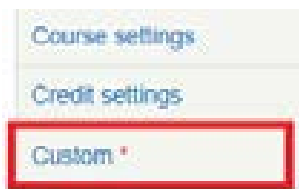


Updating Sessions & Requesting Review/Approval

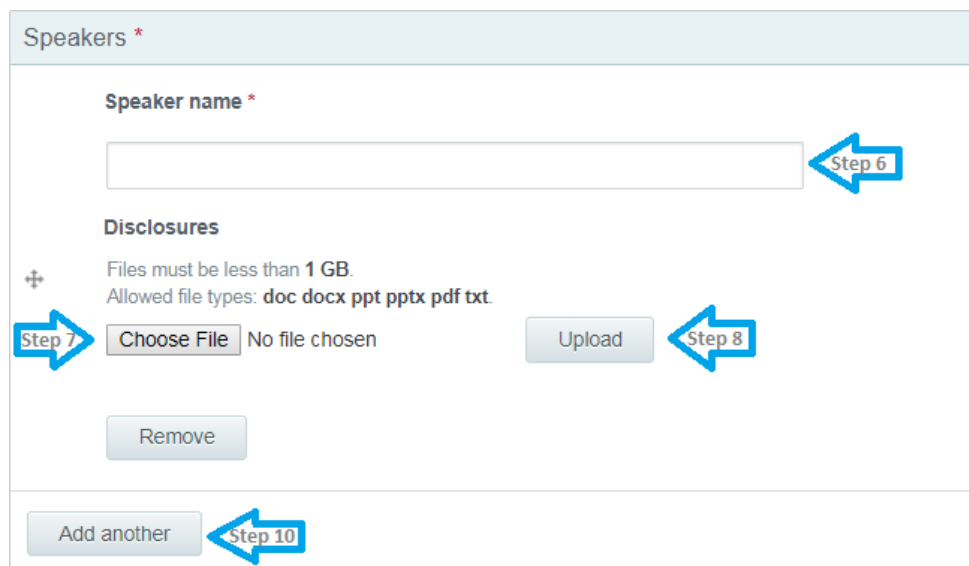
1. Follow series link
2. Log-in
3. Go to session you are updating
4. Click 'Edit' on bar on top of page



5. Click 'Custom' on the left side of the page



6. Add Speaker Name
7. Click 'Choose File' to upload speaker disclosure form
8. Click 'Upload'
9. Repeat steps 6 – 8 for all speakers for this session
10. Click 'Add Another'



Speakers *

Speaker name *

Disclosures

Files must be less than 1 GB.
Allowed file types: doc docx ppt pptx pdf txt.

No file chosen

11. Speaker Name for the additional attachment will be: [DATE] Disclosure Summary

12. Click 'Choose File' to upload the disclosure summary created for this session

13. Click 'Upload'

Speaker name *

June 19, 2019 Disclosure Summary

Disclosures

Files must be less than 1 GB.
Allowed file types: doc docx ppt pptx pdf txt.

Choose File No file chosen

Upload

Remove

14. Click 'Save' at bottom of page

Save Preview Delete

15. You will be brought back to the session's page

16. Click "Workflow" on bar at top of page

VIEW EDIT ENROLLMENTS WORKFLOW COURSE OUTLINE

17. Check-off 'Ready for review'

18. Click 'Update workflow'

Change Custom session state

- ☒ Ready for review
- ☐ In review
- ☐ Feedback
- ☐ Approved
- ☐ Rejected

Workflow comment
A comment to put in the workflow log.

Update workflow

An email will be sent to Emily Welch to review the information you have uploaded. Once the session has been approved, you will receive an email and the SMS code for attendance will become available. If revisions are needed for the uploaded information, you will receive an email prompting you to make the appropriate edits.

(Please see page 3 for additional information regarding the new SMS attendance process)