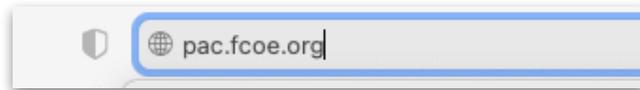


PAC Coach

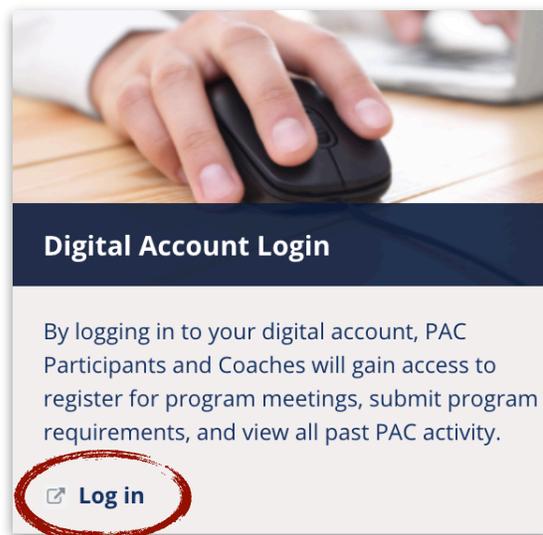
Digital Account User Guide

Accessing Your Digital Account

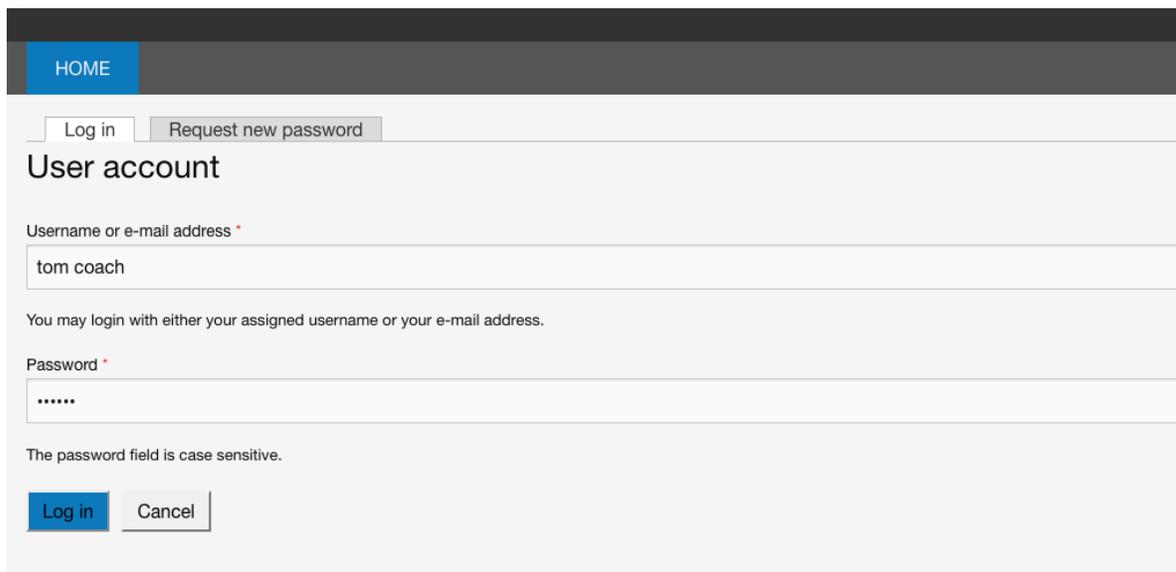
1. In your web browser navigate to <http://pac.fcoe.org>



2. Click **Log in** under **Digital Account Login**



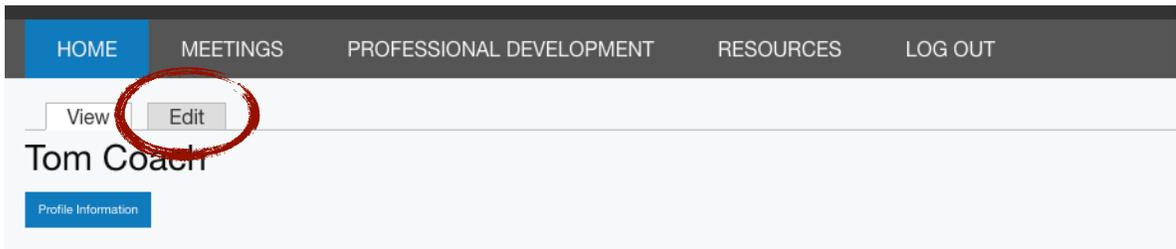
3. To log in, enter your FCSS email address and password. (Note: This password was emailed to you by PAC Staff. It is not your FCSS email password.)

A screenshot of the PAC Coach login form. The form is titled "User account" and has a "HOME" button in the top left corner. There are two buttons at the top: "Log in" and "Request new password". The "Log in" button is highlighted in blue. Below the buttons, there is a text input field for "Username or e-mail address" with the text "tom coach" entered. Below this field, there is a note: "You may login with either your assigned username or your e-mail address." Below the note, there is a text input field for "Password" with "*****" entered. Below the password field, there is a note: "The password field is case sensitive." At the bottom of the form, there are two buttons: "Log in" (highlighted in blue) and "Cancel".

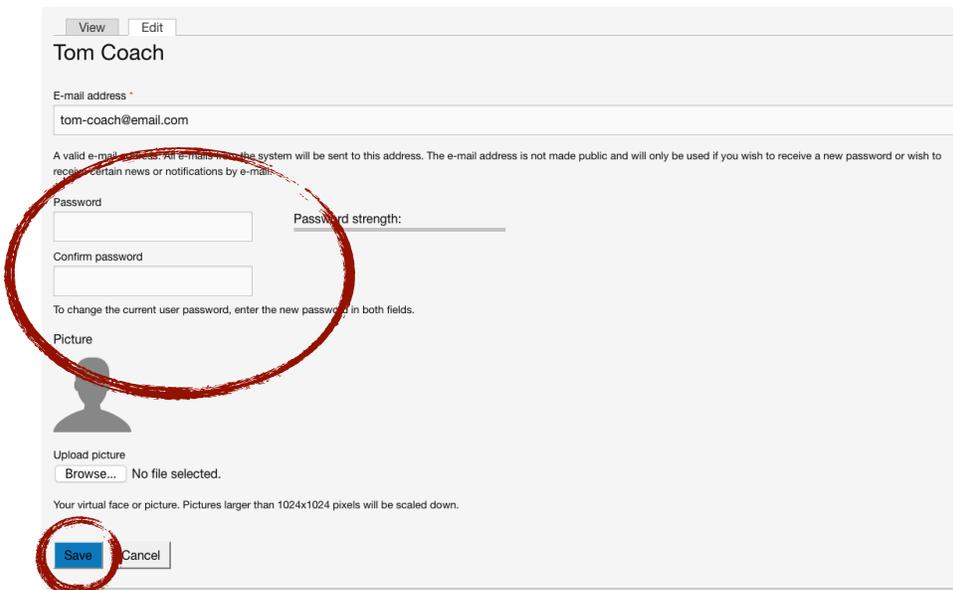
4. Upon successful login you will be taken to your dashboard.



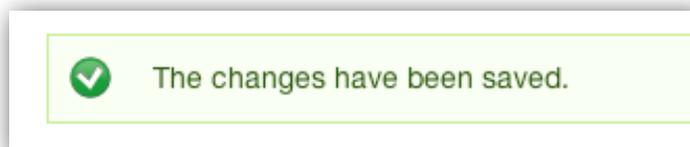
5. Upon initial login, please change your temporary password.
6. To change your password, click on **Edit** above your name.



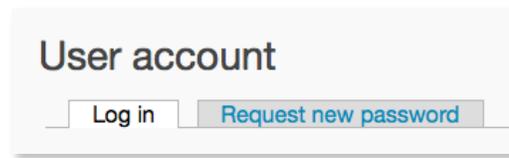
7. Enter the new password in the two fields below the email, and click **Save**.

A screenshot of the user profile edit form. The form includes fields for 'E-mail address' (tom-coach@email.com), 'Password', 'Confirm password', and 'Picture'. A red circle highlights the 'Password' and 'Confirm password' fields. Another red circle highlights the 'Save' button at the bottom left of the form. The 'Edit' button in the header is also circled in red.

8. You will see a confirmation of a successful password change.



9. If you have forgotten your password, use the **Request New Password** tab on the home page to reset your password.



10. Enter the email address that is associated with your account.

A screenshot of a web form titled "User account" under a "HOME" header. The form has two tabs: "Log in" and "Request new password". Below the tabs, there is a text input field labeled "Username or e-mail address *". At the bottom of the form, there are two buttons: "E-mail new password" (highlighted with a red circle) and "Cancel".

11. Click **E-mail new password**, and a new password will be sent to your email account.

Viewing Participant Activity

1. From your dashboard you can access your Participant's activity.

Month	Status	Comments
September	Needs review	0 Comment(s)
September	Needs review	0 Comment(s)
August	Not Approved	1 Comment(s)

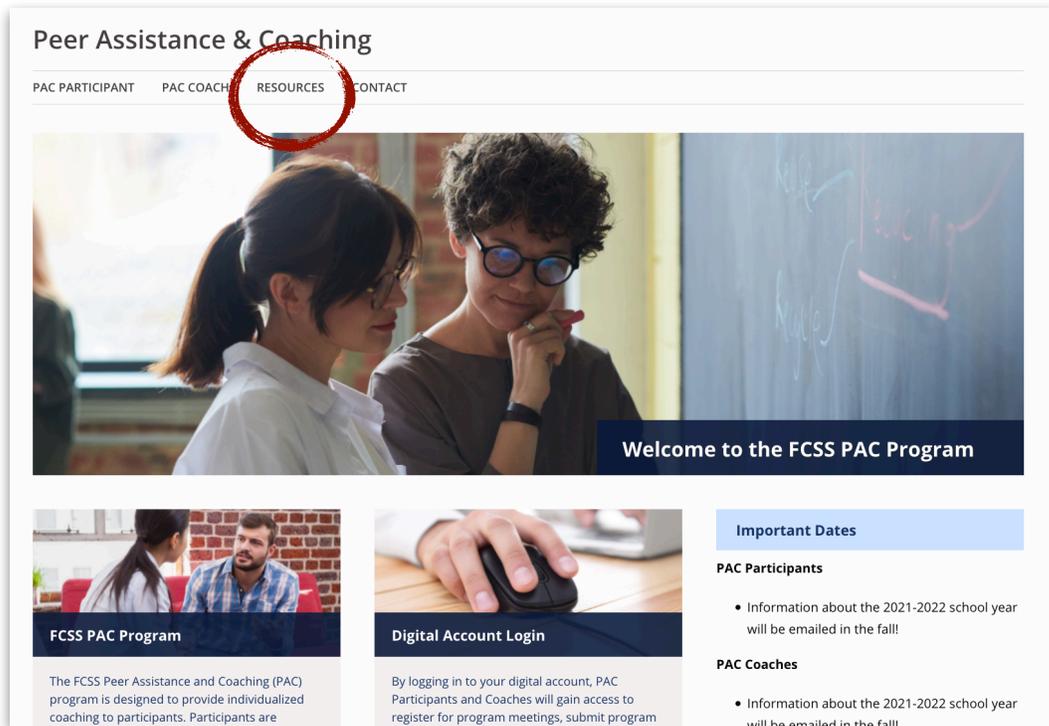
2. Click on a **Participant's name** to view their dashboard and program activity.
3. To return to your dashboard, click on the **Home** tab.

Uploading a Monthly Log & Receiving Feedback

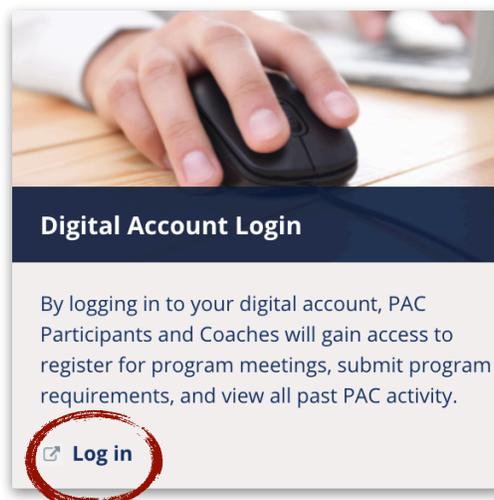
1. A blank monthly log, along with other program documents, can be found on the PAC website. In your web browser, navigate to <http://pac.fcoe.org>



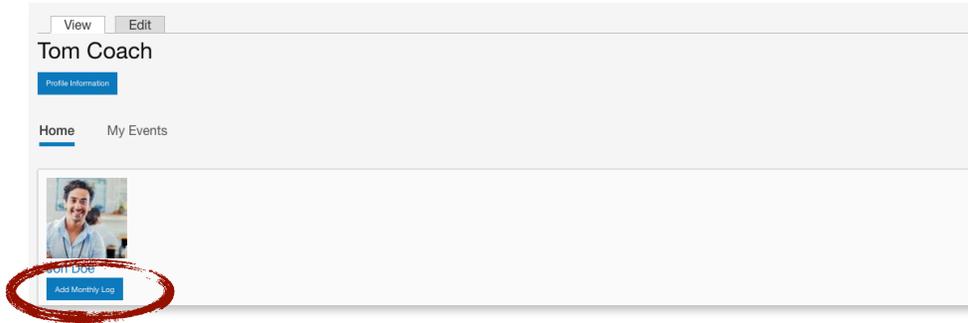
2. Access resources on the PAC website by clicking on the **Resources** tab.

A screenshot of the Peer Assistance & Coaching website homepage. The page has a header with the title "Peer Assistance & Coaching" and a navigation menu with tabs for "PAC PARTICIPANT", "PAC COACH", "RESOURCES", and "CONTACT". The "RESOURCES" tab is circled in red. Below the header is a large banner image of two people looking at a whiteboard, with the text "Welcome to the FCSS PAC Program" overlaid. Below the banner are three main content areas: "FCSS PAC Program" with a description, "Digital Account Login" with a description and a "Log in" button circled in red, and "Important Dates" with a list of dates for participants and coaches.

3. To submit a completed monthly log for review, you will need to return to your digital account. To do this from the PAC website, click on **Log in** under **Digital Account Login**.

A close-up screenshot of the "Digital Account Login" section of the website. It features a header image of a hand on a mouse, followed by the title "Digital Account Login" and a paragraph of text: "By logging in to your digital account, PAC Participants and Coaches will gain access to register for program meetings, submit program requirements, and view all past PAC activity." At the bottom, there is a "Log in" button with a red circle around it.

- Once logged in, click on **Add Monthly Log** for the participant that you would like to upload a log for.



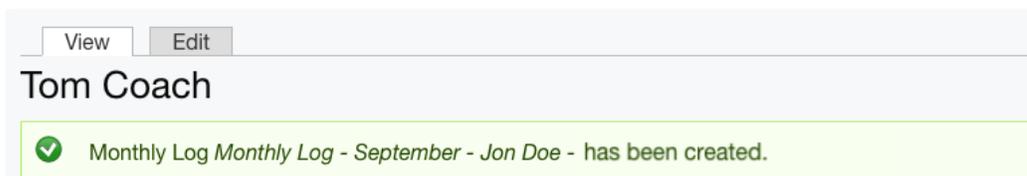
- On the **Create Monthly Log** screen, complete the necessary fields.

A screenshot of the 'Create Monthly Log' form. It has three dropdown menus: 'Participating Teacher' (set to 'Jon Doe'), 'Month' (set to 'September'), and 'Academic Year' (set to '2021 - 2022'). Below these is a 'Document' section with a file upload area. The upload area shows 'Add a new file', a 'Browse...' button, and 'No file selected.' There is also an 'Upload' button. Below the upload area, it says 'Files must be less than 100 MB.' and 'Allowed file types: pdf doc docx jpg jpeg png.' At the bottom of the form are 'Save' and 'Cancel' buttons.

- Browse the monthly log file from your computer and click **Save**.

A close-up screenshot of the file upload area in the 'Create Monthly Log' form. It shows the 'Document' section with 'Add a new file' and a 'Choose File' button. The selected file is '_monthly_collaboration_log'. Below the file name is an 'Upload' button. At the bottom of this section are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

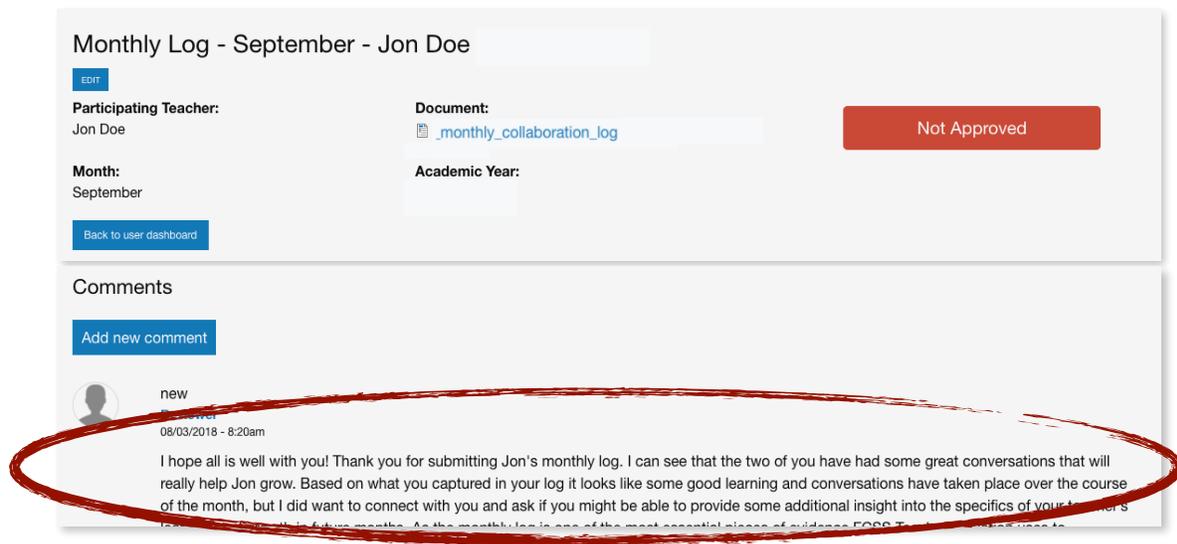
- You will see a confirmation of a successful upload.



- When your PAC panel member has provided feedback on your monthly log or changed the document status, you will receive an email to notify you. To see the specific feedback click on the name of the monthly log.



- Within the **Comments** section, you will see your PAC panel member's feedback. Also included may be a file with additional feedback.

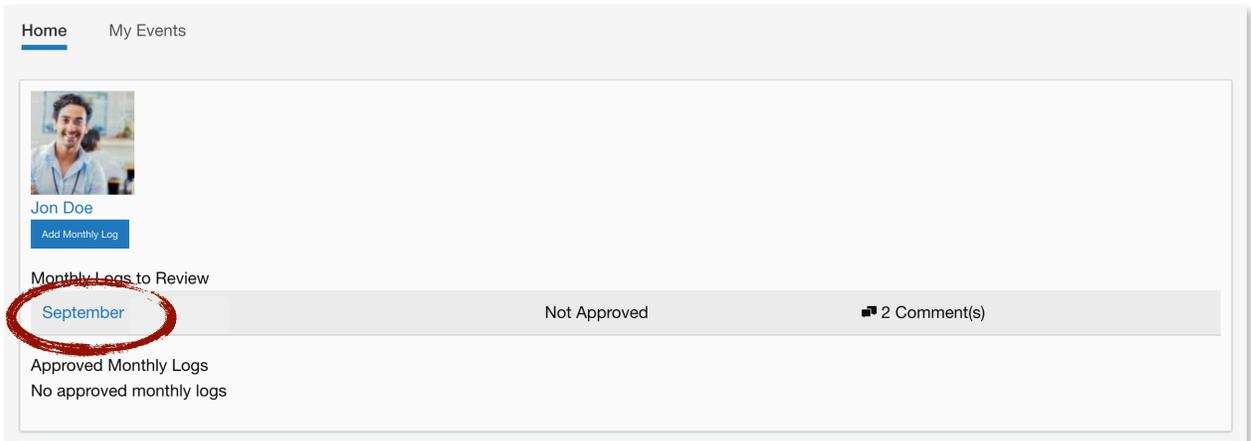


- If your log is marked as “Not Approved”, resubmission will be necessary. Reflect upon the feedback provided and re-upload by the given date.

Re-uploading a Monthly Log

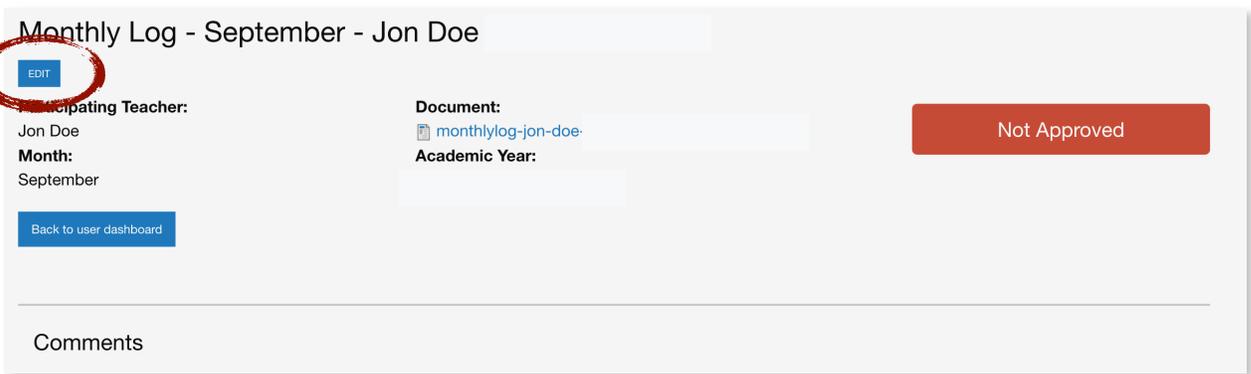
Once you have made the necessary revisions based on your feedback, you will need to re-upload your monthly log to your digital account.

1. From your dashboard, click on the name of the monthly log that was previously uploaded.



The screenshot shows a user dashboard with a navigation bar containing 'Home' and 'My Events'. Below the navigation bar is a profile section for 'Jon Doe' with a profile picture and an 'Add Monthly Log' button. Underneath is a section titled 'Monthly Logs to Review' containing a table with one entry: 'September', 'Not Approved', and '2 Comment(s)'. The 'September' text is circled in red. Below this table is a section for 'Approved Monthly Logs' which shows 'No approved monthly logs'.

2. Click on **Edit**.



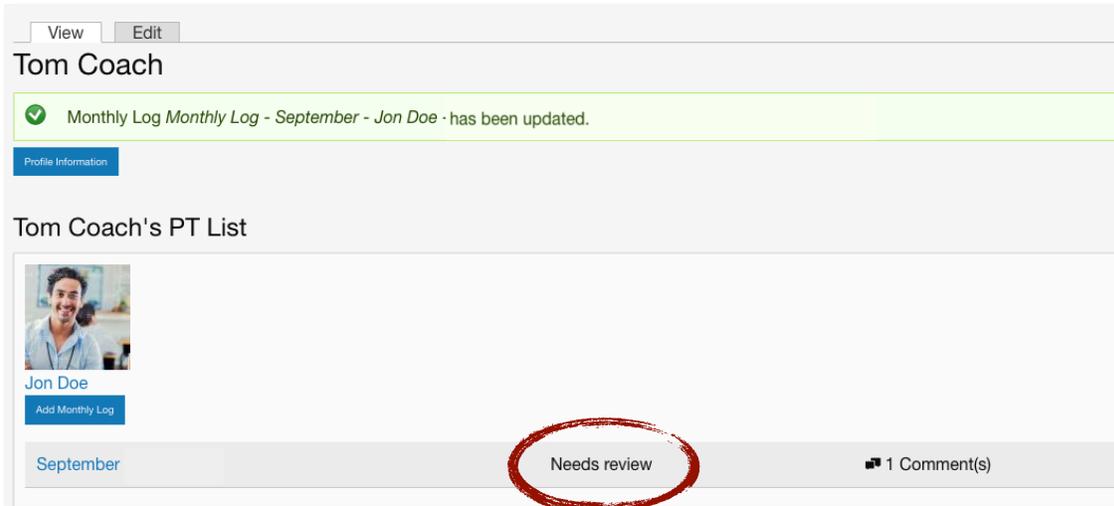
The screenshot shows the edit page for a monthly log titled 'Monthly Log - September - Jon Doe'. At the top left, there is an 'EDIT' button circled in red. Below the title, there are fields for 'Participating Teacher:' (Jon Doe), 'Month:' (September), 'Document:' (monthlylog-jon-doe), and 'Academic Year:'. A red 'Not Approved' button is on the right. At the bottom left, there is a 'Back to user dashboard' button. Below the form is a 'Comments' section.

3. **Browse** for your file, then **Save**.



The screenshot shows the document upload interface. At the top, it says 'Document'. Below that is a 'File information' section showing a file named 'monthlylog-jon-doe-september'. Underneath is an 'Add a new file' section with a 'Browse...' button circled in red, followed by the text 'monthly_collaboration_log.docx'. Below this, it says 'Files must be less than 100 MB.' and 'Allowed file types: pdf doc docx jpg jpeg png.'. At the bottom, there is a 'Save' button circled in red and a 'Cancel' button.

- When successfully uploaded, you will see a confirmation banner as well as see the monthly log's status change to "Needs Review".



- Once your log has been reviewed and approved by your PAC panel member, you will receive an email notification with your feedback. You can also see your PAC panel member's comments in your digital account by navigating from your dashboard.

