

1
Click the Staff Training tab located in the left menu bar

The screenshot shows the 'After School Matters' dashboard. On the left is a vertical menu bar with the following items: Home, Activities, Participants & Staff, Locations, Surveys, Career Readiness, Staff Training (circled in red), Documents, Issue Tracker, Admin Reports, and Account Settings. The main content area is titled 'SERVICE SITE' and 'After School Matters'. It contains a yellow box with the text: 'Please keep in mind the following data security protocols:' followed by a bulleted list: 'Keep your password secure!', 'Do not share your password with colleagues; they can contact us to get their own access if they need it.', 'Logout if you will be stepping away from your computer for any period of time.', and 'Only enter teen social security numbers directly into Cityspan so they are stored securely.'

The Staff Training page will show you all the ASM trainings to which you have been invited

Use the term drop down to access trainings occurring in a different session

The screenshot shows the 'STAFF TRAINING' page. At the top right, there is a 'View Staff Training' link and a dropdown menu currently set to 'Summer 2016'. Below this is a table of training sessions. The table has columns for Name, Begin, End, and Status. The rows are:

Name	Begin	End	Status
Gallery37 Test Training	5/24/16	5/24/16	Enrolled
PD 1	4/20/16	4/20/16	Accept Invitation
Summer Testing Training	5/18/16	5/19/16	Accept Invitation
test training 2	4/6/16	4/6/16	Accept Invitation

The 'Accept Invitation' buttons for the last three rows are circled in red. A 'View by Initial' filter is visible above the table, and 'Page 1' is indicated below the header.

2
Click the Accept Invitation button to enroll in a training you plan to attend

View Staff Training

- Home
- Activities
- Participants & Staff
- Locations
- Surveys
- Career Readiness
- Staff Training**
- Documents
- Issue Tracker
- Admin Reports
- Account Settings

STAFF TRAINING

Summer 2016

After School Matters

View by Initial

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Page 1

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Gallery37 Test Training	5/24/16	5/24/16	Enrolled
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3

After accepting an invitation to a training, your status for that training will be listed as Enrolled

