



ALC How-To: Union Registrars

HOW TO NAVIGATE YOUR DASHBOARD

Click on the dashboard button at the top right side of any screen on the ALC. All the dashboard navigation happens on a sidebar on the left side of the screen.

MY NOTIFICATIONS

The dashboard always opens up to the “My Notifications” screen when the dashboard button is clicked. You will see notifications of activities that are pertinent to you.

MY CEU REQUESTS – MANAGING CEU REQUESTS

This is where both incoming and outgoing CEU requests are monitored and managed. You can also view open and closed CEU requests from this screen.

- **Incoming and Outgoing CEU Requests:**

- To navigate between incoming and outgoing, click the drop down menu and select incoming or outgoing appears. From this screen you can manage your CEU’s or your user’s CEU’s
- Click on any CEU request that is visible
- Edit any CEU Request
- Leave a Comment
- Approve or Deny a request

- **Open and Closed CEU Requests:**

- To navigate between open and closed CEU requests, click the drop down menu and select either open or closed. From this screen you can see open CEU’s that need to be managed, or closed CEU’s that have already been managed

MY COURSES

In this section you will see the courses that you are currently taking or have completed. You can Unenroll or Continue taking a course.

MY PORTFOLIO

This area of the dashboard is for viewing or sharing your portfolio by year and/or role.

HOW TO MANAGE USERS

Union Registrars have the same functions as Conference Superintendents and Assistant Superintendents in their dashboards. They are “Managing Users” and can manage the groups they supervise in their Conference/Territory. If you add a Managing User to any group, that person will be set up to manage that group in totality.

- **On the sidebar of your dashboard, click on “Users”. You will see all the entities that you supervise.**
- **To Navigate the Manage Users Hierarchy:**
 - Click on an entity. The right side of the screen will reveal the users within that entity. It will also reveal the lower organizations in the hierarchy
 - Click on any entity to view the users at any level of the hierarchy



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HOW TO MANAGE USERS (contd.)

- **New or Transferring Teachers to Your Territory:**
 - When a teacher that does not have a AE Dashboard account transfers to or is hired in your territory, you will get a notification requesting for them to join a specific organization
 - You can either approve or deny this request
 - If approved, the teacher will be added to that organization and you will be able to view his or her portfolio
- **To Add a User:**
 - Navigate to the "Users" screen from your dashboard sidebar
 - Click the "Add User" button
 - Search for any particular user that already exists in the system and click the "Confirm" button
- **To Add a Managing User:**
 - Navigate to the "Users" screen from your dashboard sidebar
 - Click the 3 dots under the "Add User" button
 - Click "Edit Settings"
 - In the "Managing User's" bar/box, type in the name of any user within the Adventist Learning Community and click on their name
 - Note: They must already have an account with the ALC*
 - Click the "Save" button. They are now a managing user
- **To View a Teacher's e-Portfolio:**
 - Navigate to the "Users" screen from your dashboard sidebar
 - Here you can see an overview of all the teachers in your territory
 - For a detailed view of a teacher's completed CEUs, click on the name of the teacher you wish to see
 - Click the "Portfolio" tab
 - You can select a certain year to review from the drop-down menu or review all of that person's CEU items
- **To View Employment:**
 - For teachers employed within the NAD, all account settings and place of employment must be edited in AE Dashboard
- **To Approve or Deny a CEU Request:**
 - This feature is available to Union Registrars so that you may see what CEU requests are pending
 - Union Registrars generally do not approve or deny CEU requests, unless there is an exception such as an inactive teacher
 - You may contact a Conference Superintendent directly if he or she has pending requests that you are waiting for or if there are questions about why certain CEU activities were approved or denied