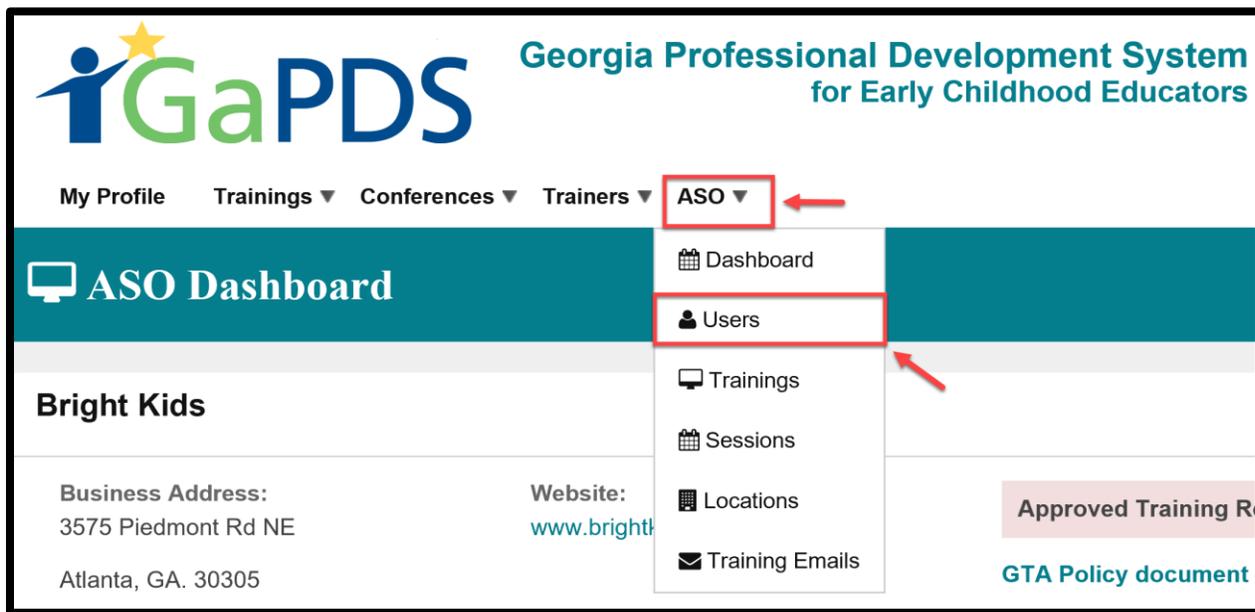


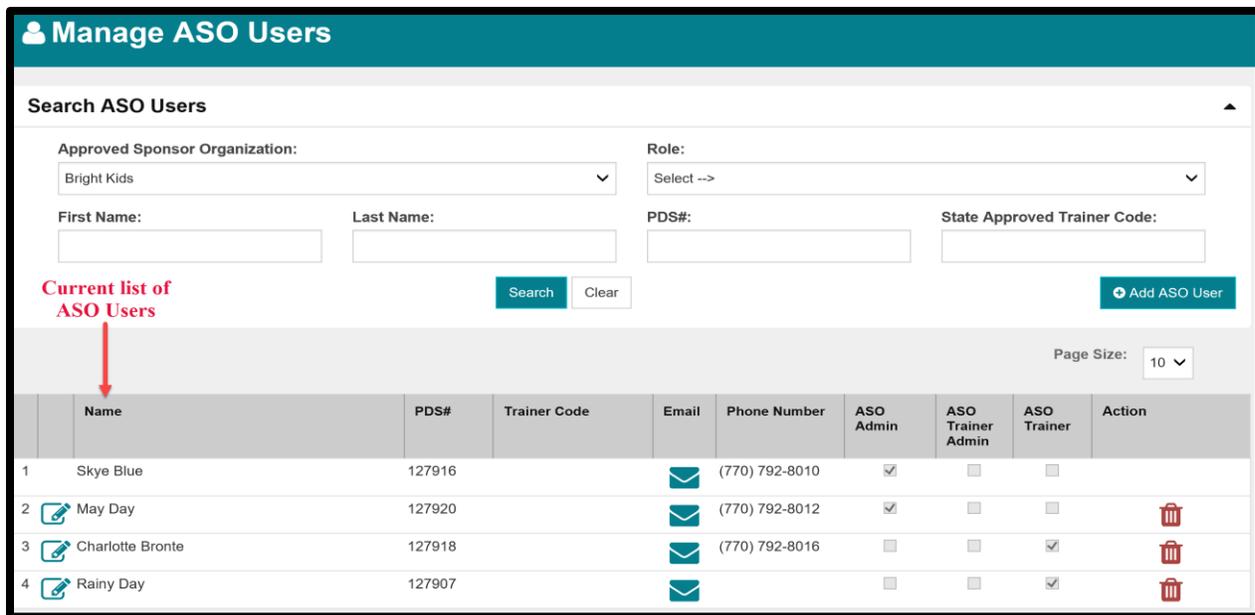
How to Assign an ASO Admin to an ASO Training

Step 1: Add the ASO Trainer Role to the ASO Admin's Profile

1. Log in to GaPDS as an ASO Admin, click on the "ASO" tab, and select "Users".



2. The 'Manage ASO Users' page displays.



- Click **“Edit ASO”** next to the ASO Admin whose role needs to be updated.

	Name	PDS#	Trainer Code	Email	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer
1	Skye Blue	127916			(770) 792-8010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	May Day	127920			(770) 792-8012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Charlotte Bronte	127918			(770) 792-8016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Rainy Day	127907				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note: An ASO Admin cannot update their own profile. If you are the only ASO Admin for your organization, contact Georgia Training Approval at trainingapproval@dec.al.gov or 404-267-2760 to have the ASO Trainer role added.

- Once **“Edit ASO”** has been clicked next to the user, the checkboxes for each role are now editable. The Update and Cancel buttons also display.
- Check the **“ASO Trainer”** check box next to the desired ASO Admin and click **“Update”**.

	Name	PDS#	Trainer Code	Email	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer	Action
1	Skye Blue	127916			(770) 792-8010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	May Day	127920			(770) 792-8012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
3	Charlotte Bronte	127918			(770) 792-8016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
4	Rainy Day	127907				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

- Click **“OK”** on the popup.
- The ASO Trainer role is successfully added to the Admin’s profile.

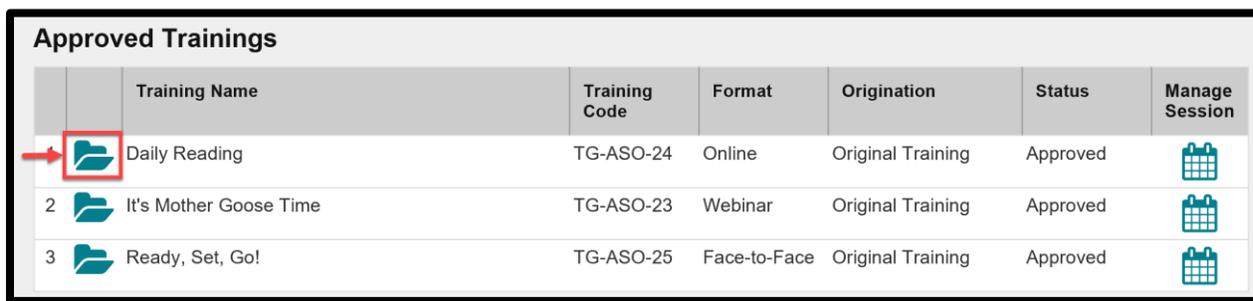
	Name	PDS#	Trainer Code	Email	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer	A
1	Skye Blue	127916			(770) 792-8010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	May Day	127920			(770) 792-8012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Charlotte Bronte	127918			(770) 792-8016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Rainy Day	127907				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Step 2: Assign the ASO Admin with the ASO Trainer Role to a Training

1. Log in to GaPDS as an ASO Admin or ASO Trainer Admin, click on the “ASO” tab, and select “Trainings”.



2. The 'ASO Trainings' page displays.
3. Click on the “View” (folder) icon next to an Approved or Accepted training.



	Training Name	Training Code	Format	Origination	Status	Manage Session
1	Daily Reading	TG-ASO-24	Online	Original Training	Approved	
2	It's Mother Goose Time	TG-ASO-23	Webinar	Original Training	Approved	
3	Ready, Set, Go!	TG-ASO-25	Face-to-Face	Original Training	Approved	

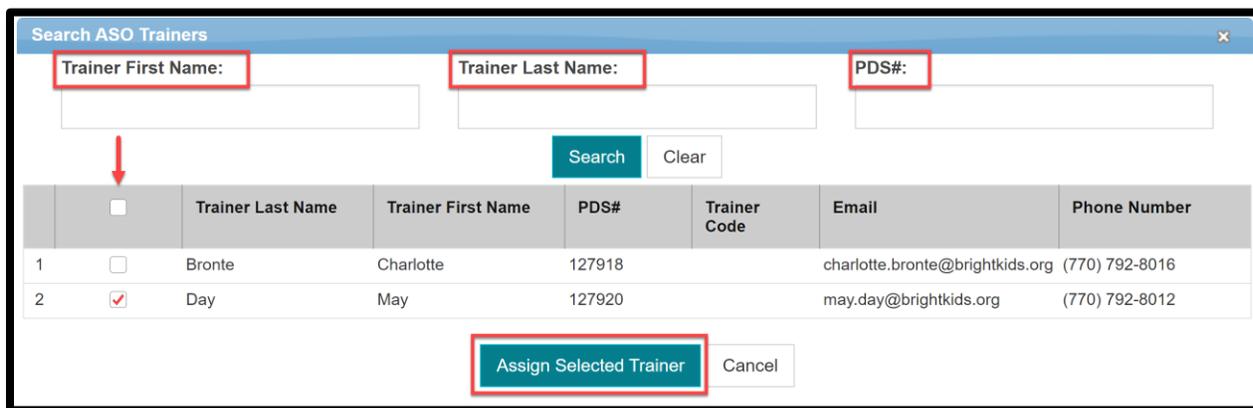
The screenshot shows the 'Approved Trainings' table. A red box and arrow highlight the folder icon next to the first training, 'Daily Reading'.

4. The 'Update Training' page displays.

5. Scroll down to the ASO Trainers section and click on “Assign Trainers”.

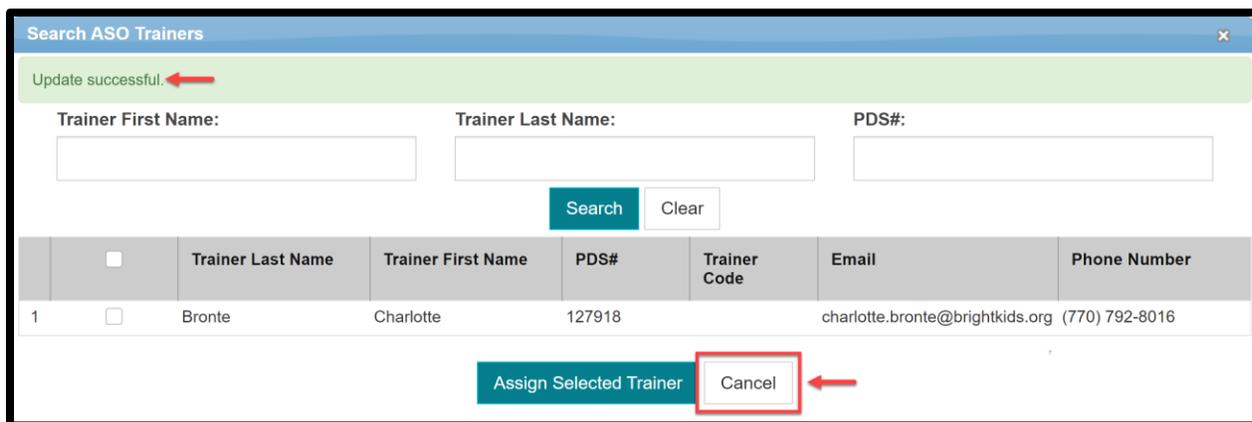


6. The 'Search ASO Trainers' pop up displays with a list of the organization’s trainers who have not been assigned to the ASO Training.
7. To add the user with the ASO Admin and ASO Trainer roles, either:
 - a. Search by Trainer First Name, Trainer Last Name, or PDS#.
 - or -
 - b. Click on the check box next to the trainer or trainers.
8. Once a trainer is located and/or selected, click “Assign Selected Trainer”.



9. A message displays that the update was successful.

10. Click “Cancel”.



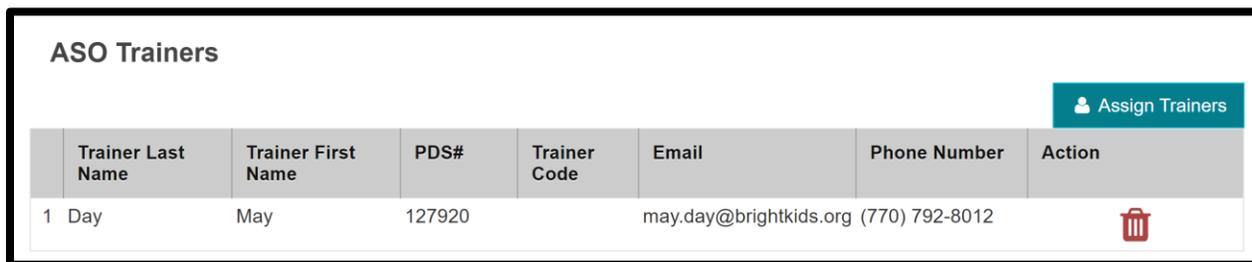
Search ASO Trainers

Update successful. ←

Trainer First Name: Trainer Last Name: PDS#:

	<input type="checkbox"/>	Trainer Last Name	Trainer First Name	PDS#	Trainer Code	Email	Phone Number
1	<input type="checkbox"/>	Bronte	Charlotte	127918		charlotte.bronte@brightkids.org	(770) 792-8016

11. The added trainer displays in the ASO Trainers section.



ASO Trainers

	Trainer Last Name	Trainer First Name	PDS#	Trainer Code	Email	Phone Number	Action
1	Day	May	127920		may.day@brightkids.org	(770) 792-8012	