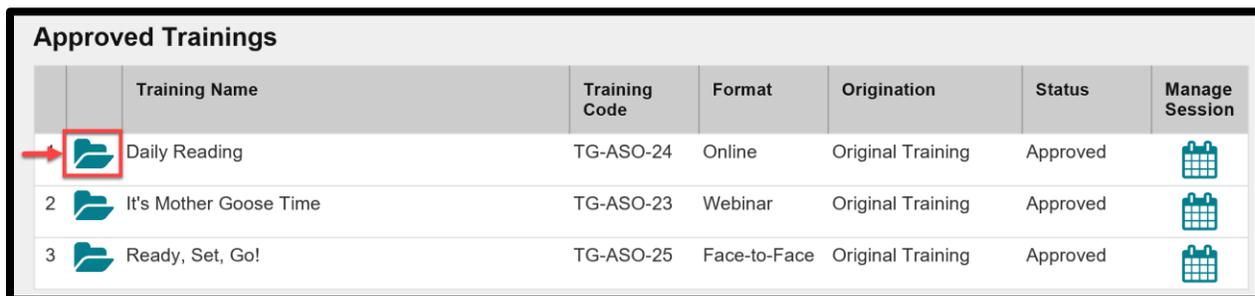


How to Assign an ASO Trainer to an ASO Training

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.

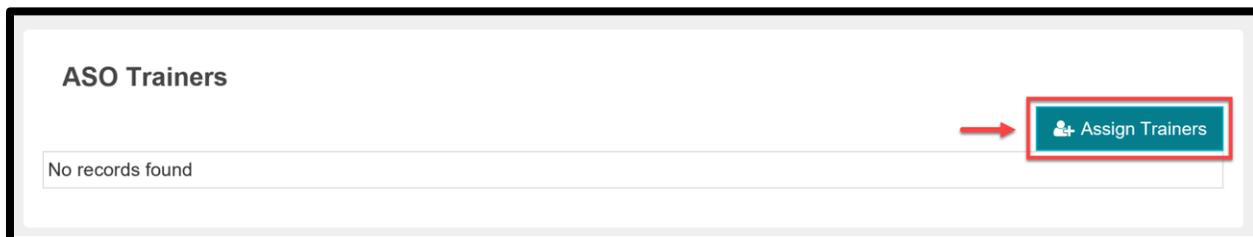


The screenshot shows the 'Approved Trainings' table. The first row is highlighted with a red box and a red arrow pointing to the folder icon. The table has the following columns: Training Name, Training Code, Format, Origination, Status, and Manage Session.

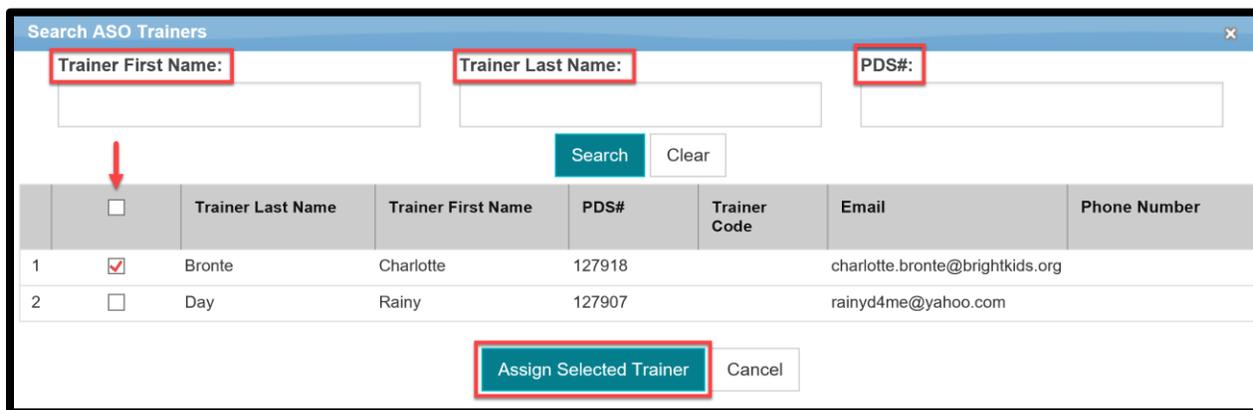
	Training Name	Training Code	Format	Origination	Status	Manage Session
1	Daily Reading	TG-ASO-24	Online	Original Training	Approved	
2	It's Mother Goose Time	TG-ASO-23	Webinar	Original Training	Approved	
3	Ready, Set, Go!	TG-ASO-25	Face-to-Face	Original Training	Approved	

4. The 'Update Training' page displays.

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

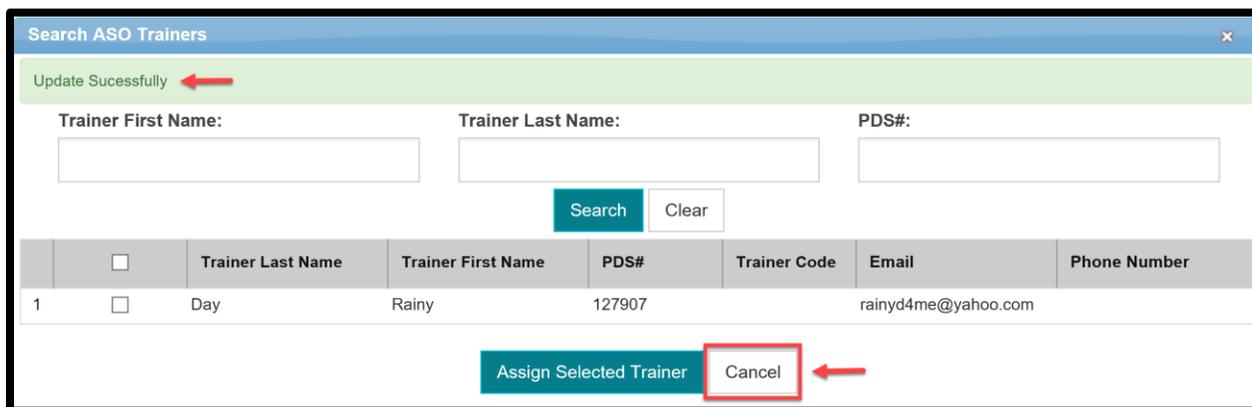


6. The 'Search ASO Trainers' pop up displays with a list of the organization’s trainers who have not been assigned to the ASO Training.
7. To assign a trainer, either:
 - a. Search by Trainer First Name, Trainer Last Name, or PDS#.
 - or -
 - b. Click on the check box next to the trainer or trainers.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

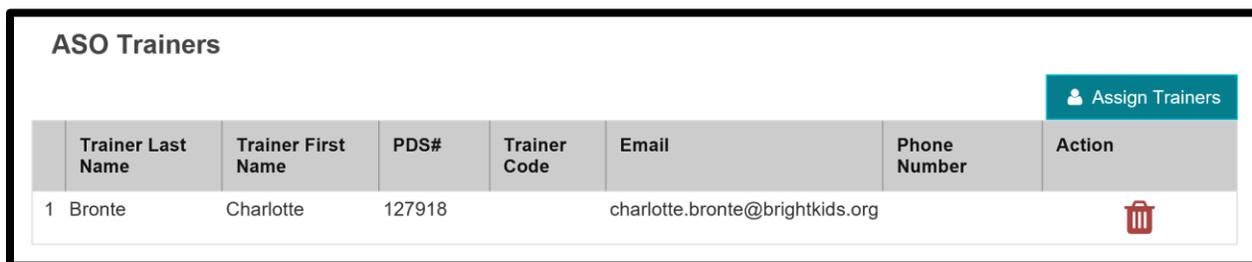


9. A message displays that the update was successful.

10. Click “Cancel”.



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



	Trainer Last Name	Trainer First Name	PDS#	Trainer Code	Email	Phone Number	Action
1	Bronte	Charlotte	127918		charlotte.bronte@brightkids.org		

Note: ASO Trainers cannot assign trainers to a training.