



Quick Start Guide

Administrator

The WorkGo Job Readiness & Job Retention Skills Training Program is delivered on the Internet.

Basic Requirements:

- Internet connection (dial-up is not recommended)
- Speakers or headsets
- Current Internet browser
- Macromedia Flash 6 Plugin

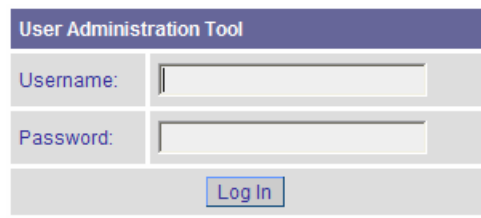
In addition, you will need to print the **Client Workbooks** and **Workbook Answer Key**. Directions are given in the section “**Log In to WorkGo to Preview WorkGo and Access Facilitator/Teacher Resources**” (step 9 on page 7).

The Quick Start Guide presents step-by-step instruction on using the WorkGo as the administrator and student. Please contact Jane Moyer at jane@asktbs.com or 215-579-0901 with any questions.

Administrator Log In

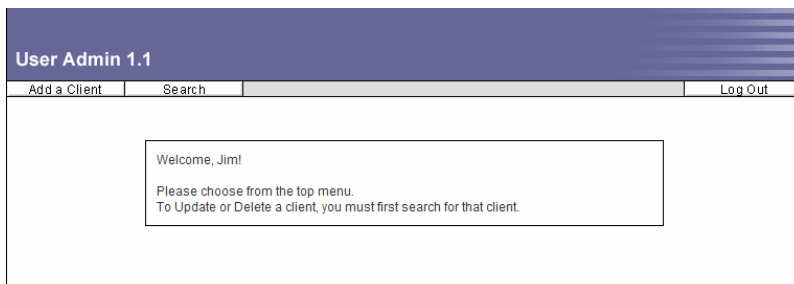
In order to add and manage clients, log into the administrator portion of the program.

1. Open an Internet browser (i.e. Internet Explorer)
2. Go to **www.workgo.org/admin**
3. Type in the assigned Username & Password



The screenshot shows a login form titled "User Administration Tool". It has two input fields: "Username:" and "Password:". Below the fields is a "Log In" button.

4. Select the [**Log In**] button. This will bring up the main menu where you will be able to add new clients/students.

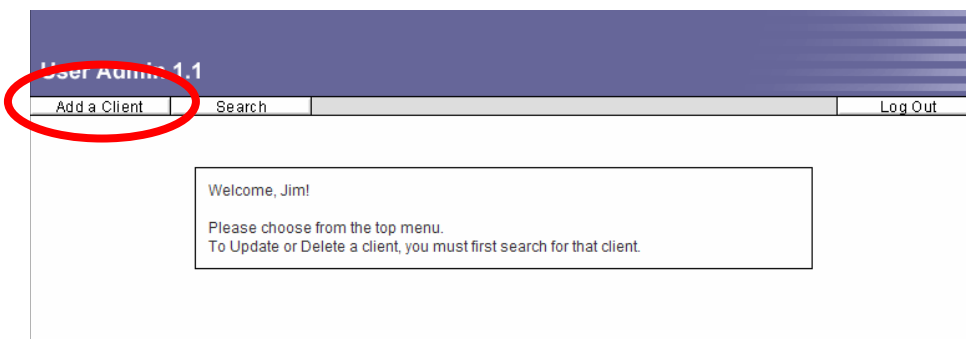


The screenshot shows the "User Admin 1.1" main menu. At the top, there is a navigation bar with "Add a Client", "Search", and "Log Out" buttons. Below the navigation bar, there is a central box containing the text: "Welcome, Jim! Please choose from the top menu. To Update or Delete a client, you must first search for that client."

Adding a New Client

The first action that you should perform is to add a new client.

1. Select the [**Add a Client**] button from the menu.



The screenshot shows the "User Admin 1.1" main menu, identical to the previous one. The "Add a Client" button in the top navigation bar is circled in red.

The following screen will appear:

The screenshot shows a web interface titled "User Admin 1.1". At the top, there are three buttons: "Add a Client", "Search", and "Log Out". Below this is a section titled "Client Registration Summary" with two rows: "Registered: 2 Job Readiness" and "Remaining: 4 Job Readiness". A message says "To Add a Client, please fill in all of the following fields:". Below this is a "Client Info" section with four input fields: "First Name" (Demo), "Last Name" (Client), "Username" (demo1), and "Password" (demo2). There is also a "Tool Access" section with a "Job Readiness" checkbox that is checked. At the bottom center is an "Add Client" button.

This screen shows the following information:

- Number of clients registered in WorkGo
- Number of clients remaining (number remaining you can add)
- Fields to add new clients

2. Enter the Client Info:

- First Name
- Last Name
- Username
- Password

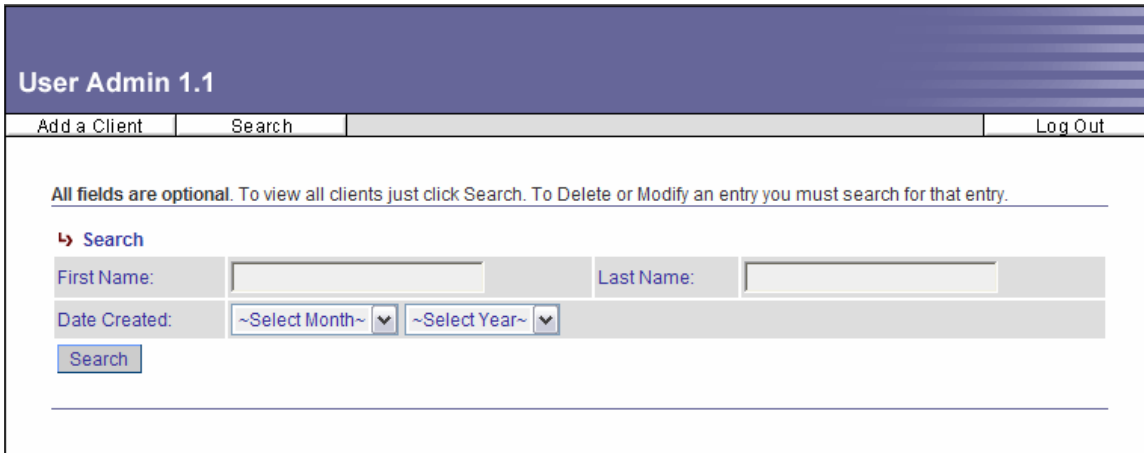
3. Select the [**Add Client**] button located at the bottom of the screen..

4. A message will be shown when the client has been successfully added.

[User added successfully.](#)

Searching for a Client

To search for a client select the [**Search**] button and follow the directions on the screen.



The screenshot shows a web interface titled "User Admin 1.1". At the top, there is a navigation bar with three buttons: "Add a Client", "Search", and "Log Out". Below the navigation bar, a message states: "All fields are optional. To view all clients just click Search. To Delete or Modify an entry you must search for that entry." Underneath this message is a "Search" section with a red arrow icon. It contains three input fields: "First Name:" with a text box, "Last Name:" with a text box, and "Date Created:" with two dropdown menus labeled "~Select Month~" and "~Select Year~". A "Search" button is located below these fields.

Administrator Log Out

In order to exit the program, select the [**Log Out**] button.

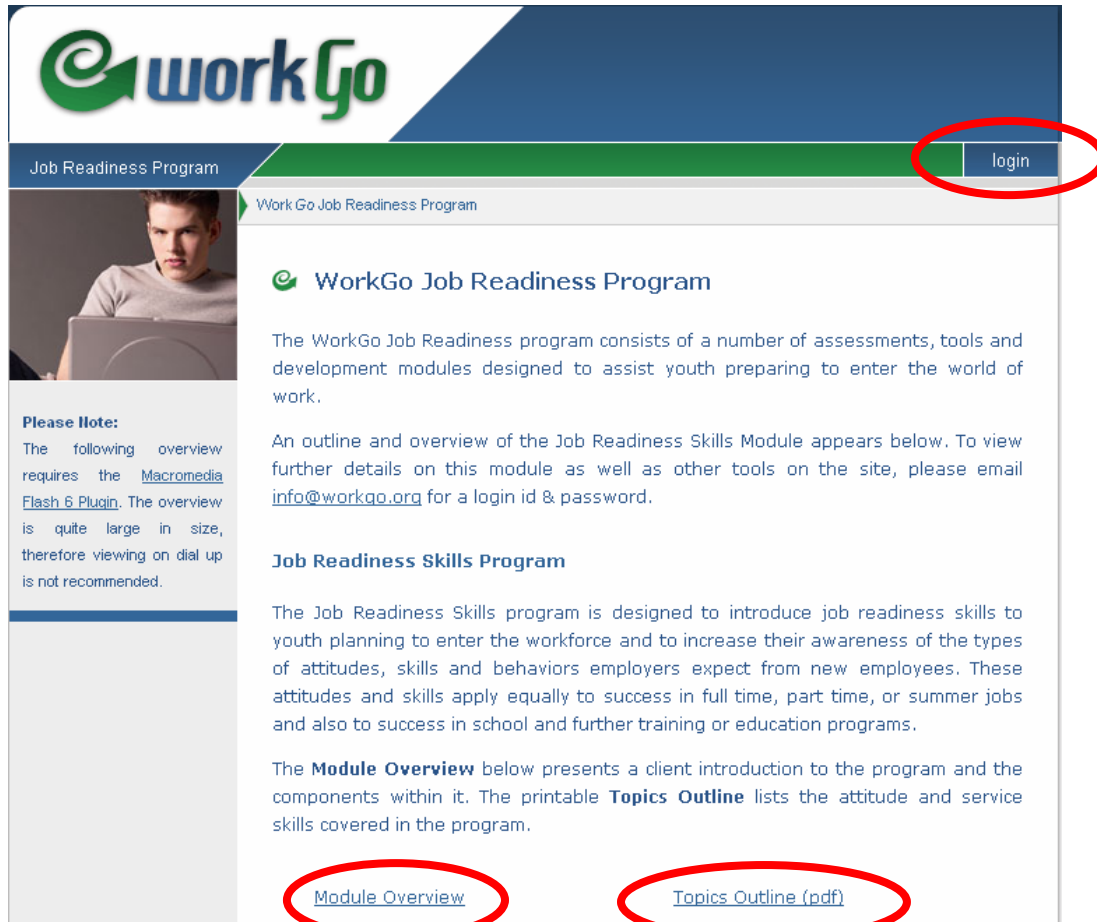


The screenshot shows a web page for the "WorkGo Job Readiness Program". At the top right, there is a "login" button. Below the navigation bar, the page title "WorkGo Job Readiness Program" is displayed. The main content area features a green circular icon followed by the heading "WorkGo Job Readiness Program". Below the heading, there is a paragraph of text: "The WorkGo Job Readiness program consists of a number of assessments, tools and development modules designed to assist youth preparing to enter the world of work." Another paragraph follows: "An outline and overview of the Job Readiness Skills Module appears below. To view further details on this module as well as other tools on the site, please email info@workgo.org for a login id & password." At the bottom of the page, the heading "Job Readiness Skills Program" is visible.

Log In to WorkGo to Preview WorkGo and Access Facilitator/Teacher Resources

1. Open an Internet browser (i.e. Internet Explorer)
2. Go to www.workgo.org

The following screen will appear:



Notice the circled items. If you want to find out more information about the assessment, click on the [**Module Overview**] and [**Topics Outline (pdf)**] links.

3. Select the [**Login**] button. The following screen will appear.



4. Fill in the Username & Password supplied to you.
5. Select the [**Login**] button. The following screen will appear.

The screenshot shows the WorkGo Job Readiness Skills Program website. The header includes the WorkGo logo and a user login status: "you are logged in as tbs1". The main content area is titled "Welcome" and describes the program's purpose. A section titled "Components" features a box for the "WorkGo Job Readiness Skills Program". Within this box, under "Facilitator/Teacher Resources", there is a link to "preview the series" which is circled in red. Below this, there are links for "Client/Student Services".

6. We recommend previewing the entire series before your clients enter the program. This way you will be familiar with the content and be able to deal with any questions. This can be accomplished by selecting the [**preview the series**] link. The following screen will appear.

WorkGo Job Readiness Essential Skills Program

Attitude Module

- LAUNCH COMPONENT** Module & Attitude 1 Intro
- LAUNCH COMPONENT** Job Readiness Attitude 1
- LAUNCH COMPONENT** Attitude 1 Conclusion
- LAUNCH COMPONENT** Attitude 1 Exercise
- LAUNCH COMPONENT** Job Readiness Attitude 2 Intro
- LAUNCH COMPONENT** Job Readiness Attitude 2
- LAUNCH COMPONENT** Attitude 2 Conclusion
- LAUNCH COMPONENT** Attitude 2 Exercise & Quiz

Service Module

- LAUNCH COMPONENT** Service 1 Intro
- LAUNCH COMPONENT** Service 1
- LAUNCH COMPONENT** Service 1 Exercise
- LAUNCH COMPONENT** Service 2 Intro
- LAUNCH COMPONENT** Service 2
- LAUNCH COMPONENT** Service Quiz
- LAUNCH COMPONENT** Module Conclusion

7. Select the [**Launch Component**] to launch any of the items.
8. After you have completed previewing, click on the [**Menu**] link near the top of the page. This brings you back to this page.

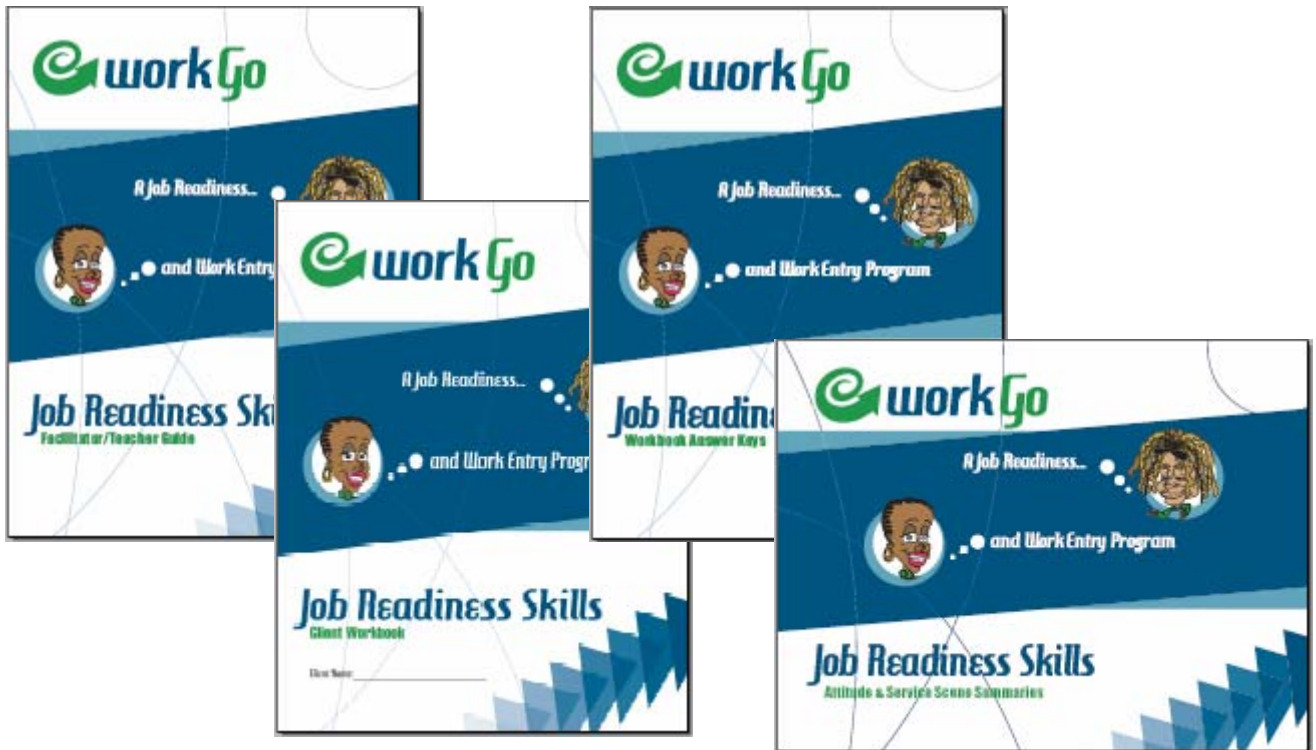


9. All of the materials you will need can be accessed and printed from this screen. You may print as many copies as needed for clients, teachers and administrators. We recommend that you review all of these manuals

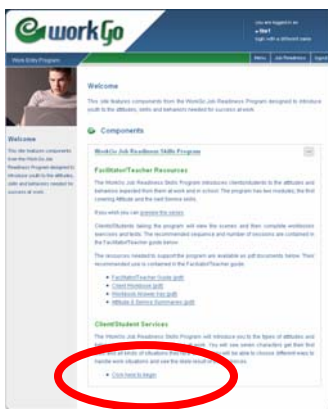


The resources needed to support the program are available as pdf documents below. Their recommended use is contained in the Facilitator/Teacher guide.

- [Facilitator/Teacher Guide \(pdf\)](#)
- [Client Workbook \(pdf\)](#)
- [Workbook Answer Key \(pdf\)](#)
- [Attitude & Service Summaries \(pdf\)](#)



10. To review the WorkGo items, select the [[Click here to begin](#)] link.



[Click here to begin](#)

11. To exit the program, select the [[logout](#)] link located at the top right of the page.