ADVANCING WORKFORCE DEVELOPMENT FOR MATURE WORKERS SINCE 1983

A4TD
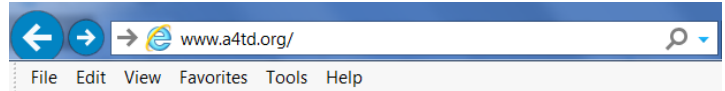ASSOCIATES FOR TRAINING & DEVELOPMENT

Network to Work
October 2015

Guided Tour of the A4TD Training Portal

1. **Access the new A4TD website:**   In the address box in the upper left corner of your search engine type www.A4TD.org
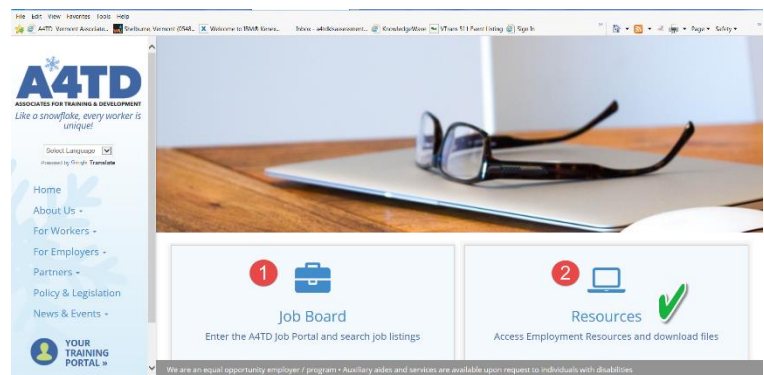
   www.a4td.org/

   File   Edit   View   Favorites   Tools   Help

2. **The Home Page of the new A4TD website:** Notice rotating photographs and the navigation menu on the left side. At the bottom is the link to "Your Training Portal". Click on this to get to the Portal.

   ➢ Before entering the Training Portal, take a look at other features of the website including:
      o Language selection
      o Magnifying Glass
      o Menu Options (left hand side)
      o Ask A Question
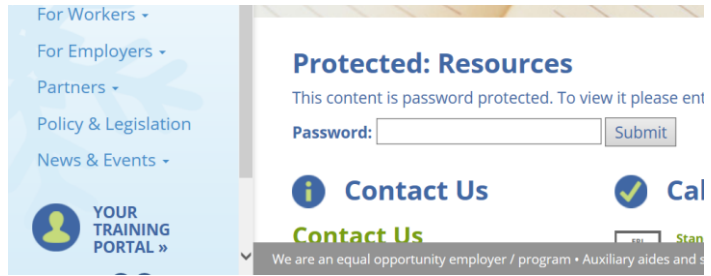   o Calendar
      o Social Media Post

3. **The landing page for the Training Portal provides links for two areas:** a Job Board and Resources.

   ➢ The Job Board currently under construction has no content. Eventually it will contain current job postings that have been posted by employers for SCSEP participants.

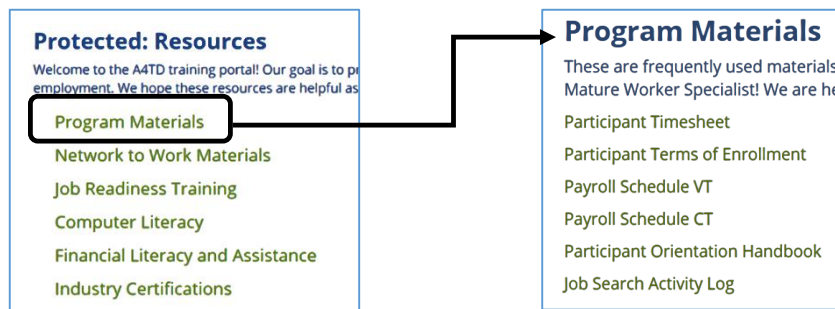   ➢ You will want to access the "Resources" section by left clicking within that box.

4. **When you click on the "Resources" link you are brought to the Training Portal Log In area.**
   - You'll see the heading "***Protected: Resources***" and the box where you must enter the password.
   - The password is "***a4tdtraining***" - one word and all lower case.
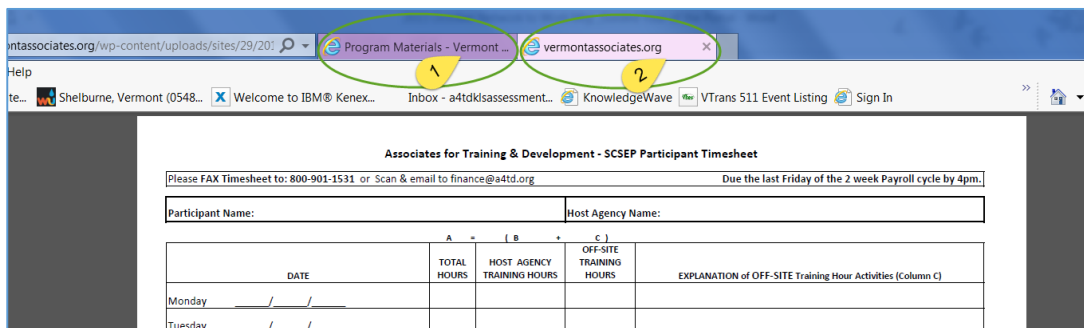   - **Click on SUBMIT.**

5. **You will land on the Portal "welcome" page.** Notice the list of topics; these are all active links.
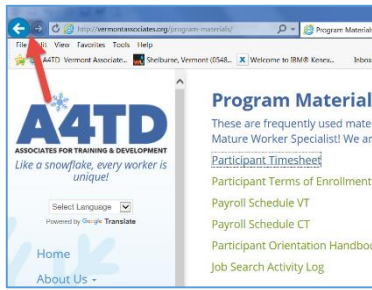   - Program materials: from here you can print out a timesheet or job search activity log.

   - **NOTE: Documents such as the timesheet may open up in a separate tab.** You will need to click on the first (left) tab (*in this case, the "Program Materials – Vermont" tab*) in order to return to the Training Portal. The timesheet is open in the second tab *(vermontassociates.org.)*.
     - **If you close the second tab by clicking on the X, you will also be brought to the Portal.**

6. **NAVIGATION: To go from an interior (sub) page like "Program Materials" back to the "welcome page" and master list of topics** you will need to use your back arrow in the upper left corner of the screen.
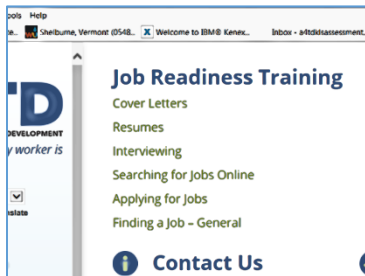
➢ You can also click on "Your Training Portal" on the left menu. This will take you to the Portal's initial landing page.

➢ Then click on the link to the "Resources" area.

➢ You shouldn't need to re-enter the password.

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7. **Other Resource Topics**
   - ➢ *Network To Work materials*:
     - o Includes meeting schedules, agendas, and resource materials
     - o *NOTE*: **We want you to go online and review the agenda and Resource materials prior to the meetings.**
     - o There's an archive of resource materials from past meetings as well.
   - ➢ *Job Readiness Training materials* – this section is rich with very helpful materials (*image*):
     - o Resources about **cover letters** (*image*)
     - o **Resume** information
     - o Short videos with **interviewing** tips (*image*)
       - ▪ (NOTE: demo a video and the controls – *image*)

   - o Videos for searching for **jobs online** and webpages about **applying online for jobs**
   - o **Finding a Job –General** *(image)*: good advice for mature and experience workers -
     - ▪ A web resource of tips for an older worker
     - ▪ A webpage to guide you in writing an elevator speech
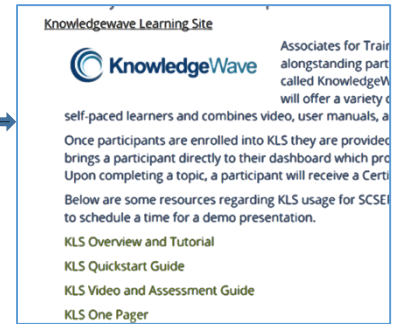
- An article about using your age to your advantage

- ➢ ***Computer Literacy***: If you need assistance remembering how to navigate the KnowledgeWave Learning Site or how to access the KLS assessments, you should go here. ➤

- ➢ ***Financial Literacy and Assistance:***
  - o In addition to employment-related topics, we've added these resources to help you learn more about:
    - Creating a budget
    - Money management
    - Protecting yourself from scams
    - Elder fraud

- ➢ Finally, there's a link for ***Industry Certification*** resources:
  - o If you are interested in getting your ServSafe certification, the link here will take you directly to the website and all you need to get started.

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8. **No need to log out.**
   - ➢ When you are done using the Portal, simply select another area of the A4TD website to review, or just close the website.

Knowledgewave Learning Site

Associates for Trai
alongstanding part
called KnowledgeW
will offer a variety

self-paced learners and combines video, user manuals, a

Once participants are enrolled into KLS they are provided
brings a participant directly to their dashboard which pro
Upon completing a topic, a participant will receive a Certi

Below are some resources regarding KLS usage for SCSE
to schedule a time for a demo presentation.

KLS Overview and Tutorial

KLS Quickstart Guide

KLS Video and Assessment Guide

KLS One Pager