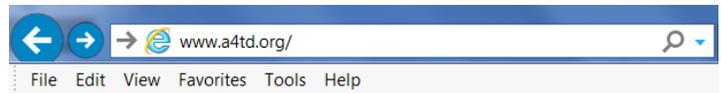


## Network to Work October 2015

# 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](http://www.A4TD.org)



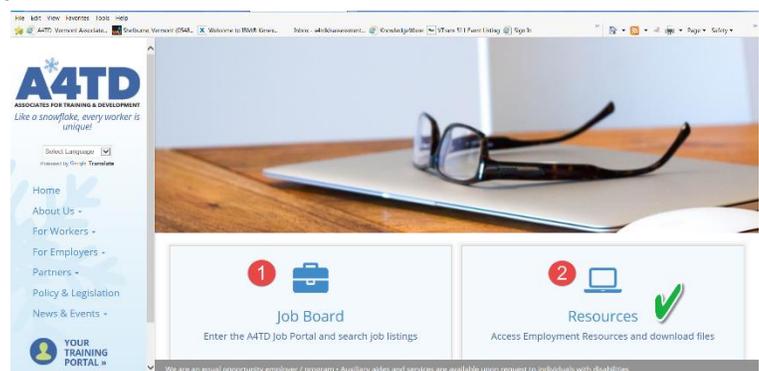
- 2. The Home Page of the new A4TD website:** Notice rotating photographs and the navigation menu on the left side. At the bottom is the link to “Your Training Portal”. Click on this to get to the Portal.



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

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

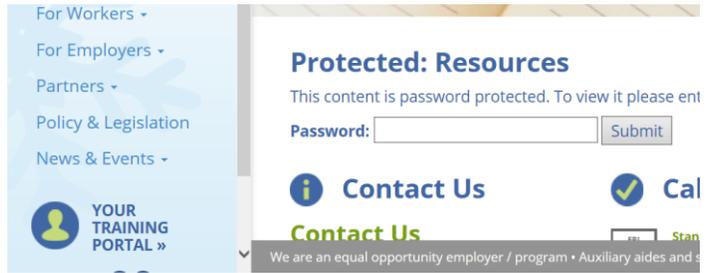
- The Job Board currently under construction has no content. Eventually it will contain current job postings that have been posted by employers for SCSEP participants.
- You will want to access the “Resources” section by left clicking within that box.



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4. When you click on the “Resources” link you are brought to the Training Portal Log In area.

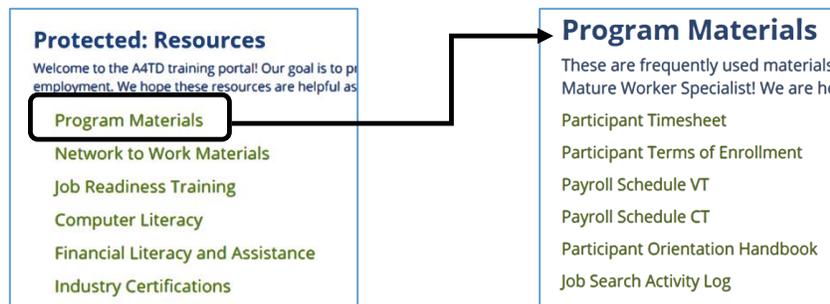
- You’ll see the heading “**Protected: Resources**” and the box where you must enter the password.
- The password is “**a4tdtraining**”- one word and all lower case.
- Click on **SUBMIT**.



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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.



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6. NAVIGATION:

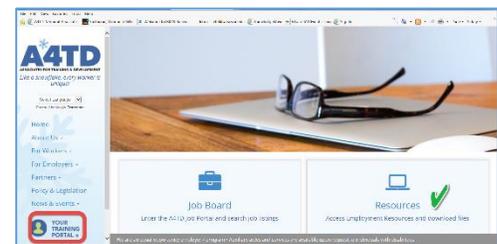
- Once in the Training Portal many of the hyperlinks will open pages up in a new tab.
  - To navigate away from these pages / tabs, click on the X in the right corner.
  - You may also click on the tab (usually the first one on the left) that says “Resources –” to return back to the Portal’s welcome page and master list of topics.



- When you are on this tab (“Resources –”) you can navigate using the back and forward arrows.

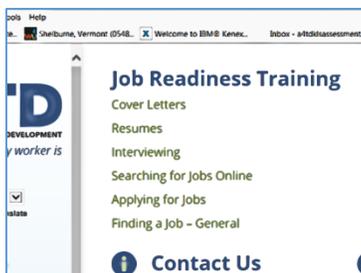


- Clicking on “Your Training Portal” on the left menu bar will take you back to the Portal’s initial landing page. After clicking on “Resources” you will need to re-enter the password on the next screen.



## 7. Other Resource Topics

- **Network To Work materials:**
  - Includes meeting schedules, agendas, and resource materials
  - **NOTE: We want you to go online and review the agenda and Resource materials prior to the meetings.**
  - 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*):
  - Resources about **cover letters** (*image*)
  - **Resume** information
  - Short videos with **interviewing** tips (*image*)
    - (NOTE: demo a video and the controls – *image*)



- Videos for searching for **jobs online** and webpages about **applying online for jobs**
- **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



**Finding a Job**

Finding a job can be tough, but we are here to help. These resources speak to the process of finding a job in general, very useful in getting started.

- Web Resource: Tips for Older Workers
- Online Guide: AARP Foundation Worksearch Information Network, Five Steps to Getting Started
- Webpage: Writing an Elevator Speech
- Article: Use Your Age to you Advantage
- Videos:

Tips for Job Seekers

➤ **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:**

- 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:

- 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.

## 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.