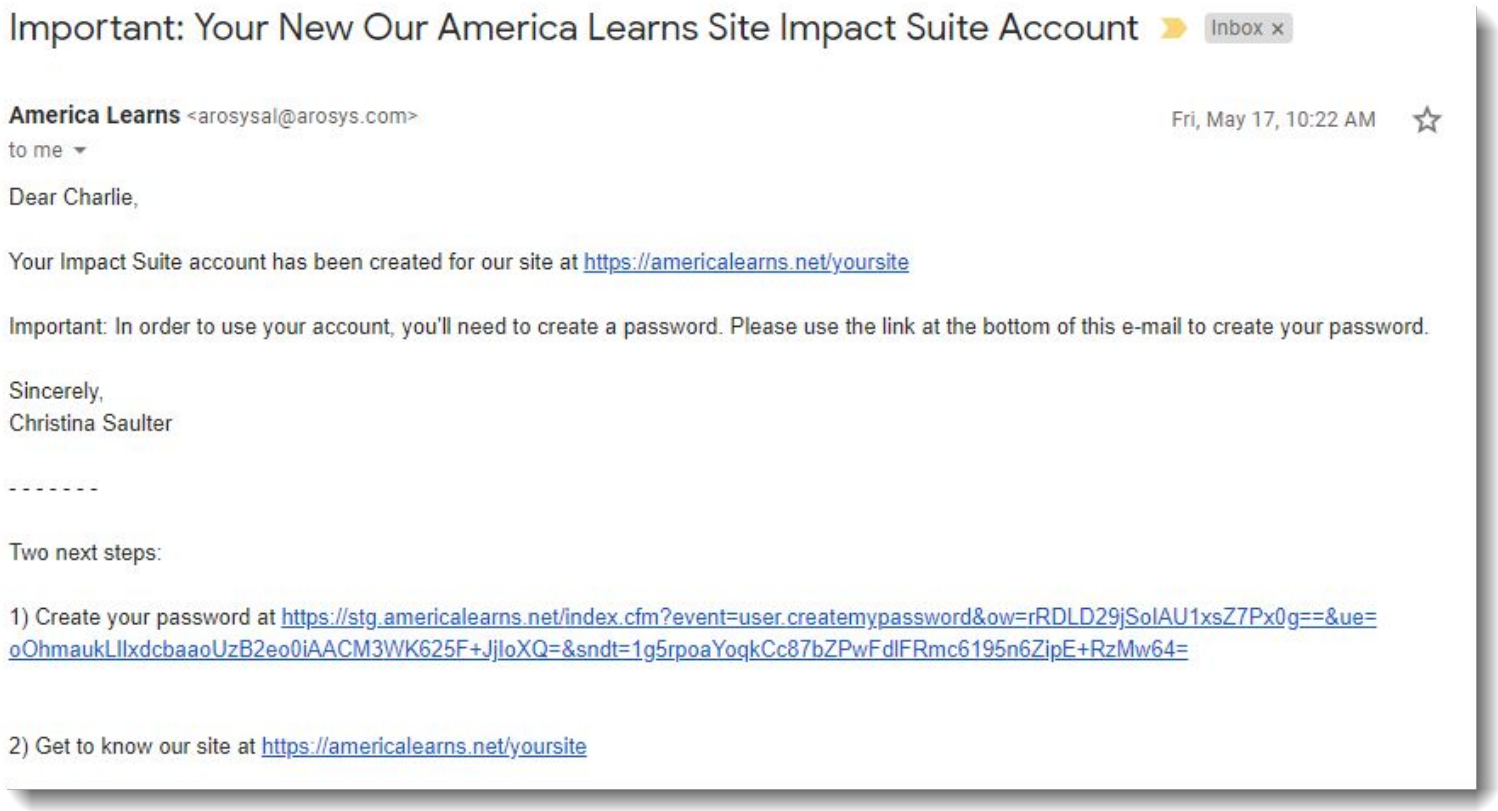
PROFILES & DOC SIGNING REVIEW

For Supervisors

getting started

CREATE YOUR PASSWORD

When an account has been created for you, you'll get an email like this:



Important: Your New Our America Learns Site Impact Suite Account Inbox ×

America Learns <arosysal@arosys.com> Fri, May 17, 10:22 AM

to me

Dear Charlie,

Your Impact Suite account has been created for our site at https://americalearns.net/yoursite

Important: In order to use your account, you'll need to create a password. Please use the link at the bottom of this e-mail to create your password.

Sincerely,
Christina Saulter

- - - - - - -

Two next steps:

1) Create your password at https://stg.americalearns.net/index.cfm?event=user.createmypassword&ow=rRDLD29jSoIAU1xsZ7Px0g==&ue=oOhmaukLIlxdcbaaoUzB2eo0iAACM3WK625F+JjIoXQ=&sndt=1g5rpoaYoqkCc87bZPwFdlFRmc6195n6ZipE+RzMw64=

2) Get to know our site at https://americalearns.net/yoursite

Use this link to create your password*:

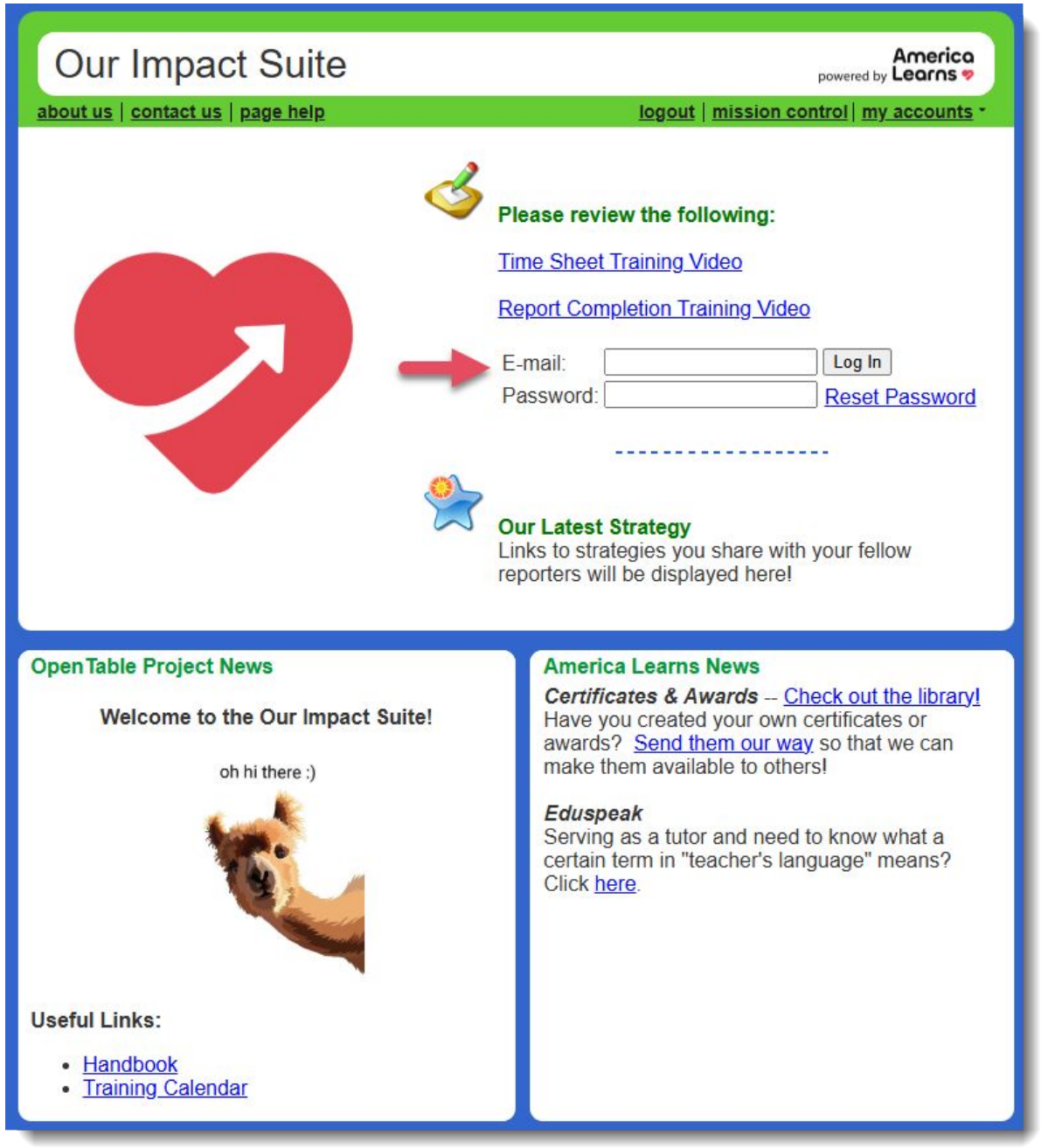
***PLEASE NOTE:** This "create your password" link will be active for 24 hours only.

LOG IN

You will log in to your America Learns Impact Suite here:

https://americalearns.net/xxxx

Save this address to your favorite web browser (Chrome, Firefox, Explorer, etc.).



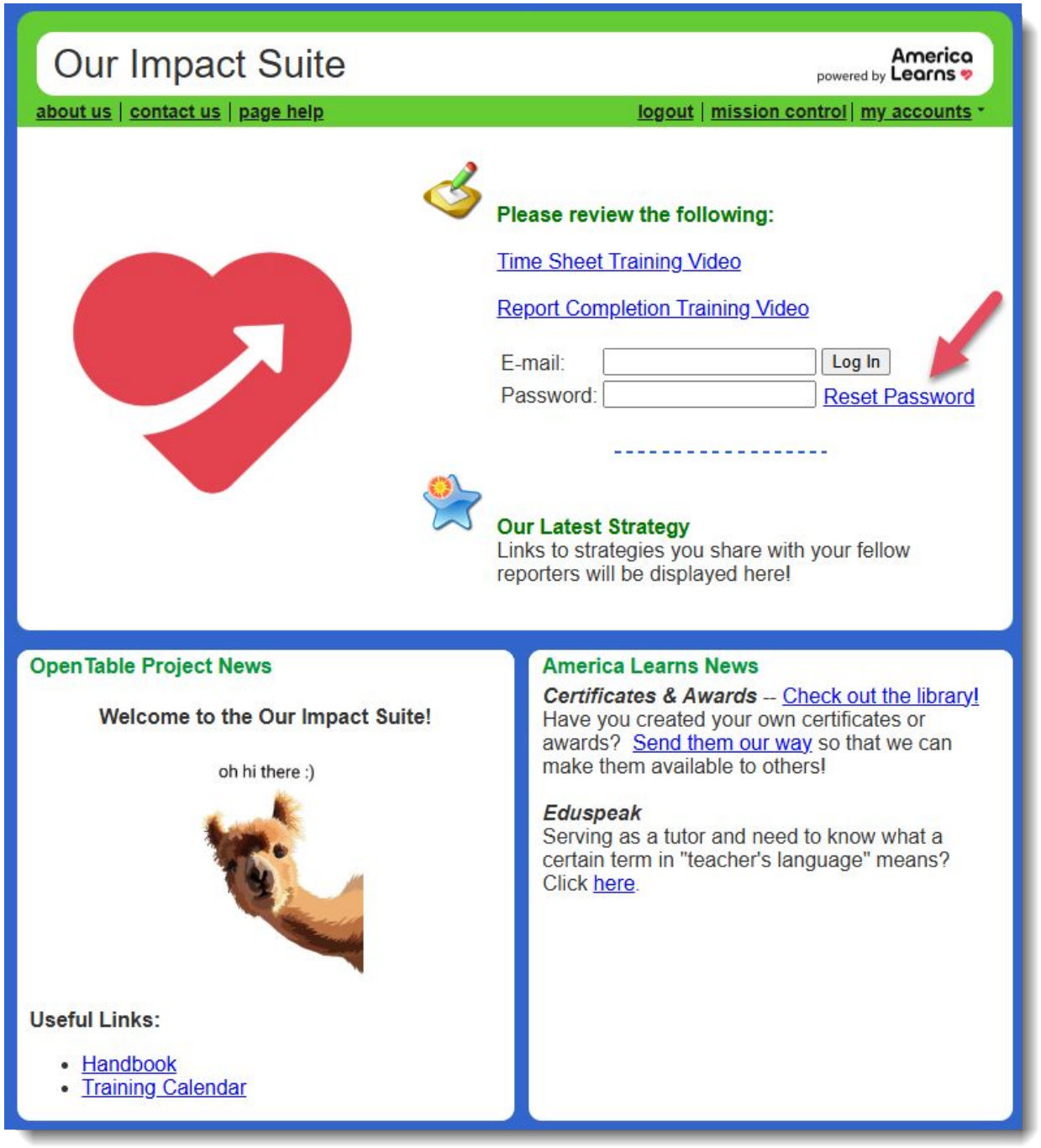
PASSWORD RESET

Requesting a password reset

1) If you don't set up your account within the 24-hour email window. Please visit our homepage here:

   https://americalearns.net/xxxx

2) Click **Reset Password** and type in the email used to create your account. You will be sent a fresh link.



document signing

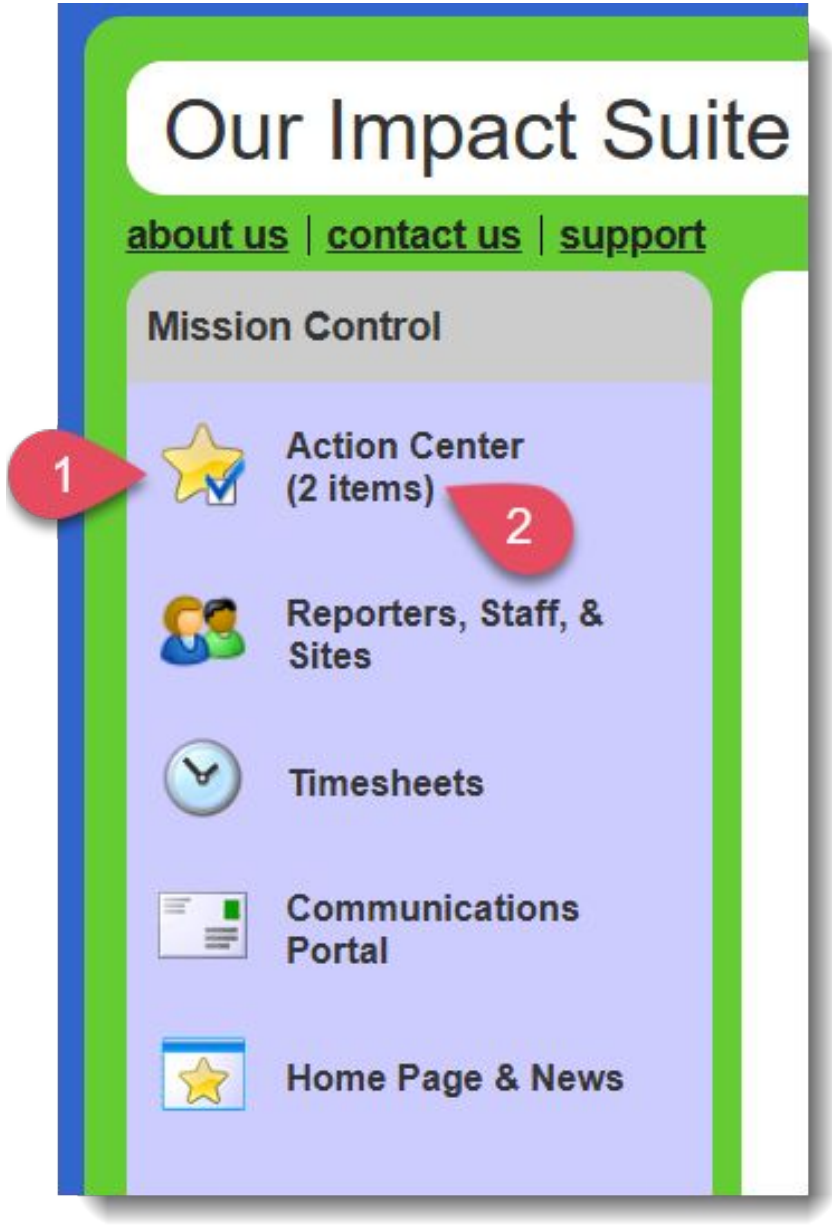
ACTION CENTER

Access your Action Center

The Action Center is designed to connect you to the items in your Impact Suite that need your immediate attention.

To access your **Action Center**, follow these steps:

1. On the left, in your **Mission Control**, click **Action Center**.
2. This number indicates the quantity of actionable items available in your **Action Center**.

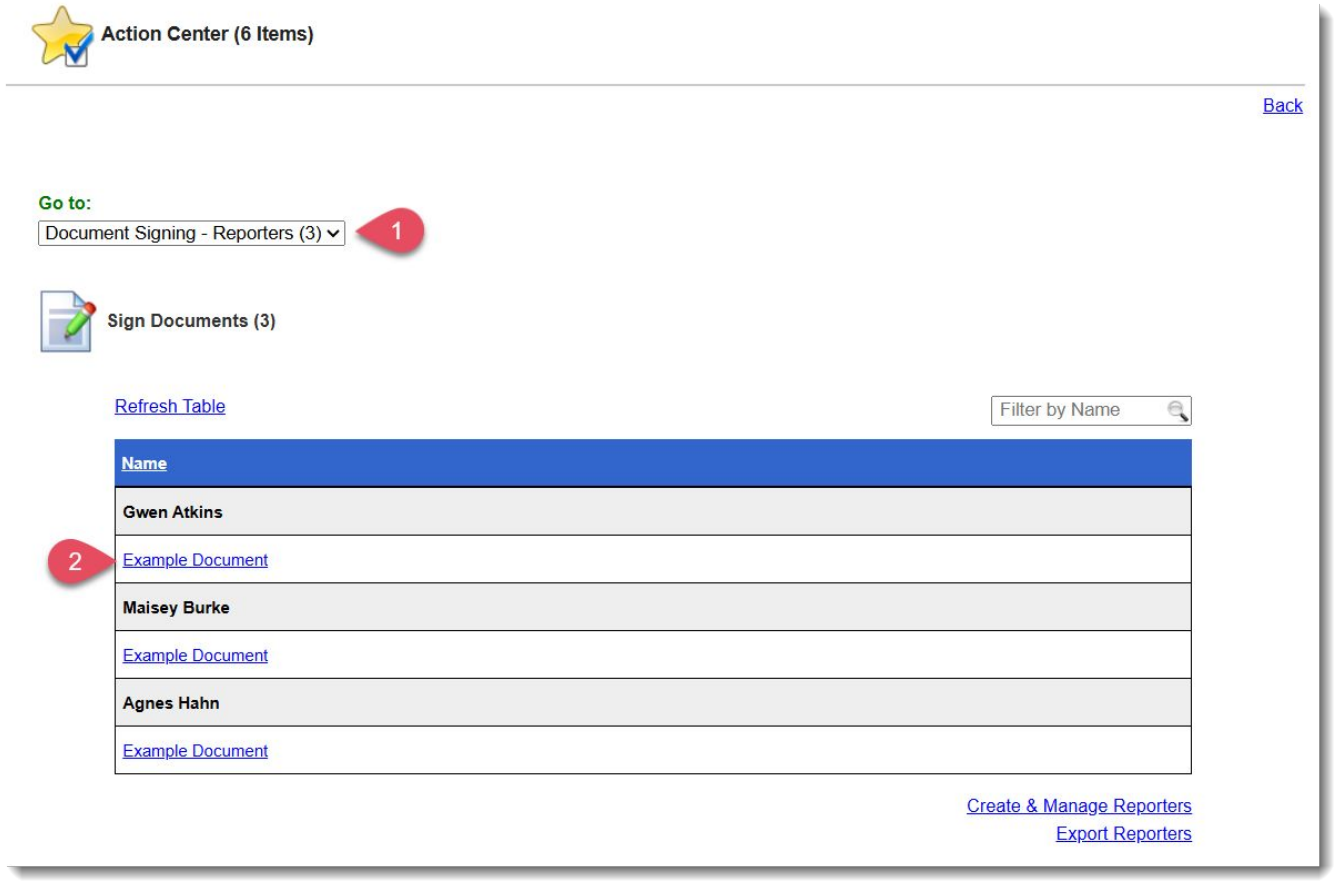


Access documents that need your signature

In your **Action Center**:

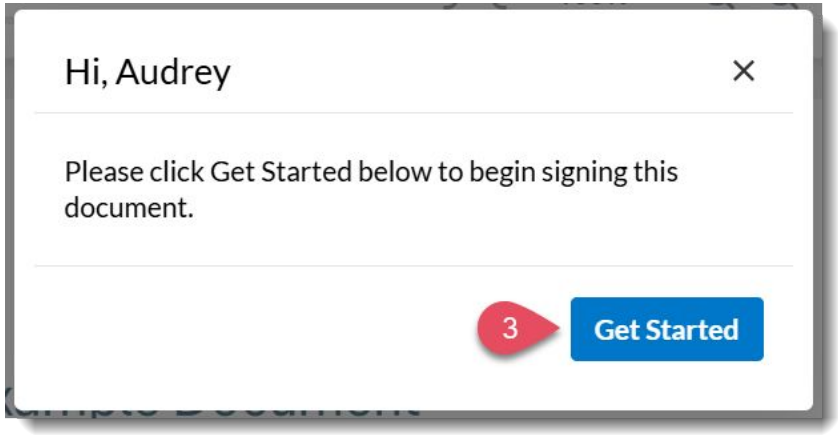
1. Use the **Go to** drop-down menu and select **Screen Pending Timesheets**.

2. Click on any reporter to open their timesheet in a new tab.



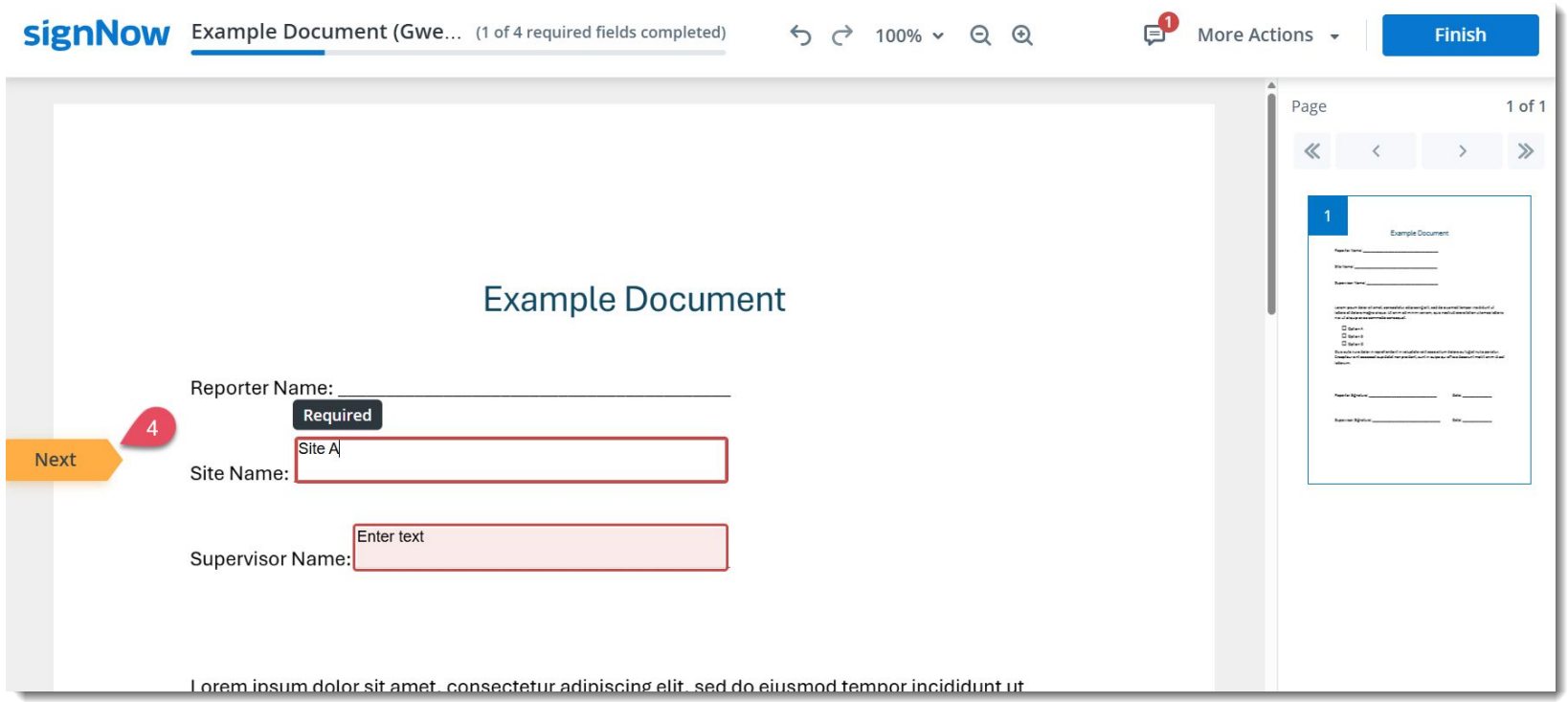
DOCUMENT SIGNING

Follow these steps to complete your document:



3. A new window will open, click **Get Started**

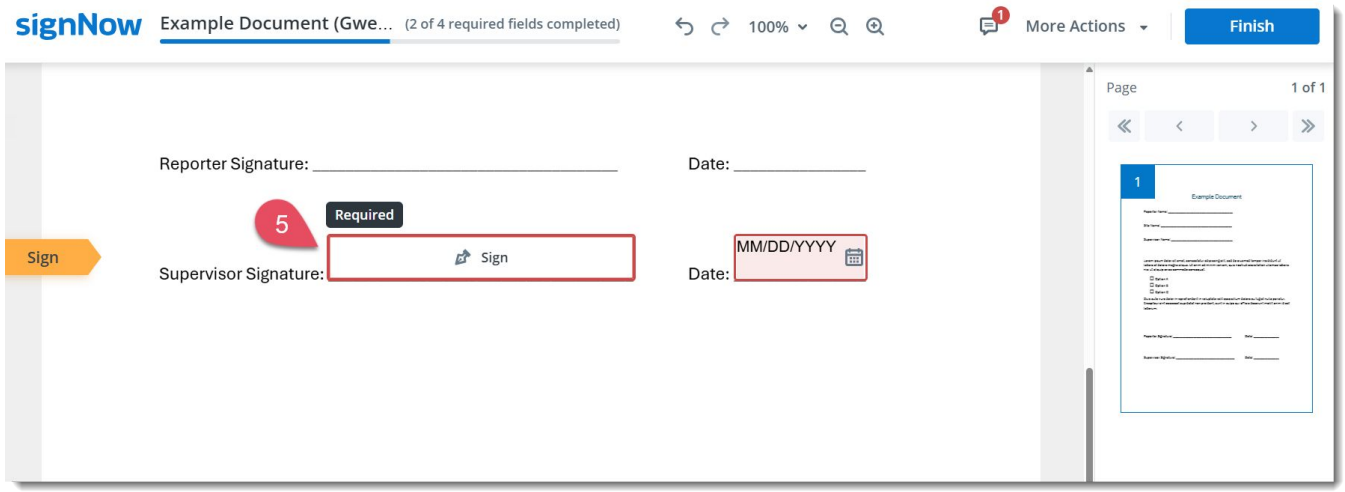
4. Complete required fields and use the **Next** arrow to help you navigate through the document.

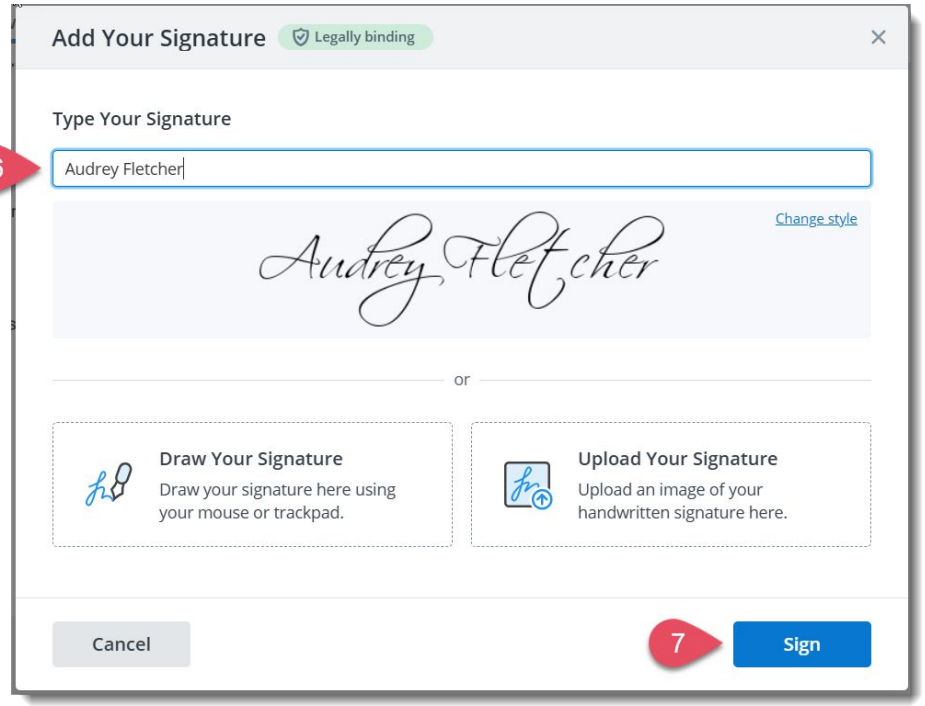


DOCUMENT SIGNING

Follow these steps to complete your document:

5. To sign a document, click **Signature Field**.
6. Set up your signature (you can draw, type, or upload a file).
7. Click **Sign**.



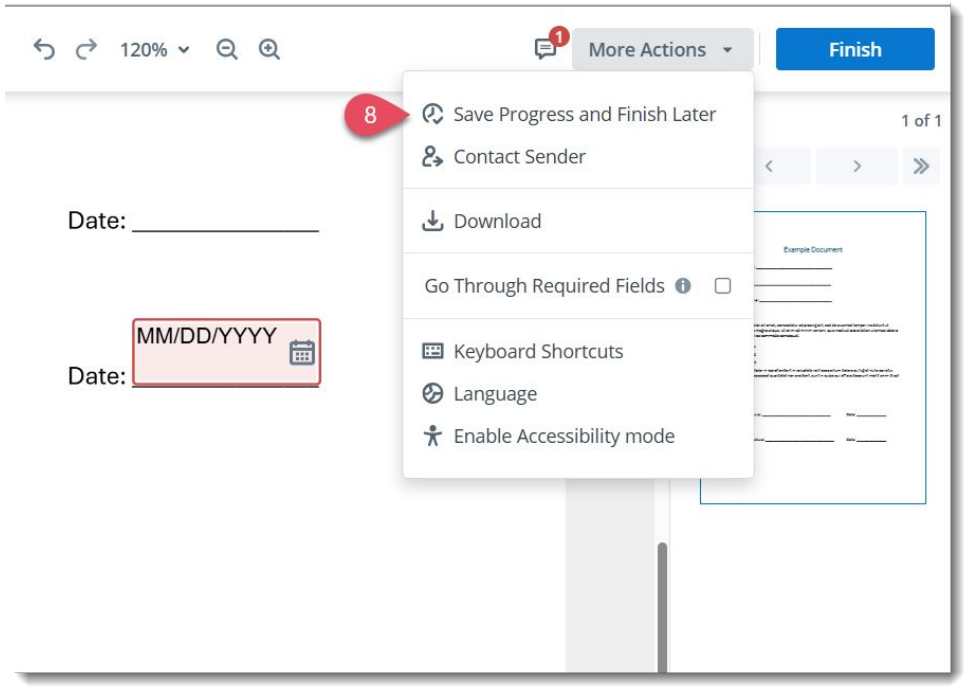


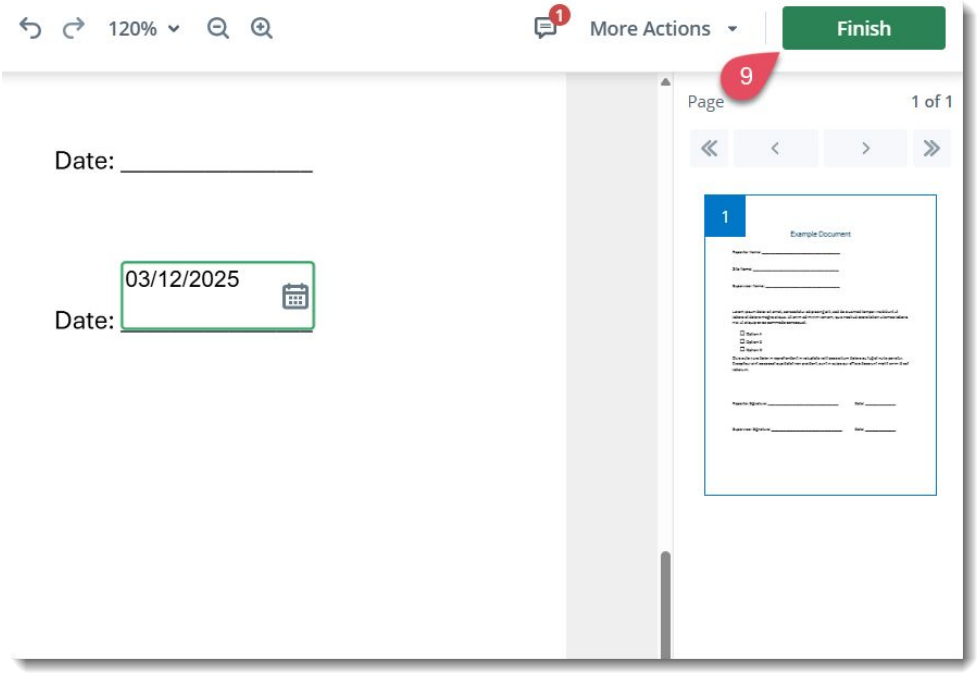
DOCUMENT SIGNING

Follow these steps to complete your document:

8. **OPTIONAL:** You have the option to save your progress and come back to the document later. In the **More Actions** menu in the top-right corner, select **Save Progress and Finish Later.**

9. Once all required fields have been completed, you'll see the **Finish** button in the top-right corner turn from blue to green. Click the **Finish** button to complete your document!



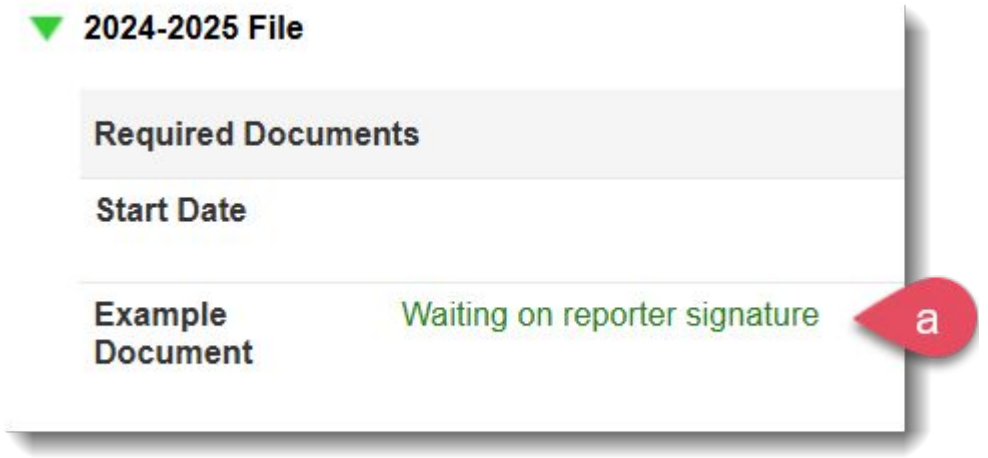


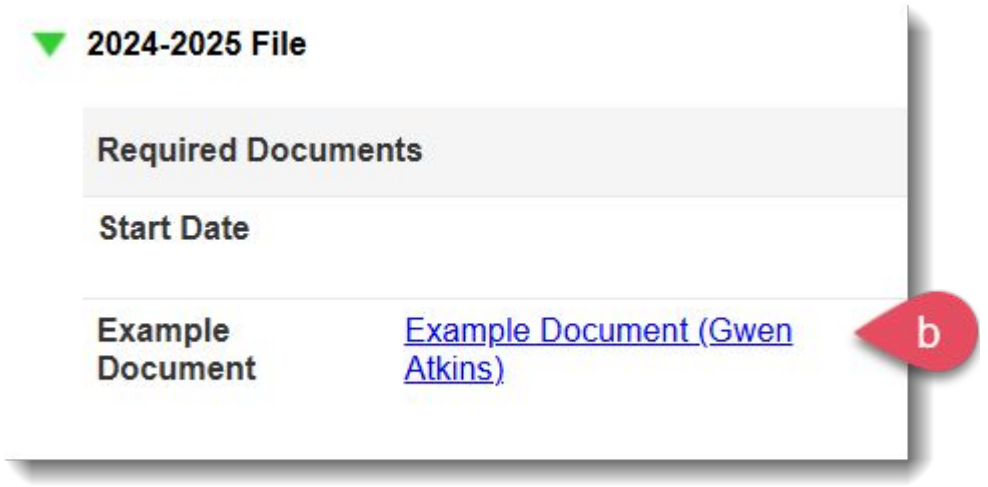
Access your signed documents

Once you have completed signing your document, you will see it in the Reporter's Profile:

a. If your document does not need any additional signatures, a PDF file will be available for download.

b. If it is waiting on a Reporter or Director signature, you will see **(Waiting for reporter or director signature)**.





reporter profiles

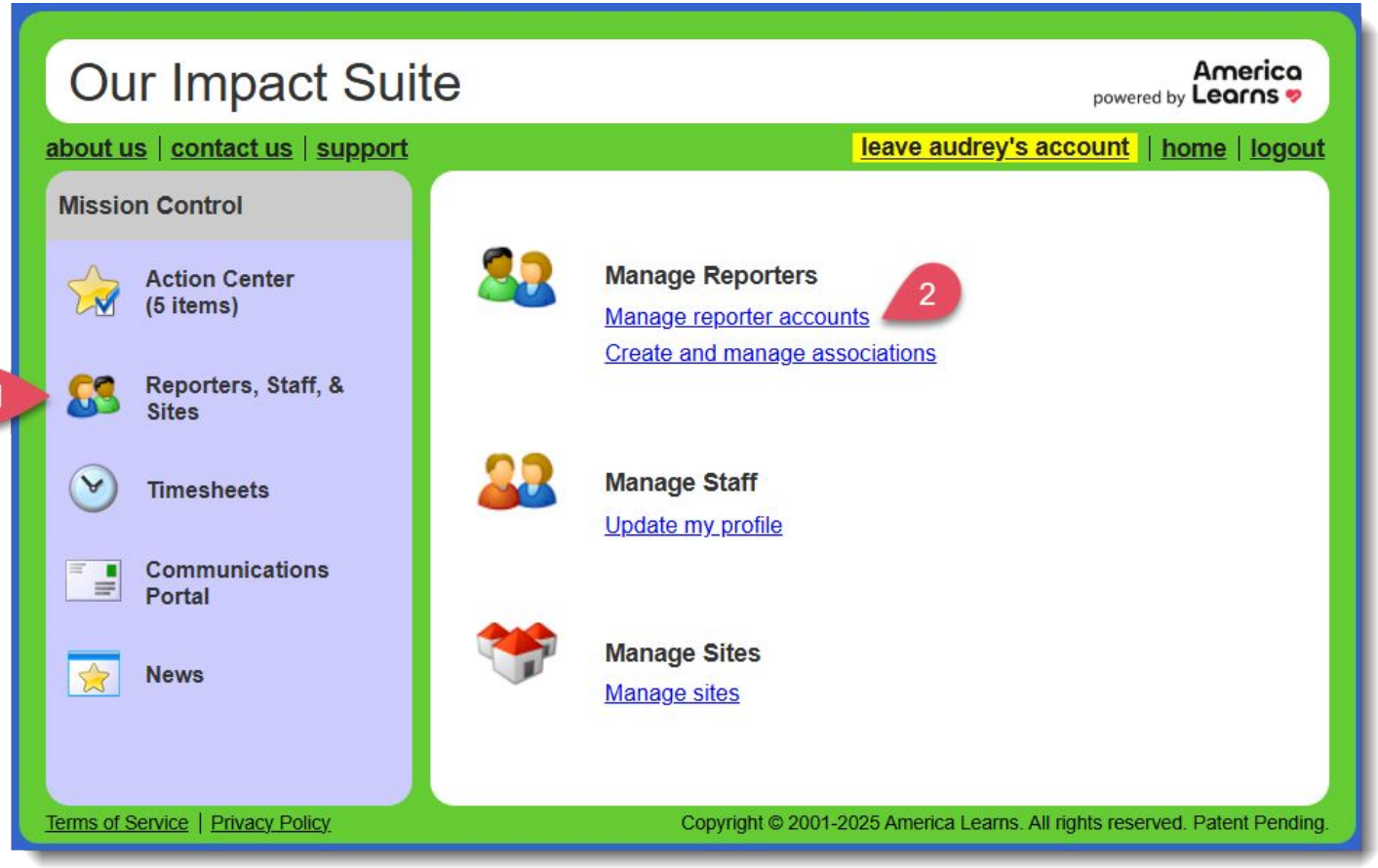
Access Reporter Profiles

Reporter Profiles host a lot of information about your Reporters – from system settings to custom fields designed by your program.

To access a reporter's profile, follow these steps:

1. On the left, in your **Mission Control**, click **Reporters, Staff, & Sites**.

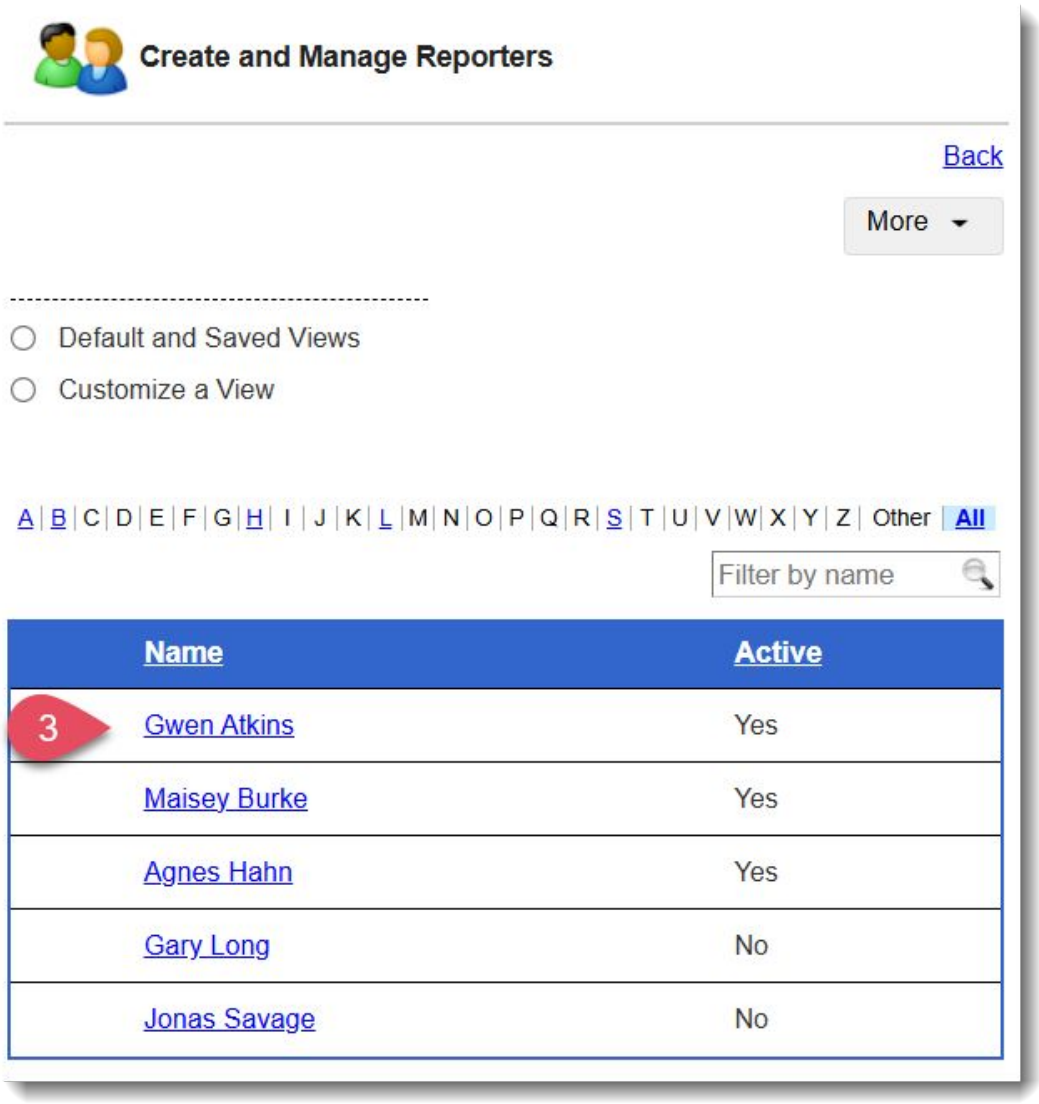
2. Select **Manage reporter accounts**



Access Reporter Profiles

The Create and Manage Reporters page will show you the full roster of the Reporters you're connected to.

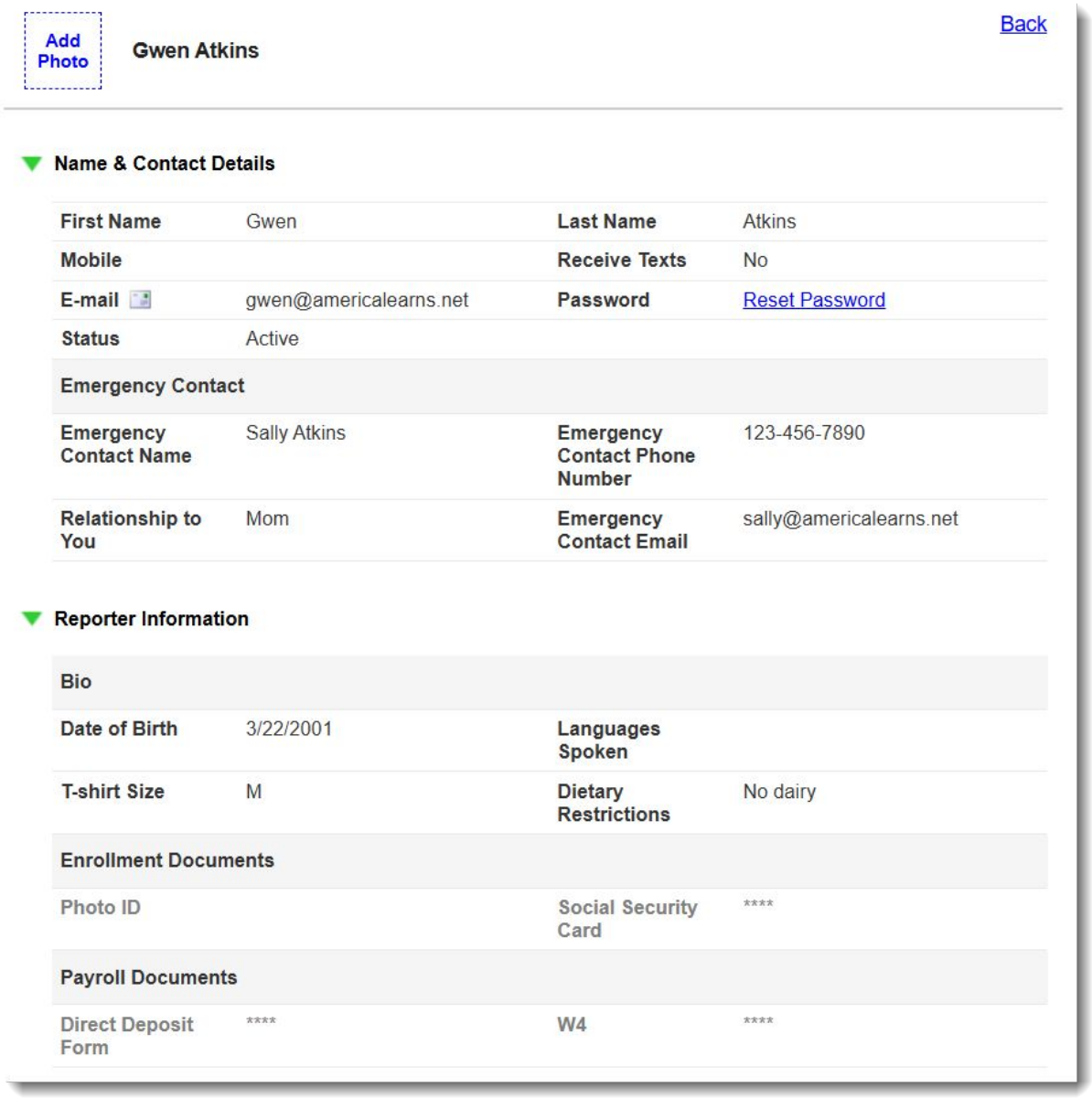
3. Select the name of the Reporter whose profile you would like to view.



Access Reporter Profiles

Profiles are customizable by your Impact Suite's Main Administrator.

Here you'll be able to find reporter information that has been shared with you.



more tips

Use America Learns to Communicate with Your Reporters

To email or text Reporters:

1) Log in

2) On the left, in your **Mission Control**, click **Manage Reporters, Staff and Your Account**.

3) Find the **Communications Portal**.

4) The system will copy you on any emails you send, and any replays will come to your username (email address).











QUESTIONS

getting support

WHERE TO TURN FOR HELP

WE ARE HERE FOR YOU

Need Help?

NAME:

EMAIL:

PHONE:

TEXT:

NAME:

EMAIL:

PHONE:

TEXT:

CALL US