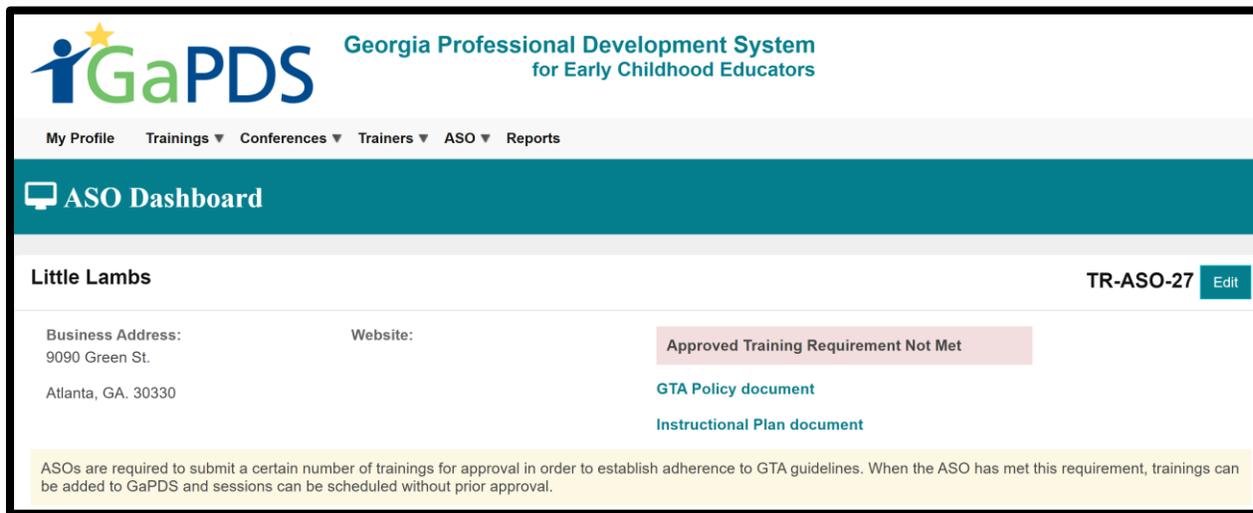


About the ASO Dashboard Page

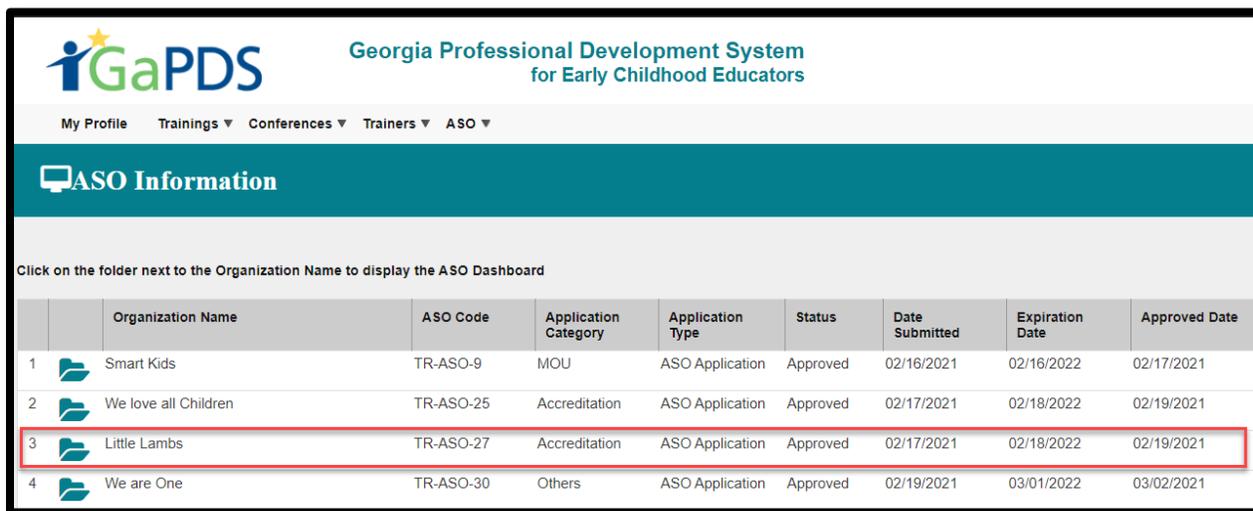
1. Log in as an ASO Admin.
 - If you belong to a single organization, the ‘ASO Dashboard’ page displays.



The screenshot shows the ASO Dashboard for 'Little Lambs' (ASO Code: TR-ASO-27). The dashboard includes the following information:

- Business Address:** 9090 Green St., Atlanta, GA. 30330
- Website:** (Field is empty)
- Status:** Approved Training Requirement Not Met (indicated by a red box)
- Links:** [GTA Policy document](#) and [Instructional Plan document](#)
- Footer Note:** ASOs are required to submit a certain number of trainings for approval in order to establish adherence to GTA guidelines. When the ASO has met this requirement, trainings can be added to GaPDS and sessions can be scheduled without prior approval.

- If you belong to more than one organization, the ‘ASO Information’ page displays. To launch the ASO Dashboard for one of the ASOs, click on the folder icon  next to the Organization Name.



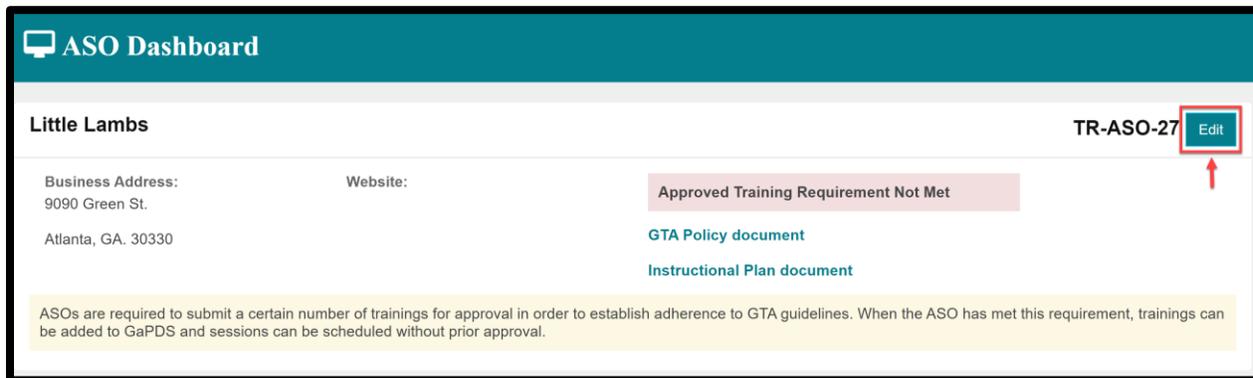
The screenshot shows the ASO Information page with a table of ASOs. The table has the following columns: Organization Name, ASO Code, Application Category, Application Type, Status, Date Submitted, Expiration Date, and Approved Date. The 'Little Lambs' row (row 3) is highlighted with a red border.

	Organization Name	ASO Code	Application Category	Application Type	Status	Date Submitted	Expiration Date	Approved Date
1	 Smart Kids	TR-ASO-9	MOU	ASO Application	Approved	02/16/2021	02/16/2022	02/17/2021
2	 We love all Children	TR-ASO-25	Accreditation	ASO Application	Approved	02/17/2021	02/18/2022	02/19/2021
3	 Little Lambs	TR-ASO-27	Accreditation	ASO Application	Approved	02/17/2021	02/18/2022	02/19/2021
4	 We are One	TR-ASO-30	Others	ASO Application	Approved	02/19/2021	03/01/2022	03/02/2021

2. The ASO Dashboard contains the following sections:

- **Organization Information** – this section displays the current organization information.

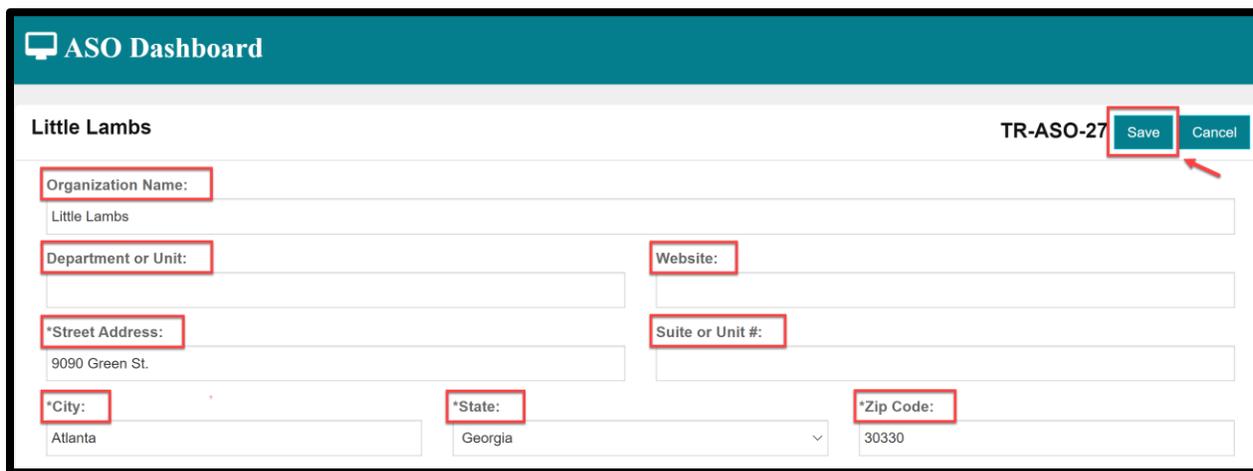
a. To update, click “**Edit**” next to the Organization Name.



b. You can change the following:

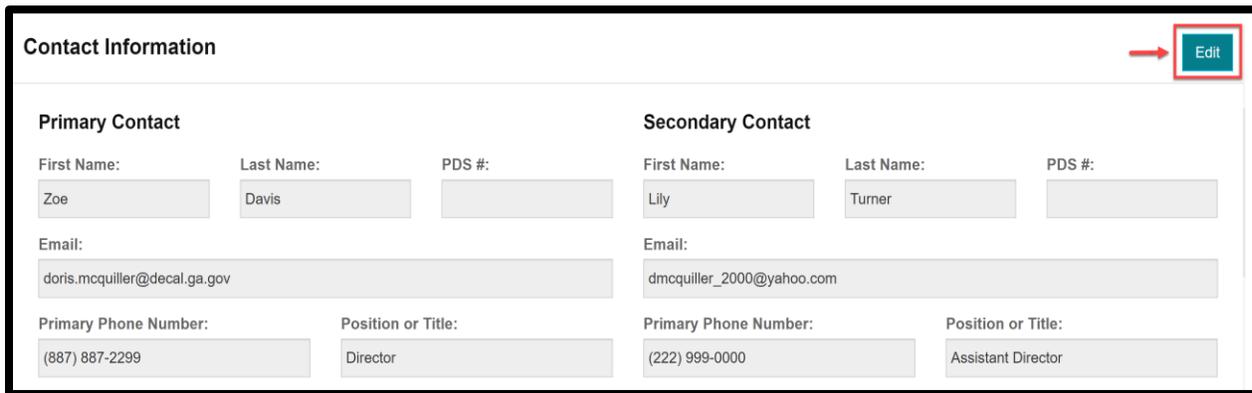
- Organization Name
- Department or Unit
- Street Address
- City
- Website
- Suite or Unit#
- State
- Zip Code

c. If any fields are updated, click “**Save**”.



- **Contact Information** – this section displays the organization’s contact information provided when the ASO Application was submitted.

a. To update, click “**Edit**” next to the Contact Information.



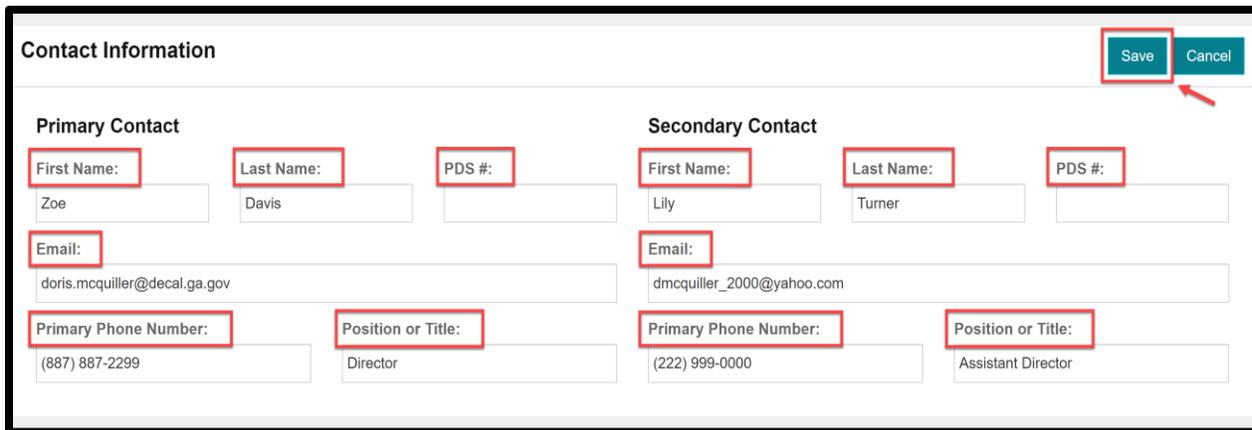
Contact Information [Edit](#)

Primary Contact			Secondary Contact		
First Name:	Last Name:	PDS #:	First Name:	Last Name:	PDS #:
Zoe	Davis		Lily	Turner	
Email:			Email:		
doris.mcquiller@decal.ga.gov			dmcquiller_2000@yahoo.com		
Primary Phone Number:	Position or Title:		Primary Phone Number:	Position or Title:	
(887) 887-2299	Director		(222) 999-0000	Assistant Director	

b. The Primary Contact and Secondary Contact fields can be edited:

- First Name
- Last Name
- PDS #
- Email
- Primary Phone Number
- Position or Title

c. If any fields are updated, click “**Save**”.



Contact Information [Save](#) [Cancel](#)

Primary Contact			Secondary Contact		
First Name:	Last Name:	PDS #:	First Name:	Last Name:	PDS #:
Zoe	Davis		Lily	Turner	
Email:			Email:		
doris.mcquiller@decal.ga.gov			dmcquiller_2000@yahoo.com		
Primary Phone Number:	Position or Title:		Primary Phone Number:	Position or Title:	
(887) 887-2299	Director		(222) 999-0000	Assistant Director	

- **ASO Status** – this section displays the ASO’s Approved On date, Expiration date, and Current Status.
 - a. ASOs can apply to “**Qualify for 40 Hour Director Training**” or “**Qualify for CDA Training**” by clicking on the buttons.

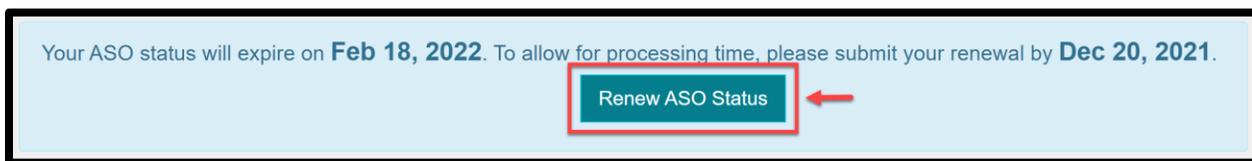


Approved On: Feb 19, 2021 Expiration: Feb 18, 2022 Current Status: Approved

Qualify for 40 Hour Director Training

Qualify for CDA Training

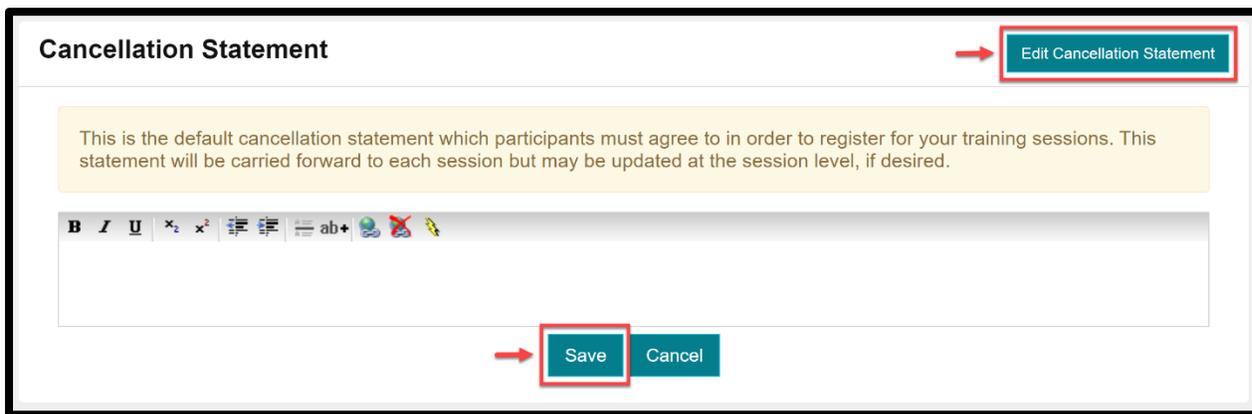
- **Renew ASO Status** – this section displays the ASO’s renewal information.
 - a. Click on the “**Renew ASO Status**” button to complete and submit the renewal application.



Your ASO status will expire on **Feb 18, 2022**. To allow for processing time, please submit your renewal by **Dec 20, 2021**.

Renew ASO Status

- **Cancellation Statement**
 - a. **Add:** Enter verbiage into the cancellation statement field provided and click “**Save**”.
 - b. **Update:** Click **Edit Cancellation Statement**, enter changes, and then click “**Save**”.



Cancellation Statement Edit Cancellation Statement

This is the default cancellation statement which participants must agree to in order to register for your training sessions. This statement will be carried forward to each session but may be updated at the session level, if desired.

B I U x_2 x^2

Save **Cancel**

- **Applications** – this section displays the ASO’s applications.

Applications				
View	Application Type	Status	Date	
	ASO Application	Approved	Feb 10, 2021	
	ASO 40 Hour Director Training Application	In Progress	Apr 09, 2021	
	ASO CDA Training Application	Submitted	Apr 09, 2021	
	ASO Renewal Application	In Progress	Apr 09, 2021	

Note (1): ASO Trainer Admins can only Add and Edit the cancellation statement. All other sections are read-only.

Note (2): ASO Trainers have a read-only view of the ASO Dashboard.