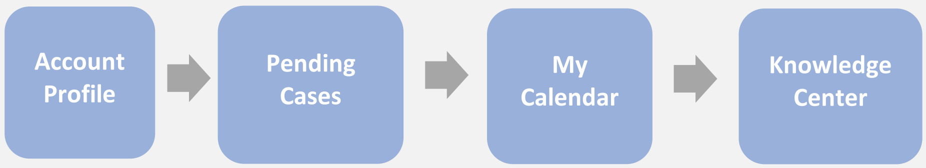
Summary

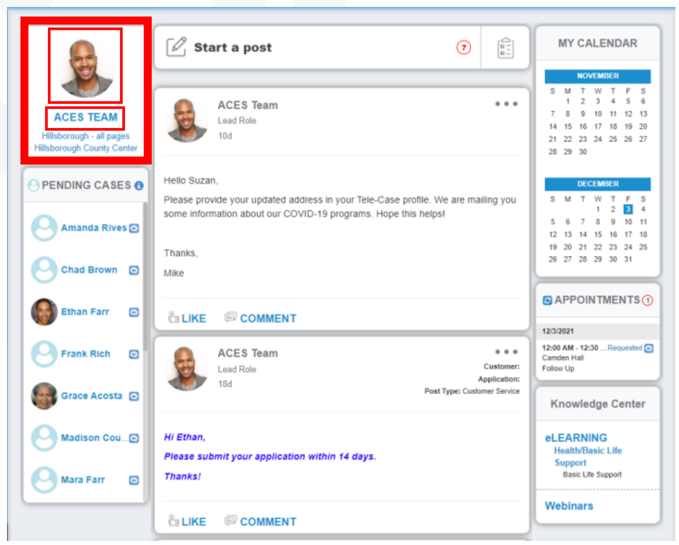
se the Home Page Dashboard to edit an Account Profile, manage pending cases, create a wall post, view calendar, manage appointments, and access the Knowledge Center.



Account Profile: on Home Page

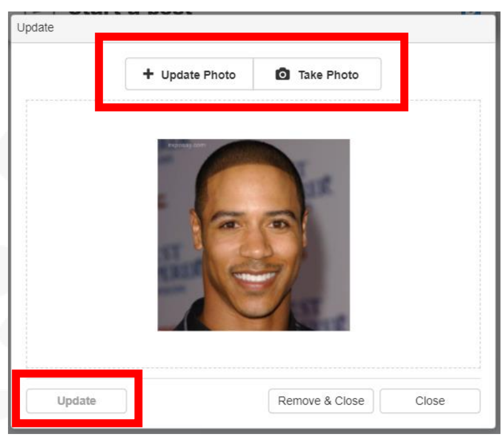
Select system users name on the **PROFILE** section:

- The **Edit Account** popup window displays system users contact information:
  - First Name
  - Last Name
  - Phone
  - Email
  - Location selection if available
- If updates were made, click **SAVE.**



To **Upload** or **Take a Photo:**

- Select the **Profile** picture.
- In the **Update** photo popup window:
  - Click **UPDATE PHOTO** to upload a photo from your local computer or mobile device.
    - A folder will display allowing you to navigate to the desired photo.
  - Or click **TAKE PHOTO** to take a photo with your mobile device or webcam.
  - Click **UPDATE**
- After saving, the photo will display.



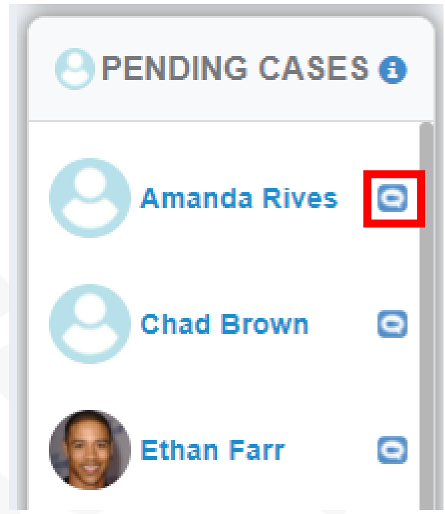
Tip: To change your password, click on the My Profile icon My Profile **on the tool bar menu.**

Pending Cases: on Home Page

Use **PENDING CASES** to view a listing of active applicants who enrolled in the past 90 days and have not received any services.

Select a client to view their **Account Summary** page by clicking on their name.

Click on the **Messaging** icon to start a text or voice communication.



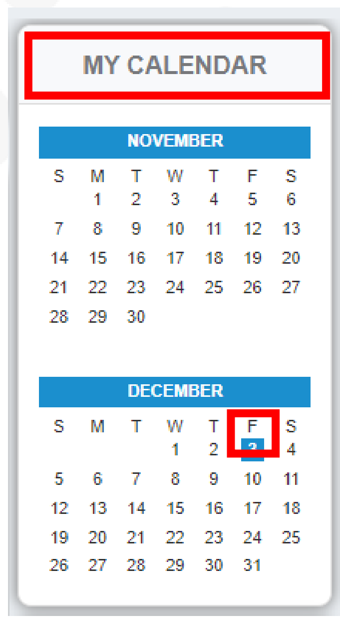
My Calendar: on Home Page

Use the **CALENDAR** to view upcoming tasks and appointments marked in Blue.

Click on **CALENDAR** to open the calendar in a new window:

- Appointment and tasks are added in the **Calendar** popup window.

Click on a date highlighted blue to view upcoming tasks and appointments for that day.



Knowledge Center: on Home Page

Use the **KNOWLEDGE CENTER** to visit the online Knowledge Center, take an eLearning course, and attend webinars.

- Click on **Knowledge Center** to open the Knowledge Center website with access to What's New, videos, documentation, glossary, and much more.
- Click on **eLearning** to open the **My Selection** popup window:
    - Select the courses to take by marking the check box.
    - Click **SUBMIT**
        - Selected courses are now listed.
    - Under the **eLearning** section, click on the selected lesson in black font to open the **Simulation** popup window:
        - Select lesson and click **CONTINUE.**
            - Course/lesson will appear.
            - Complete eLearning course/lesson (when available).
            - Click **RETURN** to return to the **Home Page.**
    - Click on **WEBINARS** to go to the **Webinar Page** to view and attend upcoming webinars, and webinar history.
        - Click **PREVIEW** on a selected webinar to view a preview of the webinar.
        - Click on **REGISTER** to register for a particular webinar.
            - In the **Select Webinar Date** popup window, select the date and click **SAVE.**
        - Click on **UNREGISTER** to unregister for a previously registered webinar.