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Introduction to the EMT ApplyYourself WebCenter

02/05/2009

Agenda

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Introduction to the EMT ApplyYourself WebCenter

1. What is the WebCenter?
2. Logging in / Navigation
3. Manage My Profile
4. Online Support
5. Other Resources
6. Summary / Next Steps

What is the WebCenter?

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- Secure website where you can access your admissions data as well as the tools to manage that data--***not*** the same site your students access to complete your Application or Prospect forms.

- Not only the “warehouse” for your data, but also the “workplace” for handling that data, including options to:
  (1) View / edit / add / delete / export / print records
  (2) Communicate with students
  (3) Create reports on admissions activities
  (4) Perform many other “Actions” (described in Intro and Topic training classes)

- No extra steps required to retrieve data once you are in the WebCenter.

Logging In / Navigation

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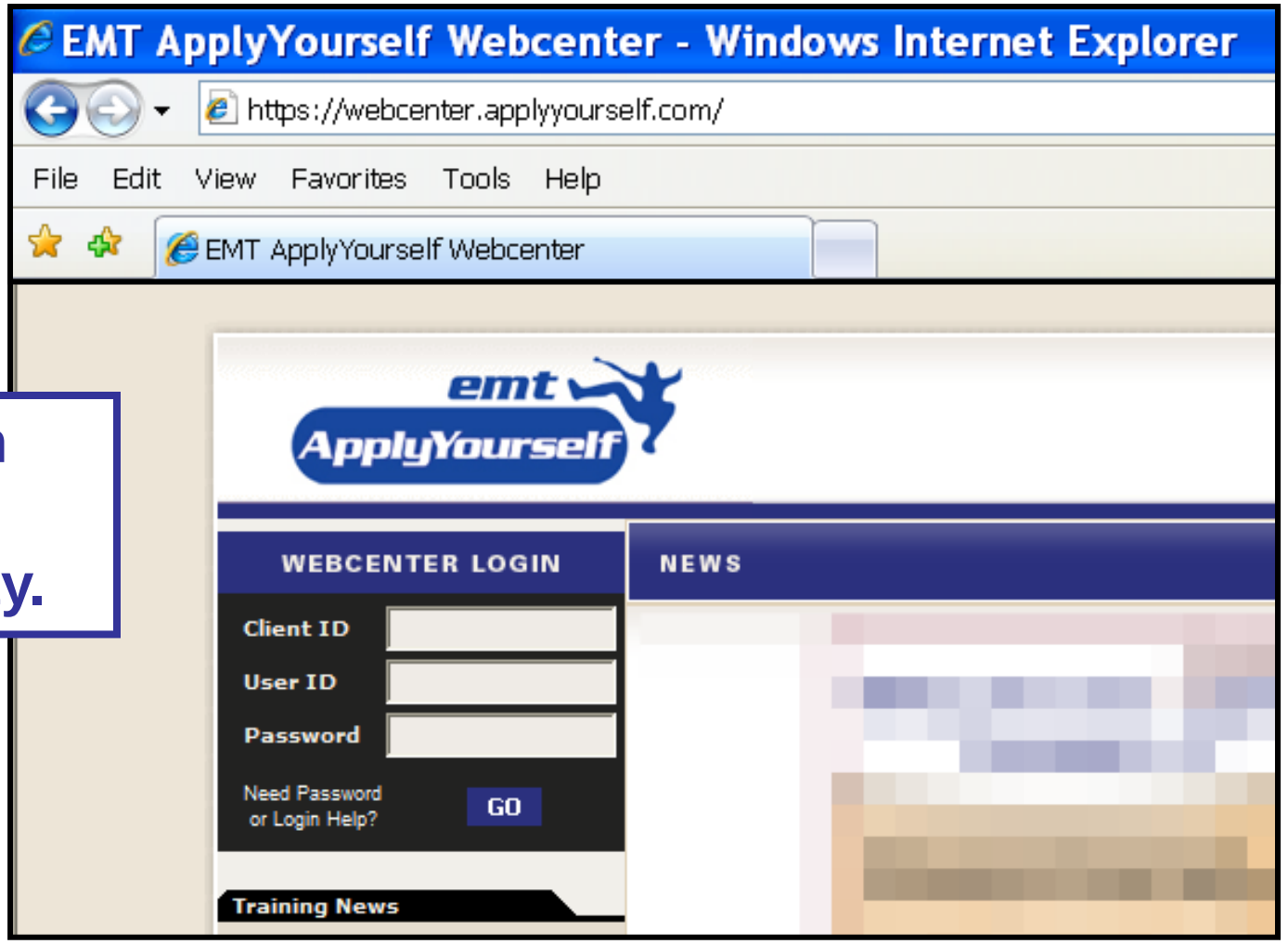
IMPORTANT!

- WebCenter users with a Windows machine must use Internet Explorer 5.0 or above (Firefox not currently supported).
- **IE 5.0+ is *required* for administrators to access the WebCenter, but *not required* for students completing your forms.**
- Macintosh users are encouraged to upgrade to OS X and to use the Apple Safari browser.
- Other system requirements (e.g., operating system, Adobe Reader, Internet connection speed, etc.) are outlined in the WebCenter.

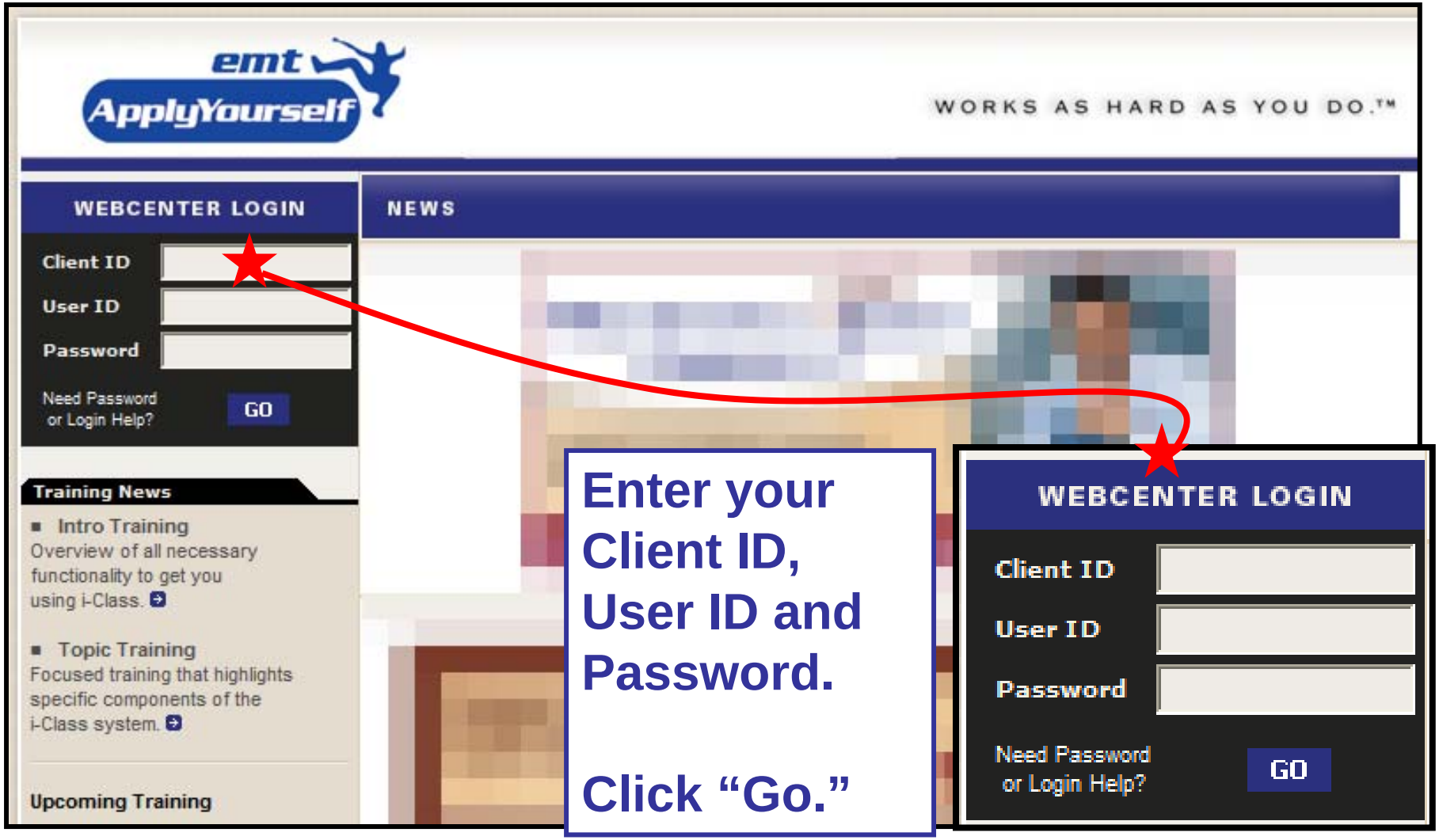
WebCenter login URL

https://webcenter.applyyourself.com

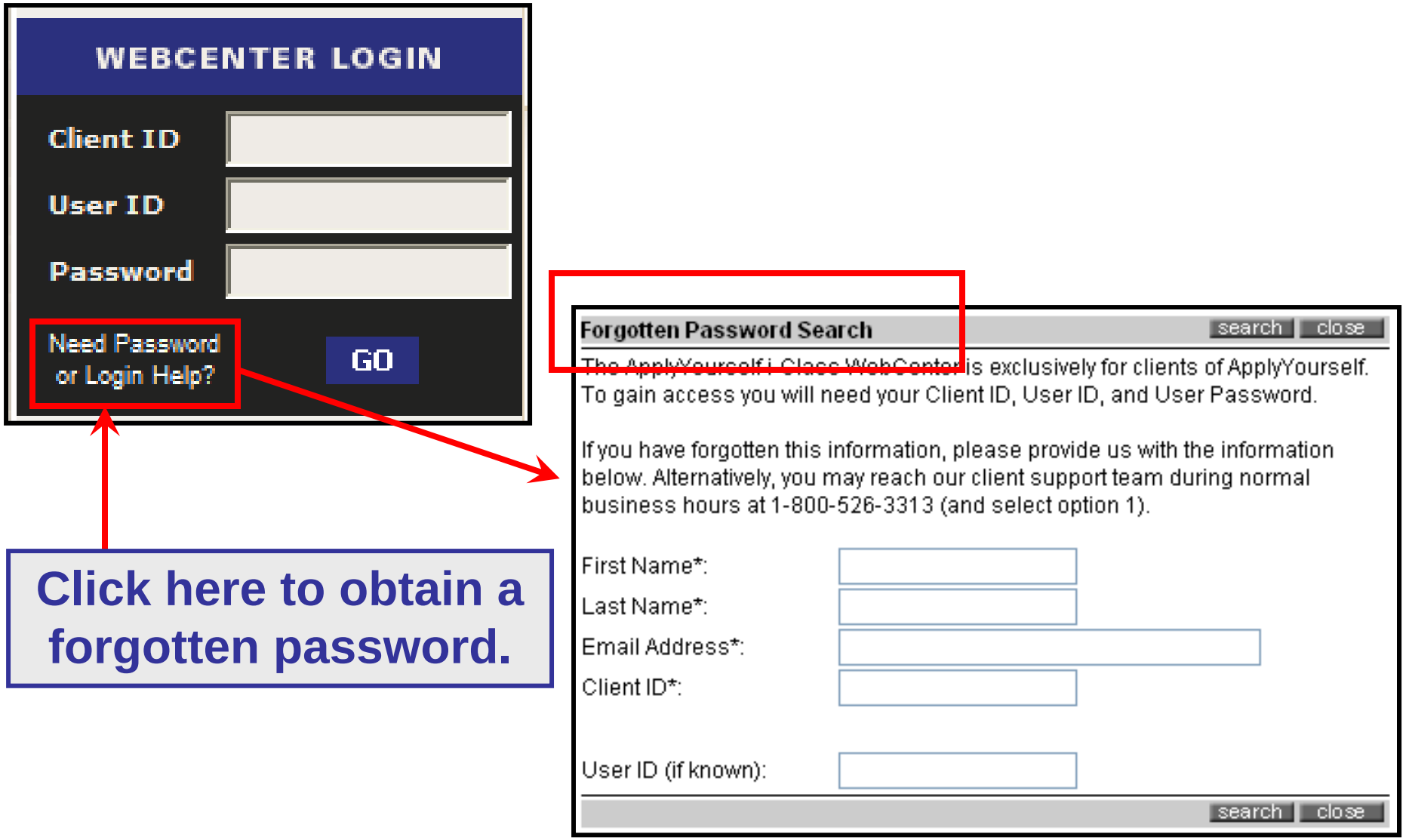
Use the "s" in the URL for added security.



Logging into the WebCenter



Logging into the WebCenter



Click here to obtain a forgotten password.

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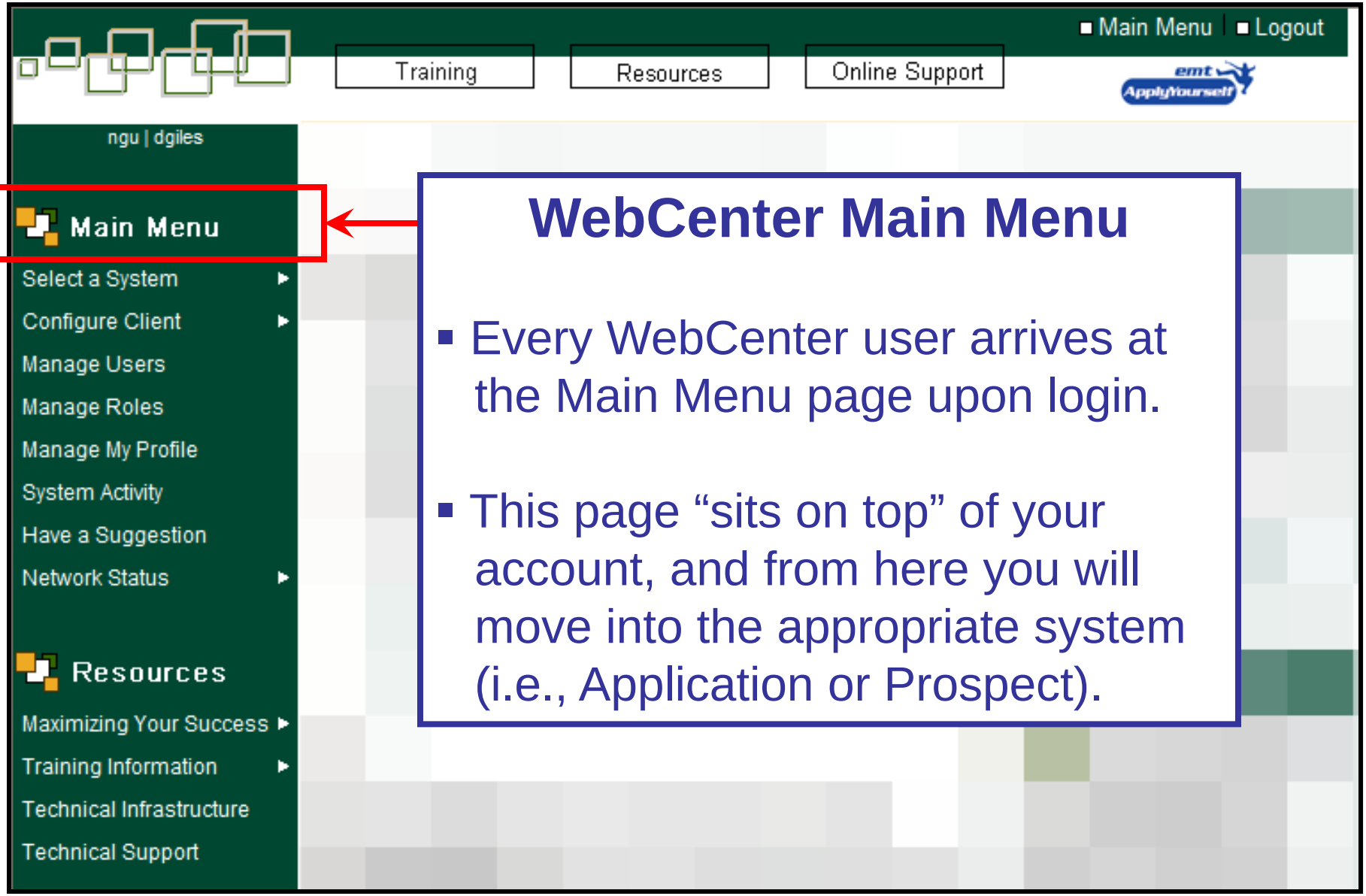


WebCenter Main Menu

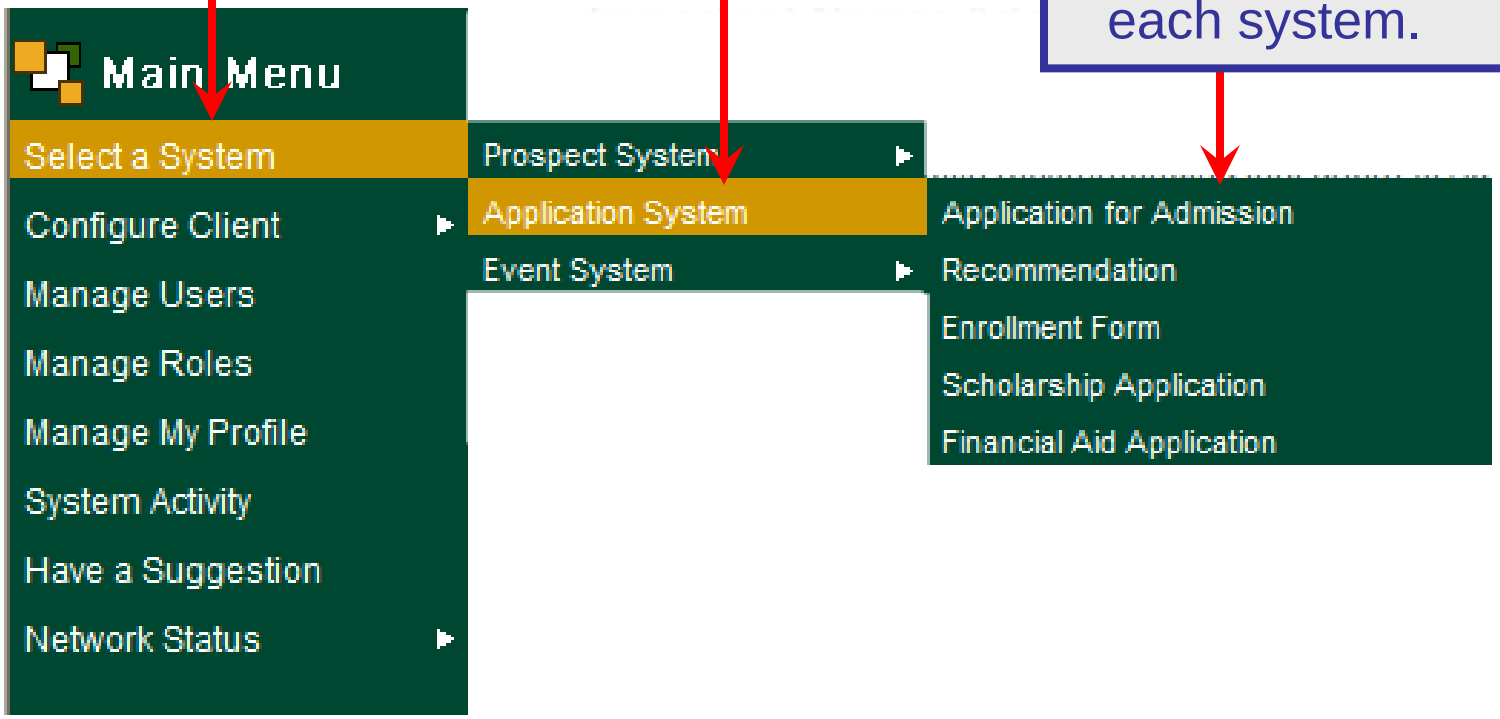
- Every WebCenter user arrives at the Main Menu page upon login.
- This page “sits on top” of your account, and from here you will move into the appropriate system (i.e., Application or Prospect).

Accessing a System

(Application example)

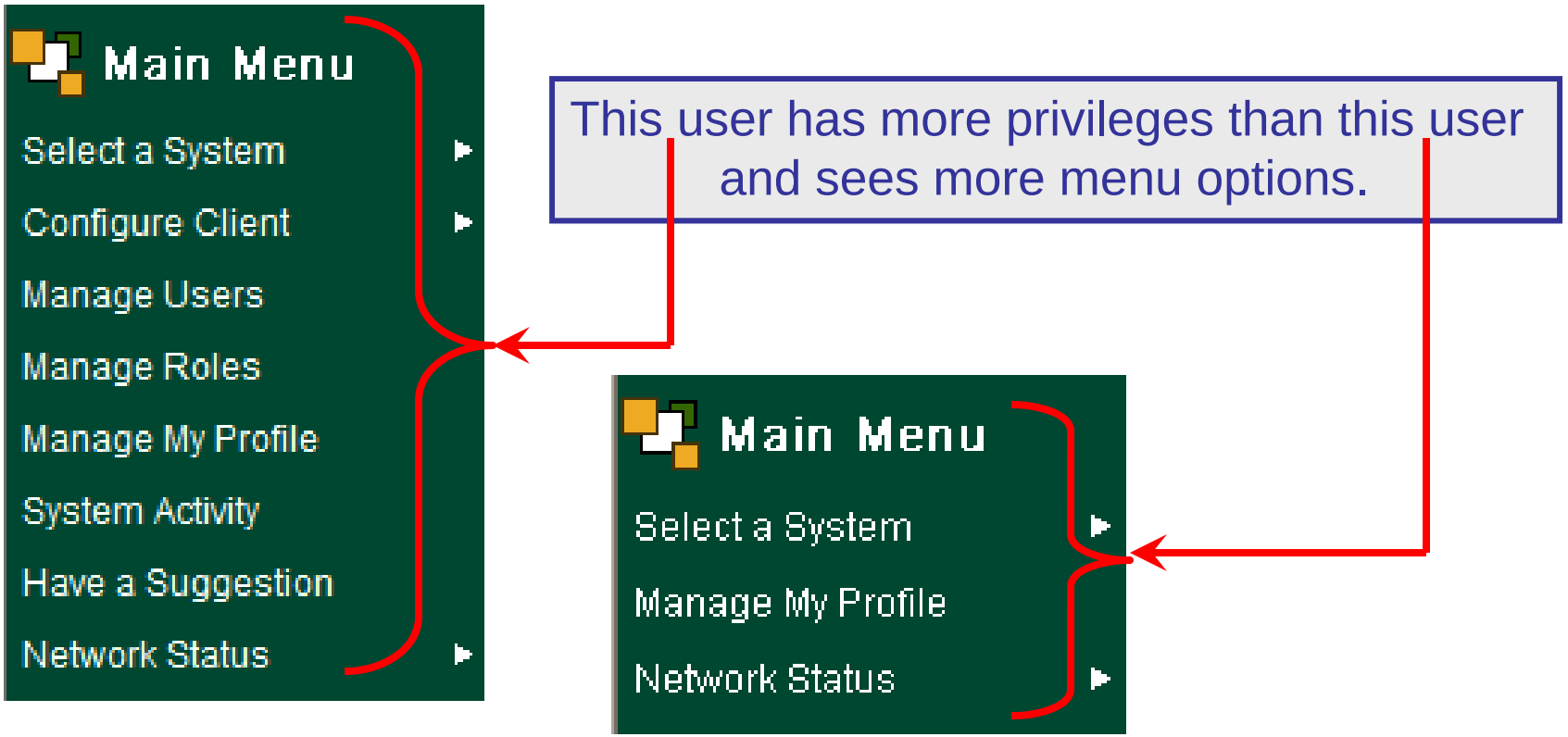
- Place cursor on “Select a System.”
- Roll cursor over to select the desired system.
- Click on the name of the form whose database and functionality you wish to access.

  NOTE: You may have more than one form in each system.



IMPORTANT NOTE:

What you see onscreen, as well as **what you can do**, is controlled by the **privileges** (or types of access) that have been assigned to your User ID. For example….



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…? Questions about your privileges or the areas of functionality which you can access?...

Talk to your campus system administrator, i.e., the person who is responsible for setting up the WebCenter users for your system.

Features of Screen Layout

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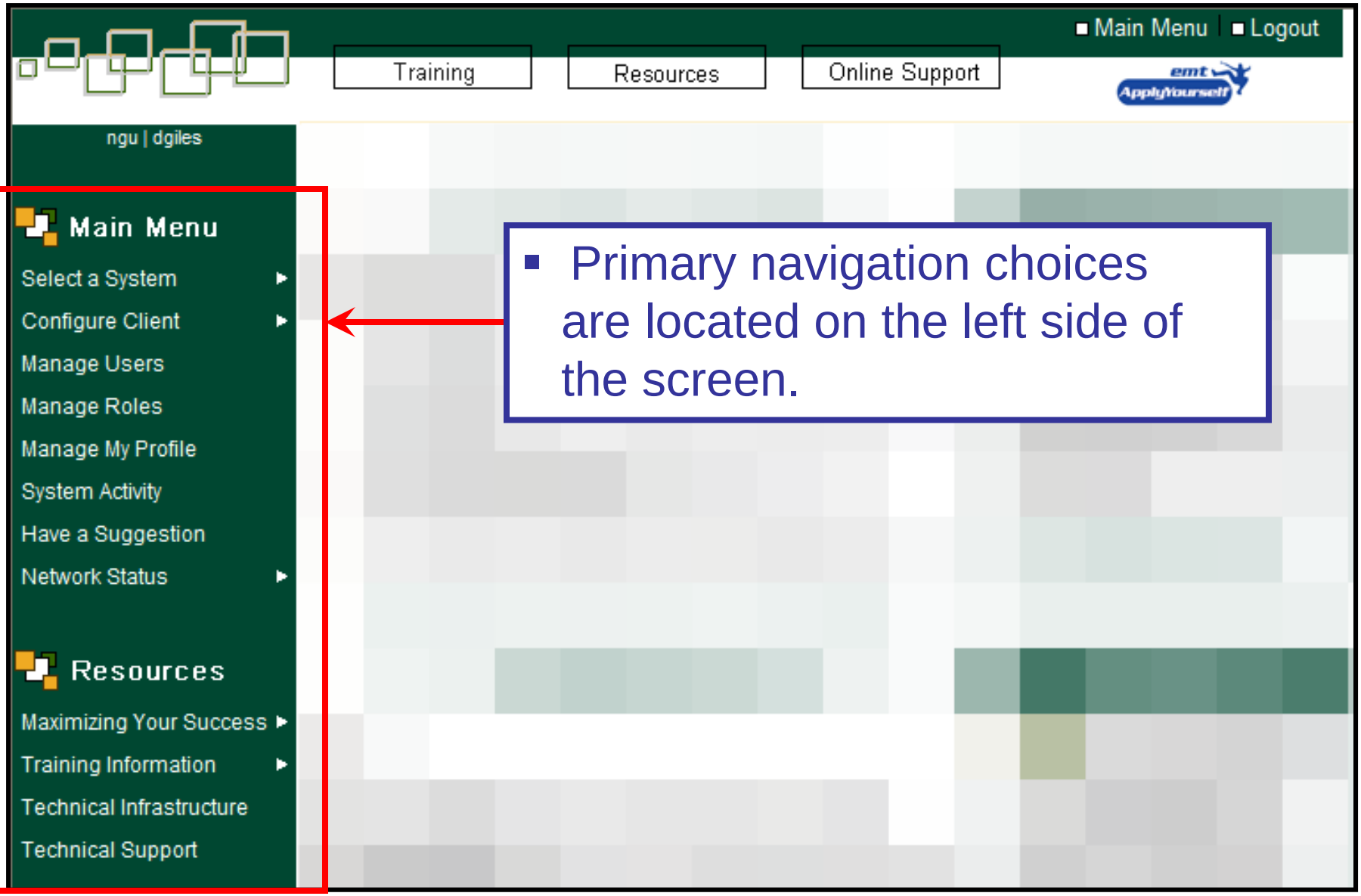
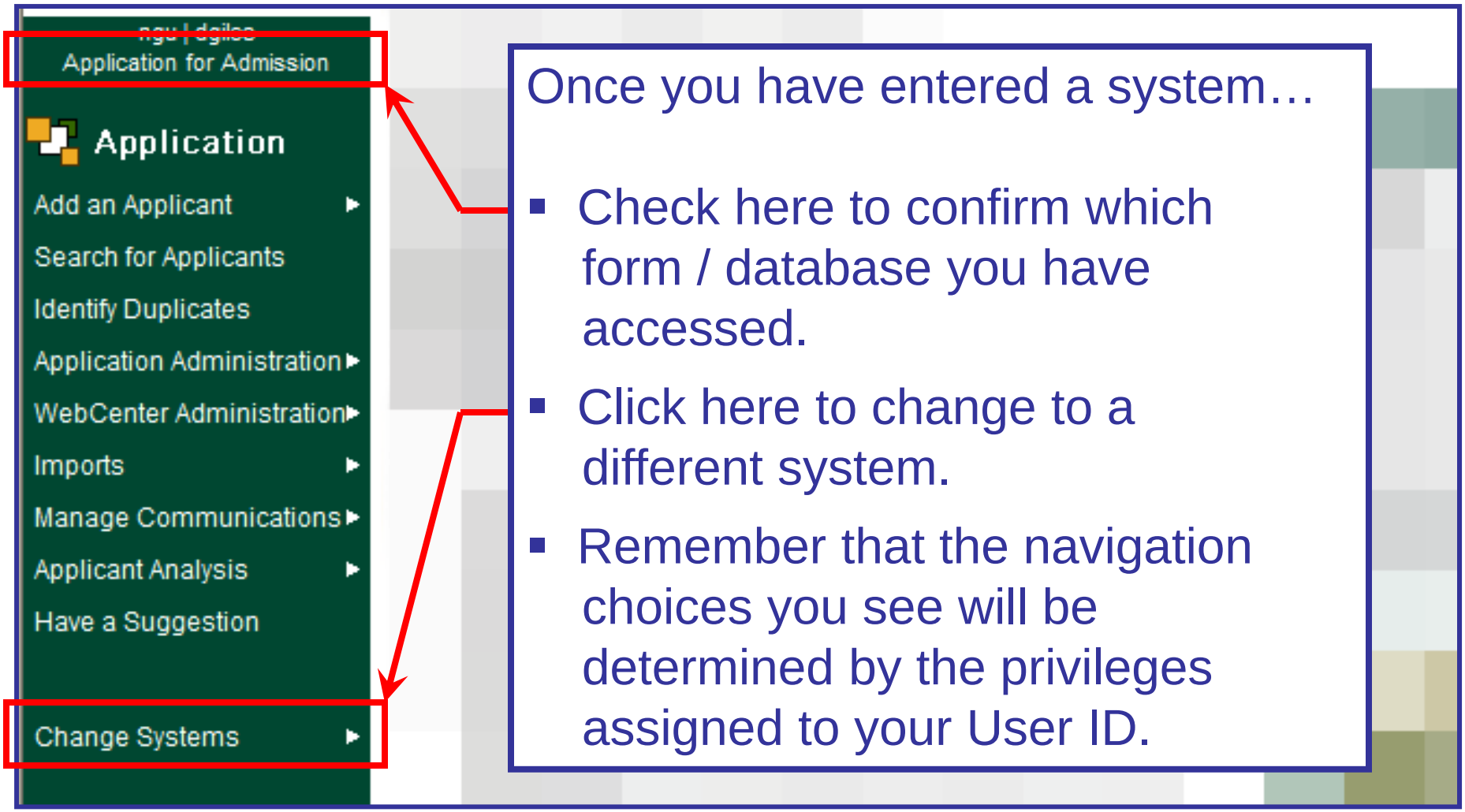


- Primary navigation choices are located on the left side of the screen.

Features of Screen Layout



Once you have entered a system…

- Check here to confirm which form / database you have accessed.
- Click here to change to a different system.
- Remember that the navigation choices you see will be determined by the privileges assigned to your User ID.

Features of Screen Layout

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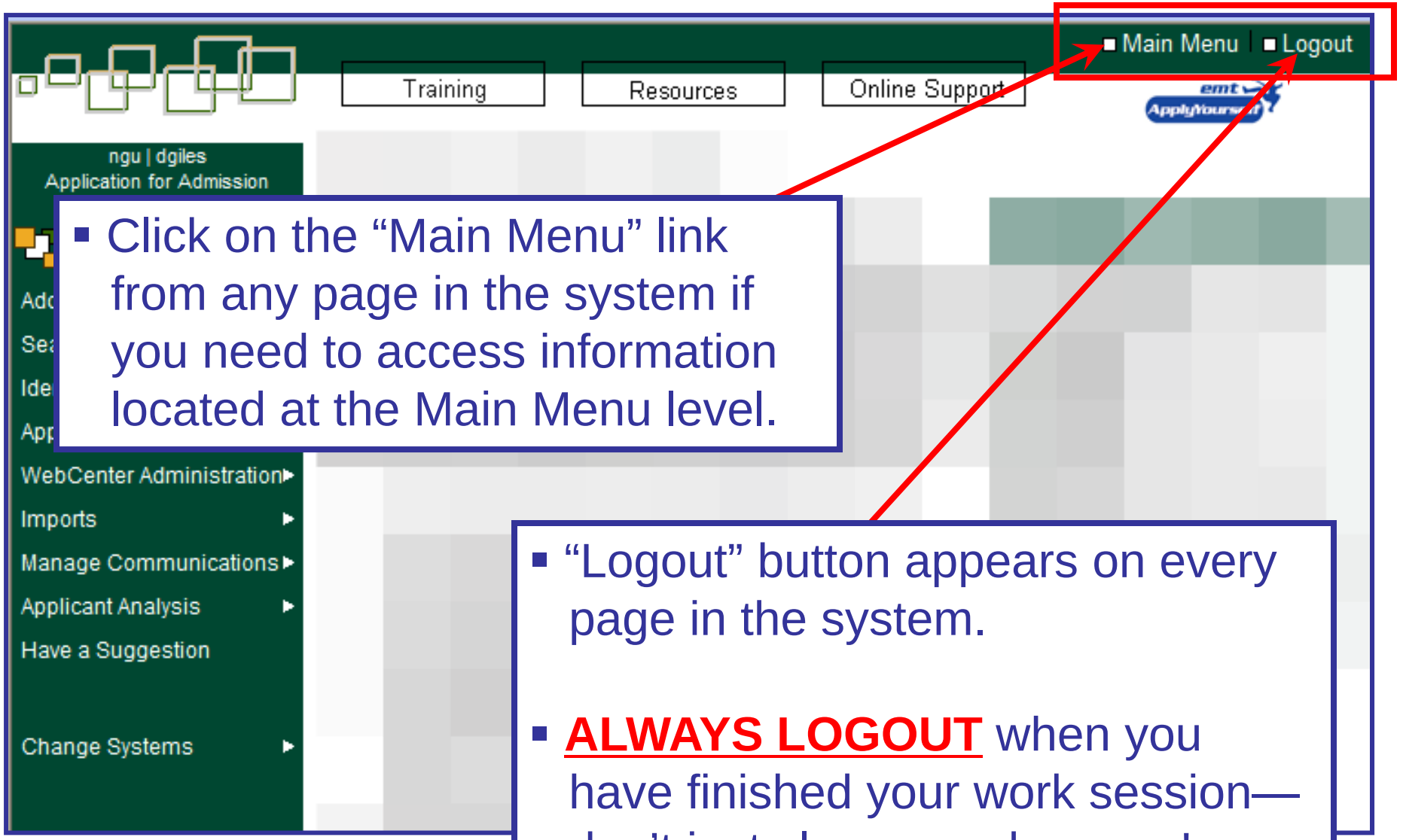

- Click on the "Main Menu" link from any page in the system if you need to access information located at the Main Menu level.

- "Logout" button appears on every page in the system.
- **ALWAYS LOGOUT** when you have finished your work session—don't just close your browser!

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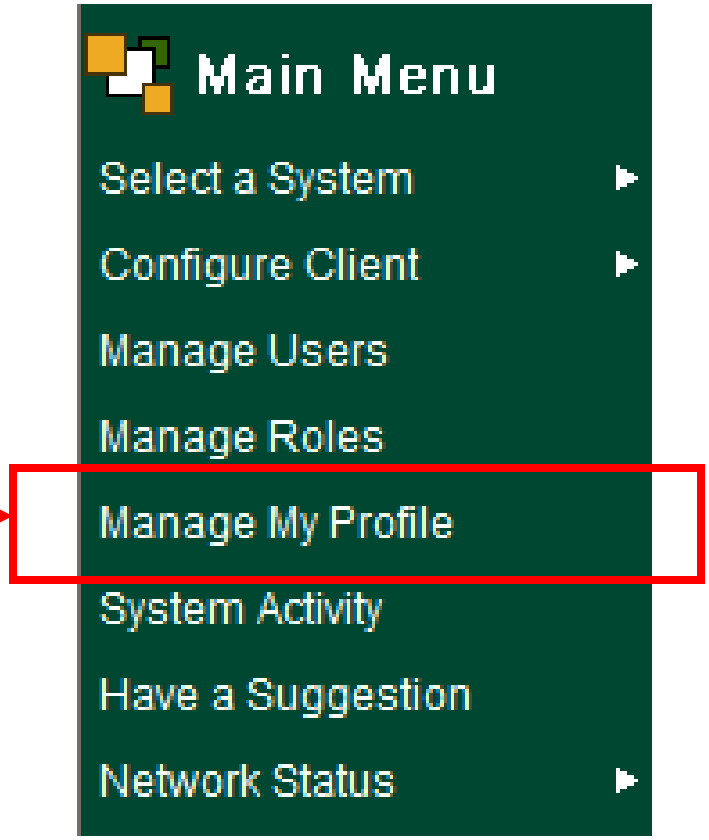
Manage My Profile

Each user can control certain features of his/her account by clicking here.



Manage My Profile

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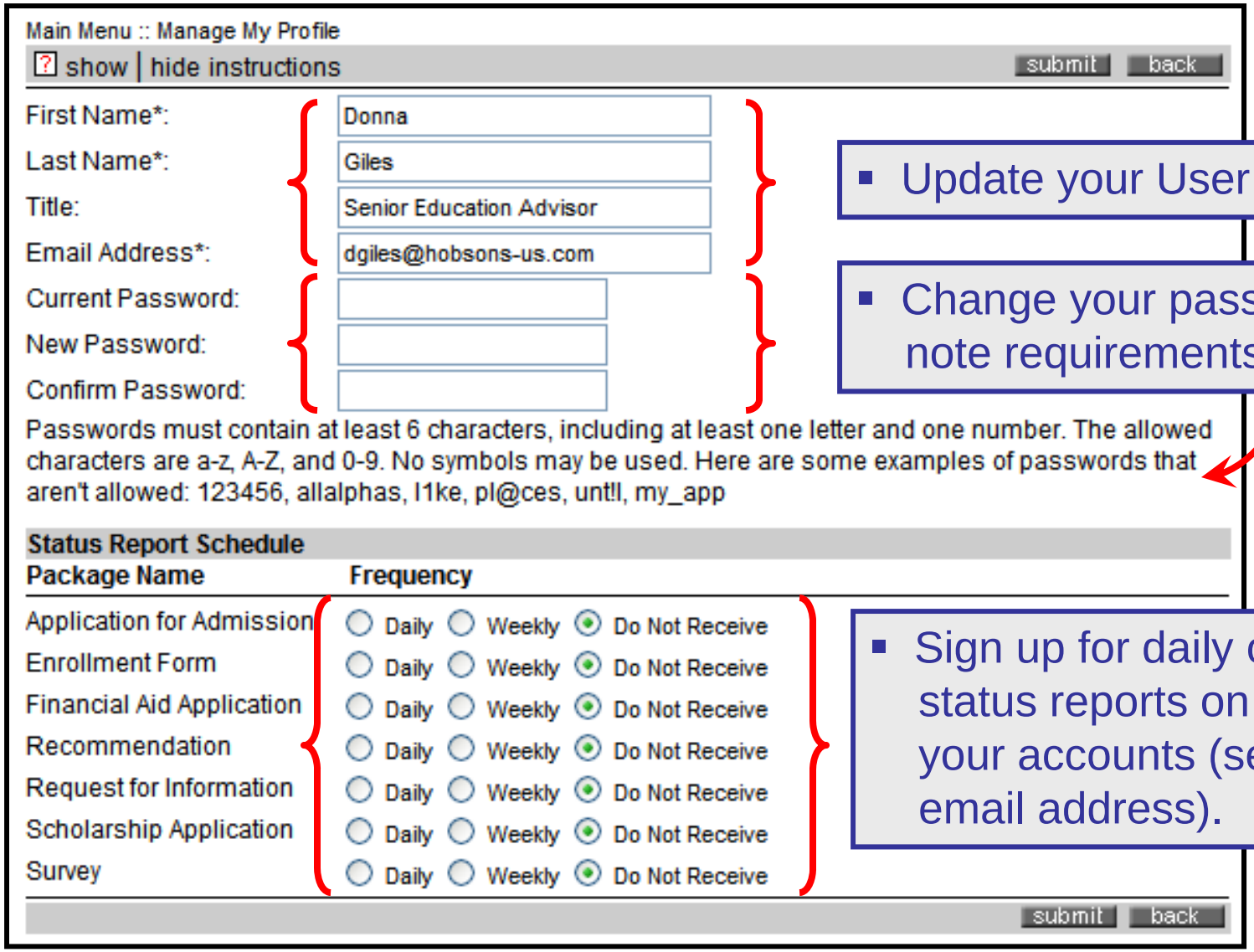
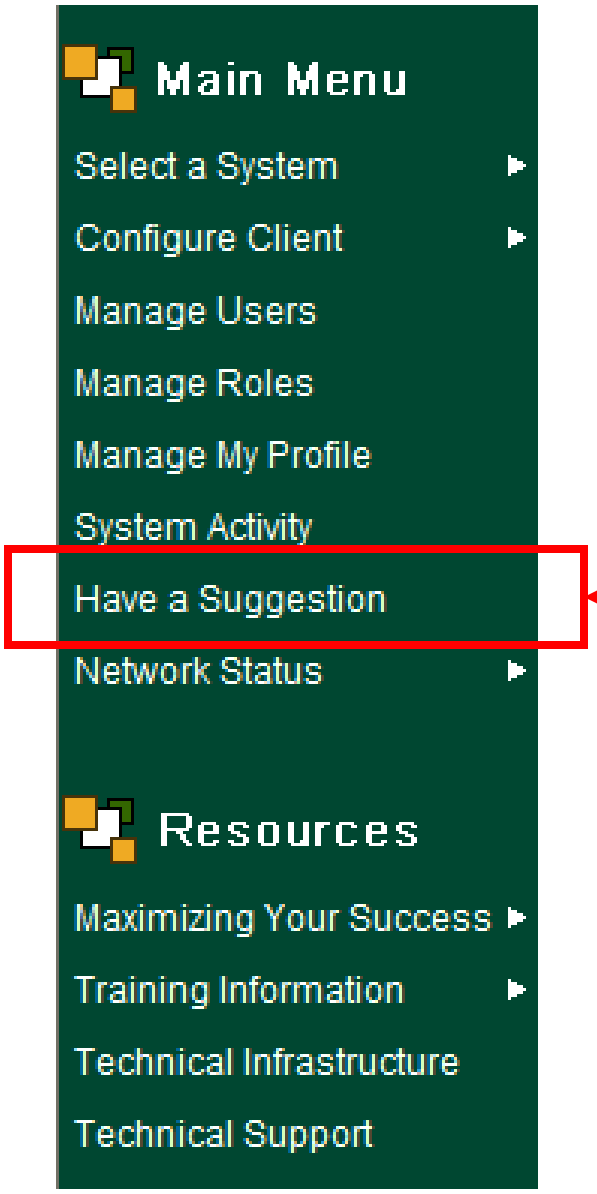


- Update your User Profile.
- Change your password--- note requirements.
- Sign up for daily or weekly status reports on activity in your accounts (sent to your email address).



Have a Suggestion

- Give us your feedback, suggest enhancements, etc.
- Link is available on every page in the WebCenter.
- Information goes to our Product Management team.

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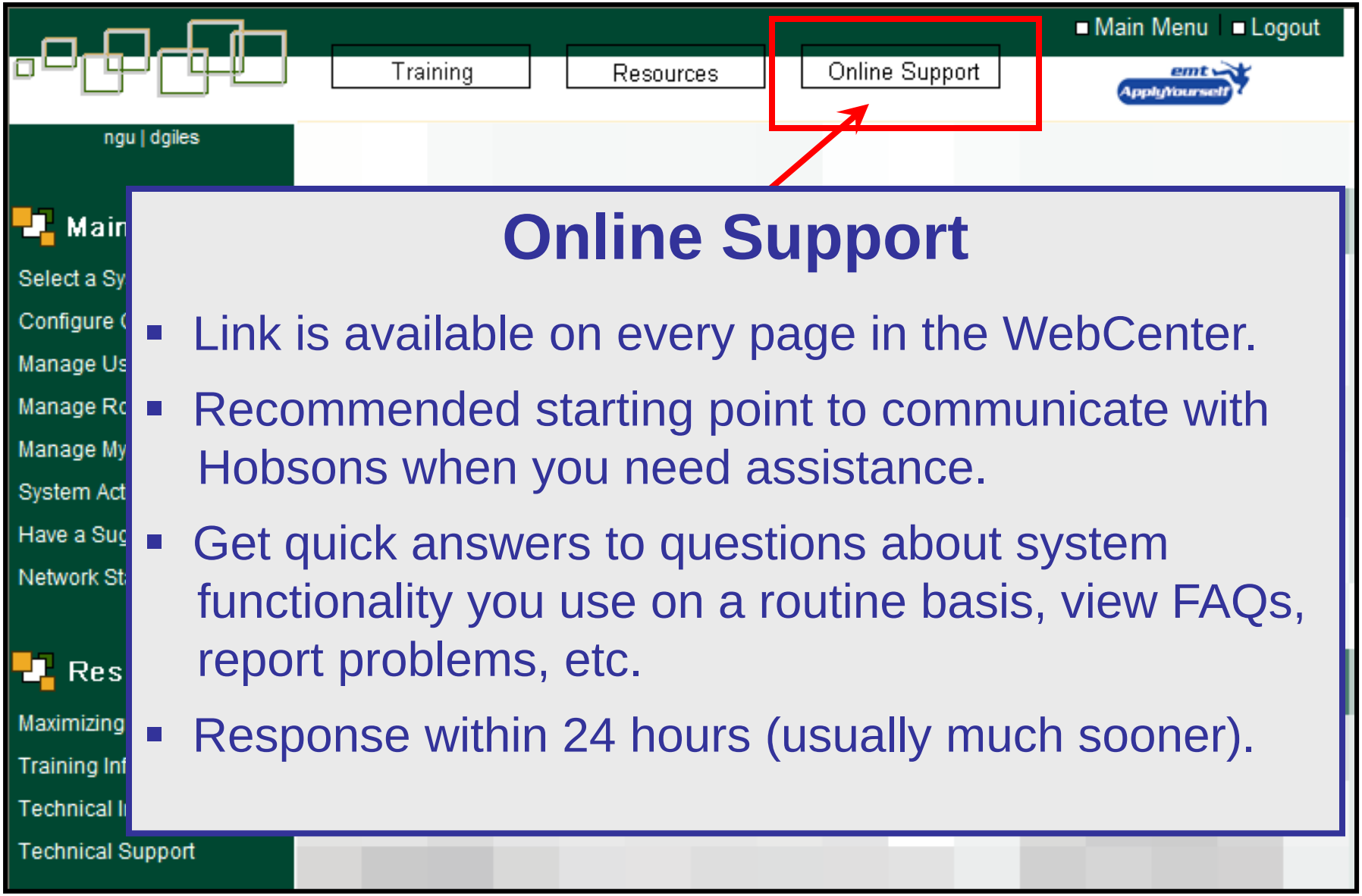

Online Support

- Link is available on every page in the WebCenter.
- Recommended starting point to communicate with Hobsons when you need assistance.
- Get quick answers to questions about system functionality you use on a routine basis, view FAQs, report problems, etc.
- Response within 24 hours (usually much sooner).

Use of Online Support – FAQs

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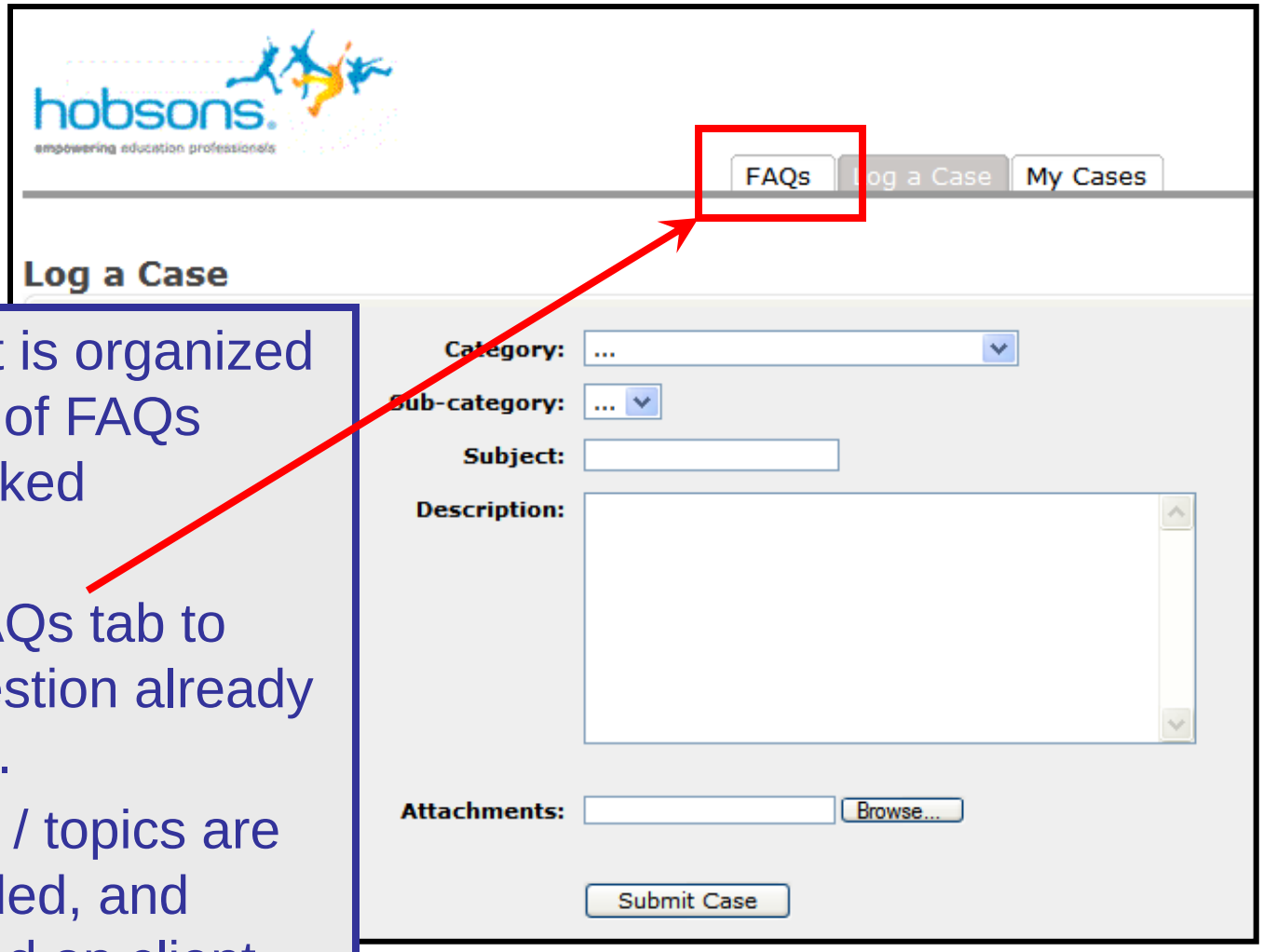

- Online Support is organized as a database of FAQs (Frequently Asked Questions).
- Start on the FAQs tab to see if your question already has an answer.
- New questions / topics are added as needed, and many are based on client inquiries.

Use of Online Support – FAQs

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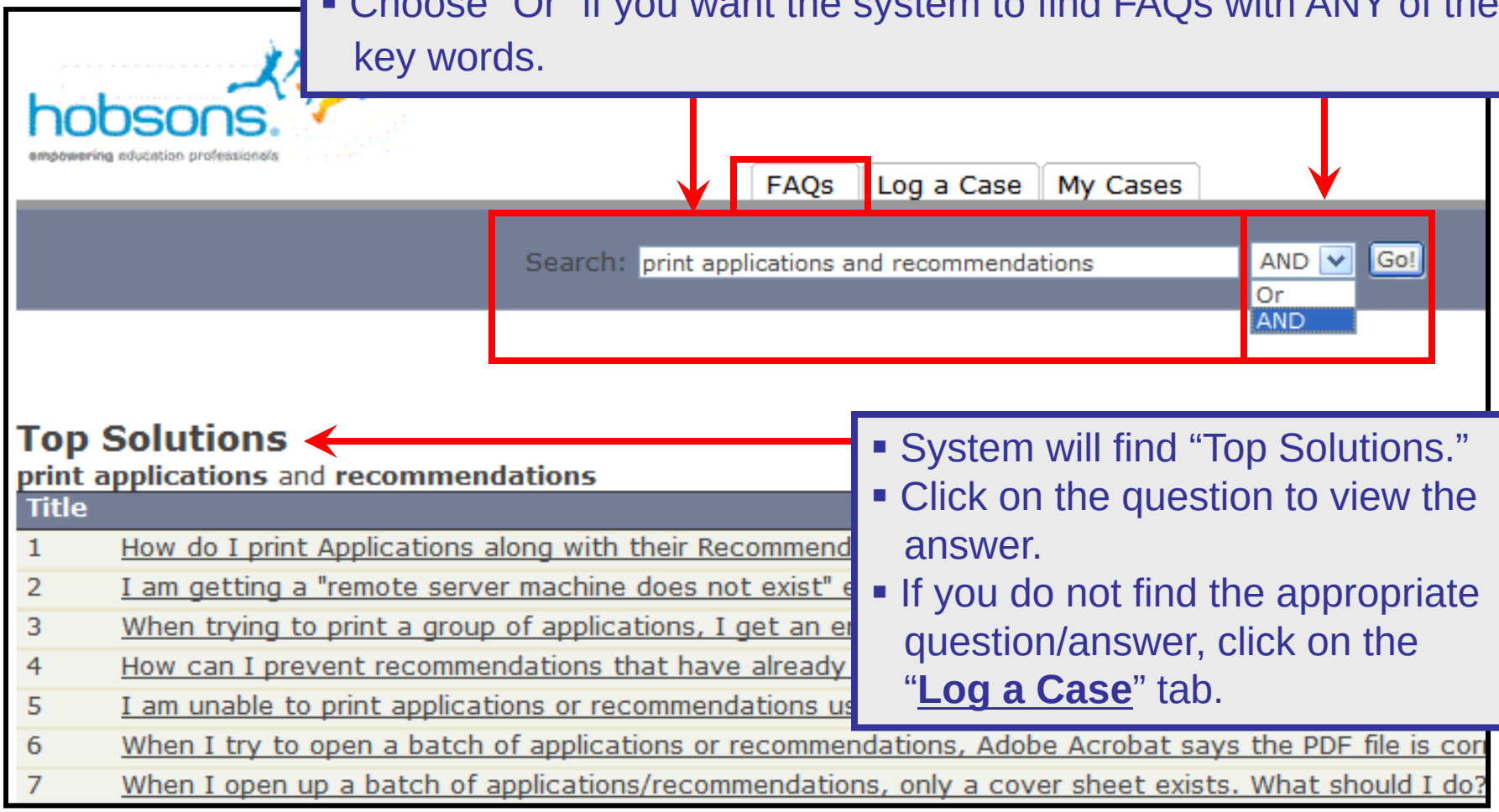
- Search our list of FAQs based on key word(s) that you enter.
- Choose “AND” to narrow the search—the system will show you only FAQs that contain ALL of the key words.
- Choose “Or” if you want the system to find FAQs with ANY of the key words.



- System will find “Top Solutions.”
- Click on the question to view the answer.
- If you do not find the appropriate question/answer, click on the “**Log a Case**” tab.

Use of Online Support – FAQs

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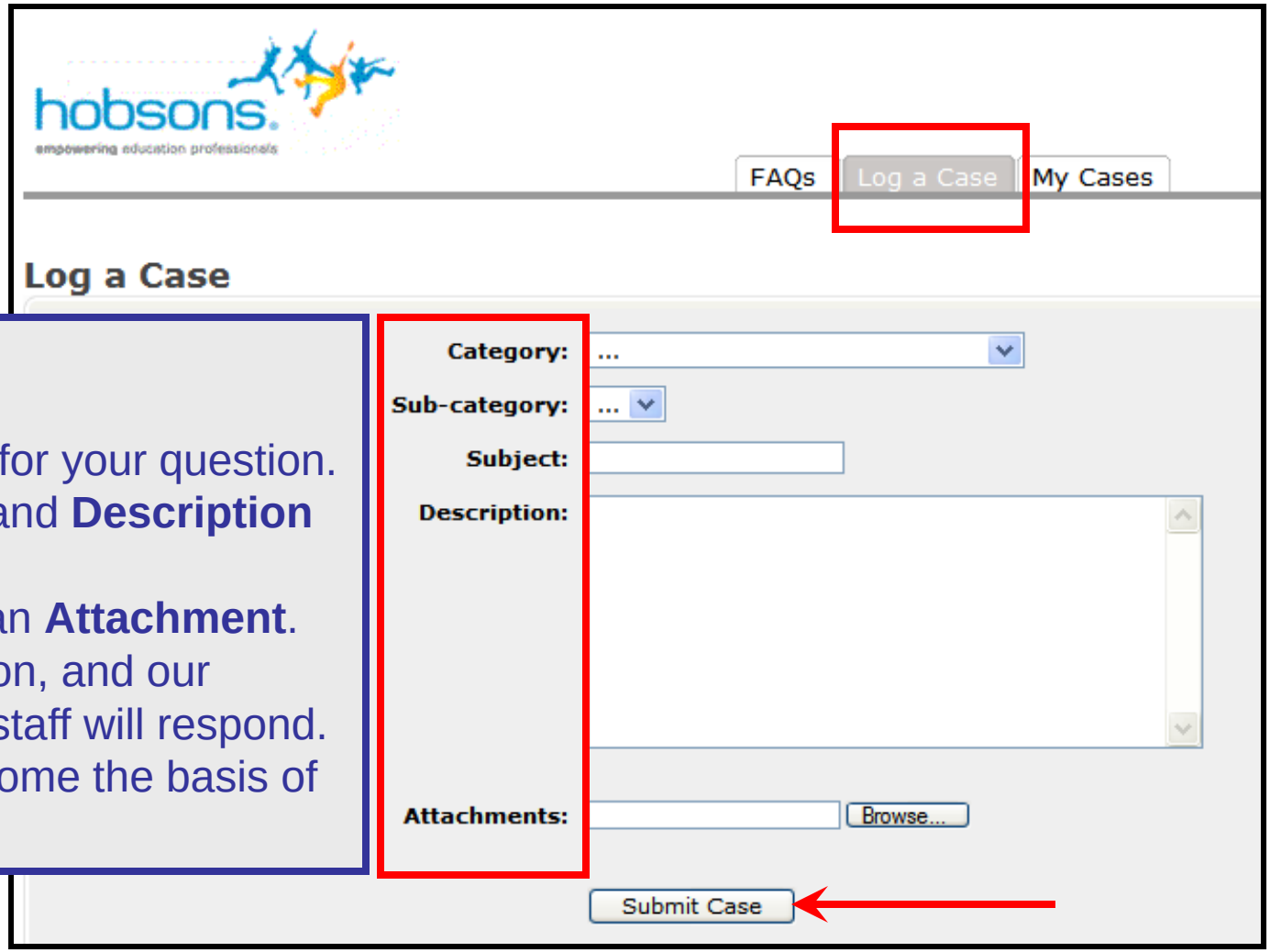
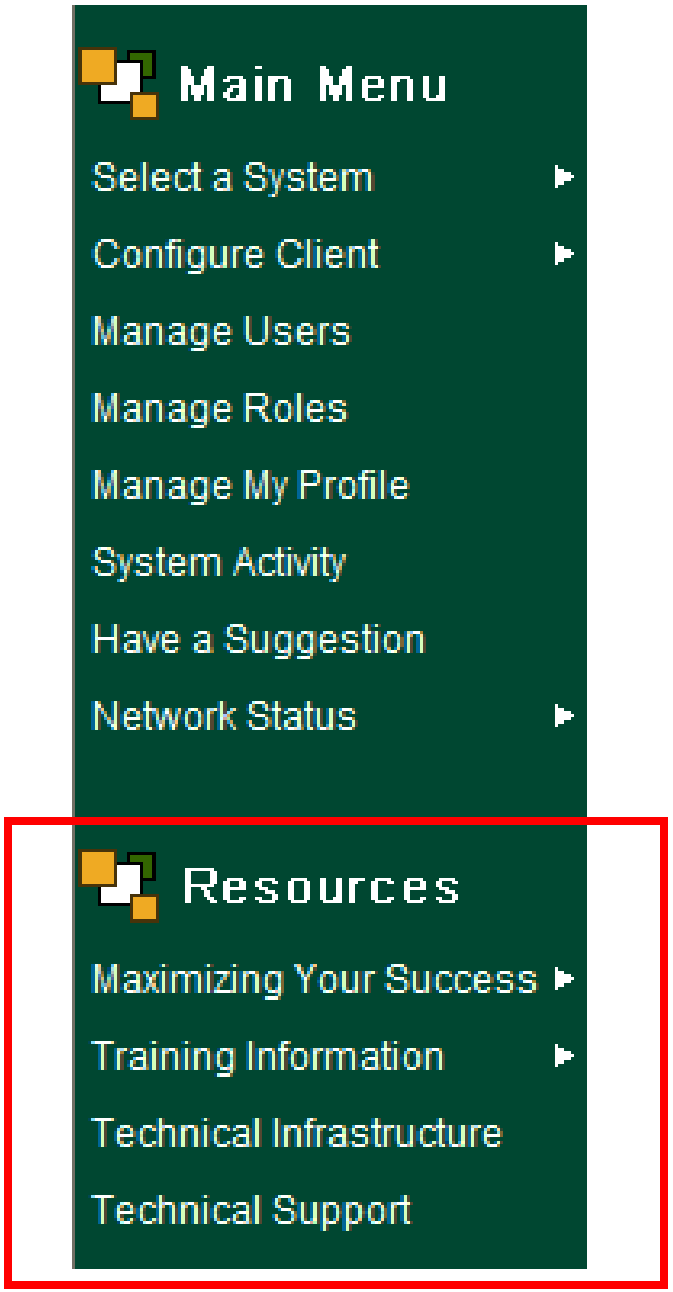


To "Log a Case"

- Select a **Category** for your question.
- Enter the **Subject** and **Description** of your question.
- (Optional) Include an **Attachment**.
- Submit your question, and our Technical Support staff will respond.
- Your questions become the basis of future FAQs.



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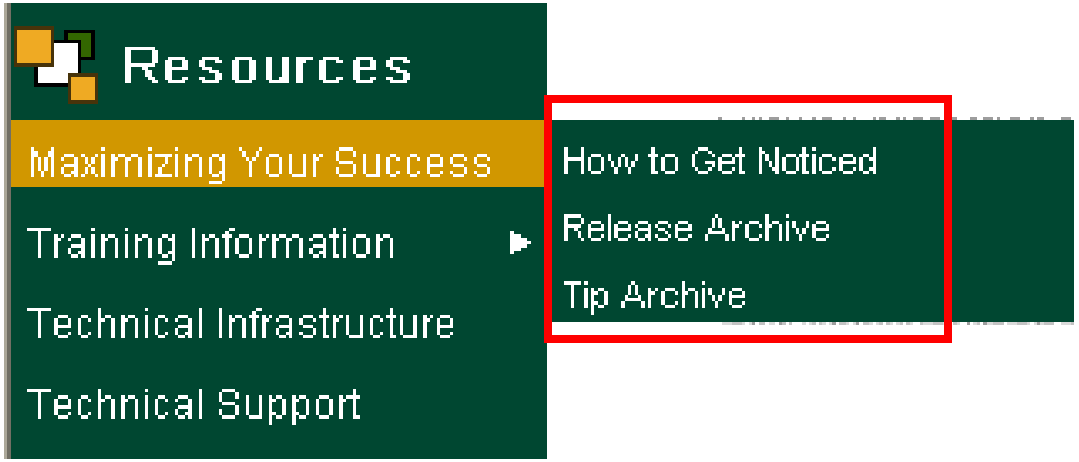
Other Resources

There is a wealth of information and documentation about EMT ApplyYourself which can be accessed directly from the Main Menu in the WebCenter.

For example….

Maximizing Your Success



- **How to Get Noticed**: Tips for drawing attention to your online forms and creating a smooth internal process.
- **Release Archive**: Summary of enhancements.
- **Tip Archive**: 40+ suggestions of "best practices" for effective use of system functionality.

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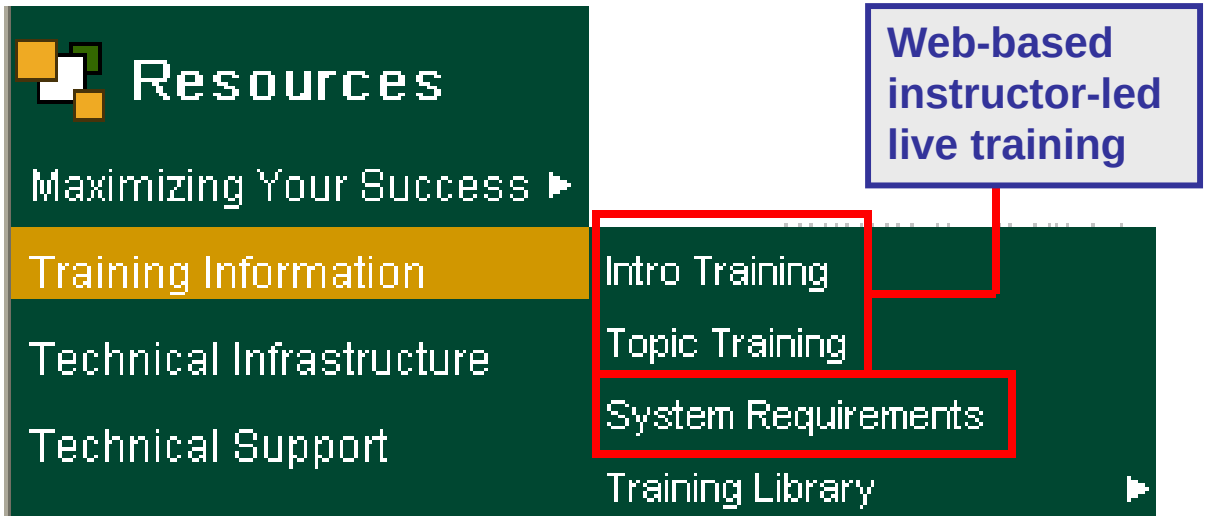
Training Information



- **Intro and Topic Training**: Calendar of upcoming live training classes, with course descriptions and instructions for login.

- **System Requirements**: Requirements for Windows, Macintosh, operating system, Adobe Reader, Internet connection speed, etc.

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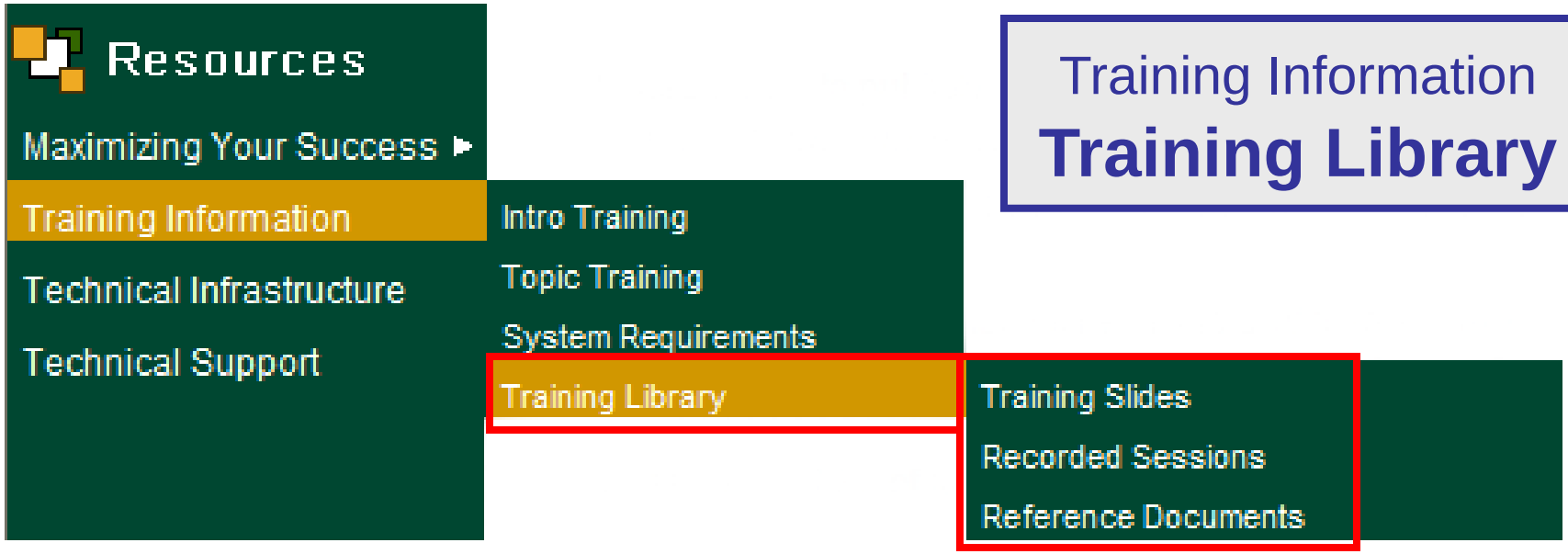


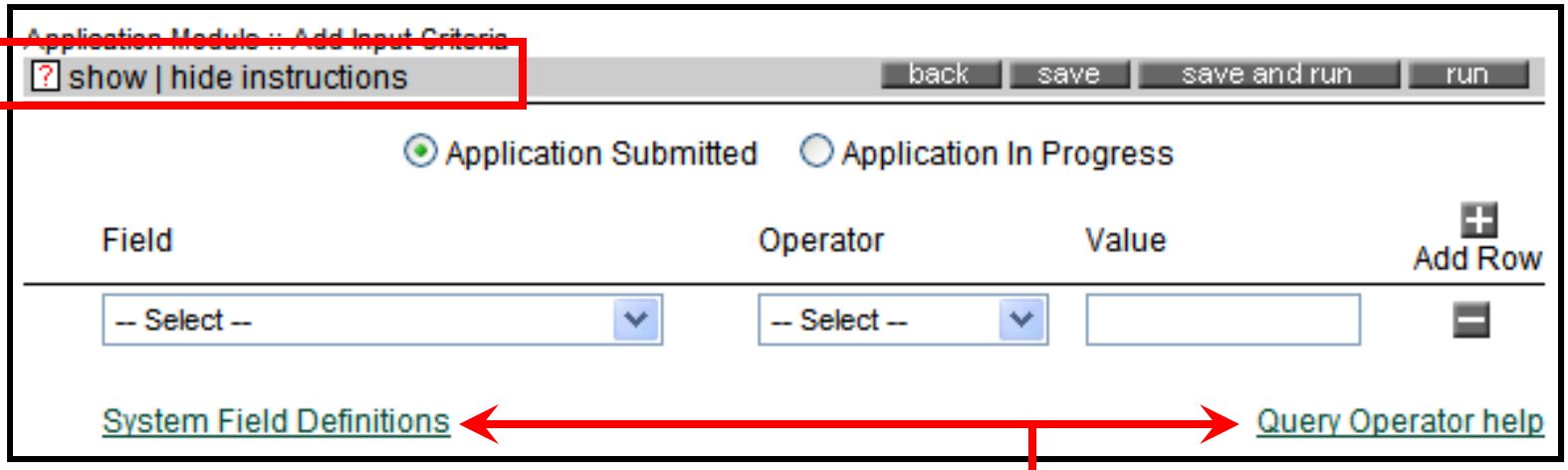
Training Information
Training Library

- Links to slide presentations used during online classes.
  TIP: Print these out *before* class and use as a "textbook" and place to take notes.
- Links to pre-recorded training sessions.
- Links to a "library" of reference documents—Training Manuals, Quick Reference Guides, How-To Documents, and User Privilege Definitions.

“Help” Links and Show/Hide Instructions

(example from Application Module, adding a query)

- Look for “**show/hide instructions**” found on most pages in the WebCenter. Click to see a brief overview of the activities on that page, and click again to close.



- Many pages in the WebCenter contain other links to helpful information related to the functionality on the page. Click to see the help text in a pop-up window. Print out, as needed.

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WebCenter Demonstration

Summary

- Be sure you are using Internet Explorer 5.0 or above as your browser (for Windows machine).
- Access the WebCenter at: https://webcenter/applyyourself.com
- Find your navigation menu choices on the left side of the screen, and roll your cursor to the right to see additional menu choices.
- Use the link to Online Support as the quickest way to get answers to your questions and communicate with Hobsons when you need assistance.
- Always click “Logout” when you are through working in the WebCenter.

NEXT STEPS

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- **Attend INTRO Training.**

  Learn about the most commonly used features of the EMT ApplyYourself system—how to search for records, view/add/edit data, send personalized email, etc.

  Note: Topic training classes should be taken *after* you have attended Intro Training.

- **Become familiar with your form.**

  Complete "dummy" form(s) from the student-side, using your email address. Use this record for testing purposes, as you explore features in the WebCenter.

Questions?

For EMT ApplyYourself support:

- Link to Online Support form in the WebCenter
  NOTE: *This is the recommended starting point to communicate with Hobsons when you need assistance and to obtain quick answers to questions about system functionality you use on a routine basis.*

For other questions regarding your services or to take advantage of additional functionality:

- Contact your Account Manager.

See you soon in an Intro class!