

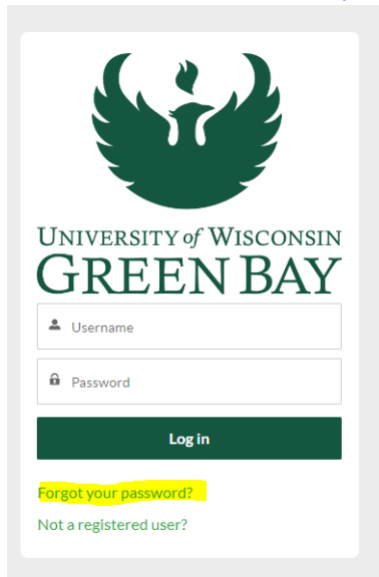
Welcome to the new UW-Green Bay Instructor Dashboard!

Instructor Dashboard – User Guide

Your one-stop shop for all things registry!

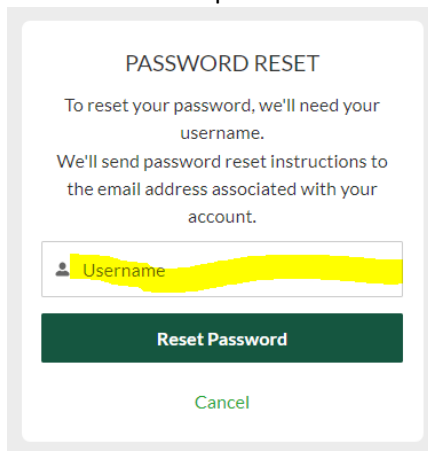
Getting Started - Creating Your Account

1. If your email is already in our system, such as you are already an approved instructor, follow these steps. (New users proceed to step 2)
 - Access the Dashboard at <https://instructors.uwgb.edu/s/login/>



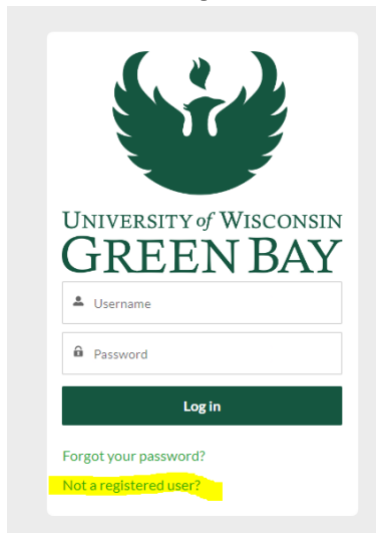
The screenshot shows the login page for the University of Wisconsin Green Bay. At the top is the university's logo, a green bird with its wings spread. Below the logo is the text "UNIVERSITY of WISCONSIN GREEN BAY". There are two input fields: "Username" and "Password". Below the fields is a green "Log in" button. Underneath the button are two links: "Forgot your password?" (highlighted in yellow) and "Not a registered user?".

- Click the "Forgot your password?" link.
- Enter your email under the username and click reset password. Follow the directions in the email to create a password.

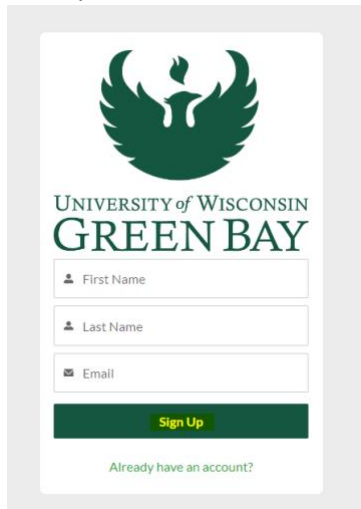


The screenshot shows the "PASSWORD RESET" page. The title is "PASSWORD RESET". Below the title is the text: "To reset your password, we'll need your username." and "We'll send password reset instructions to the email address associated with your account." There is a "Username" input field (highlighted in yellow) and a green "Reset Password" button. Below the button is a "Cancel" link.

2. New Users – To create a new account if your email is not in our system.
- Access the Dashboard at <https://instructors.uwgb.edu/s/login/>
 - Choose Not a registered user?



- Fill in your name and email and click Sign Up.



- You will receive an email with a link to create your new password and account.

Navigating the Instructor Portal

- When logging into the dashboard for the first time, pick the instructor option unless you also serve as a corporate representative submitting classes for other instructors.

* Are you an Instructor or Corporate representative

Instructor

Corporate representative

Next

Tour the Dashboard

“Home” brings you back to this main page.

Home

Train-the-Trainer Program Only

Assisted Living Administrator Training Program

Stop! These links are only for programs, not instructors.

Welcome to the UW-Green Bay Instructor Dashboard

We unlock limitless knowledge.






Welcome to the UWGB Dashboard. This dashboard is your central location for managing your instructor tasks with The Wisconsin Training Registry. You can apply for instructor approval, renew your approvals, and submit and/or add to your classes from the dashboard.

To submit a class, apply for approval, or apply for renewal, please click the appropriate class type and follow the directions for the action you wish to complete. If you require assistance, please contact The Wisconsin Training Registries at registry@uwgb.edu or 920-465-2554.

Helpful Link:
Download the Standard Precautions, Fire Safety, First Aid and Choking, and Medication Administration handwritten/typed [Roster Template](#).

Find the roster template here!

Instructor Approvals

 Fire Safety Pending	 First Aid and Choking Apply	 Standard Precautions Apply	 Medication Administration Apply	 Distance Learning Apply
---	---	--	---	---






The Instructor Approval box is how you apply, renew, and know the status of your approvals.

My Classes

Add a class

Applications and Renewals

Instructor Approvals

 Fire Safety Pending	 First Aid and Choking Apply	 Standard Precautions Apply	 Medication Administration Apply	 Distance Learning Apply
---	---	--	--	---

To apply, click on the class you would like to apply for and complete the application. Most of your info will auto-fill. At the end of the application, you will pay for the application.



Home

Train-the-Trainer Program Only

Assisted Living Administrator Training Program





UNIVERSITY of WISCONSIN GREEN BAY

The Wisconsin Community-Based Care and Treatment Training Registry
Phone: 920-465-2315 ~ Email: registry@uwgb.edu (<mailto:registry@uwgb.edu>)

First Aid and Choking Instructor Application

*Indicates a required field

▼ **Applicant Information**

First Name
Laura-Test


Middle Initial
A

Last Name
Nolan-Test


Nickname

You will receive a notification when your application is approved, and the icon in the dashboard will turn green. A red icon means you are expired or suspended. The curriculum is now available under the link.


Instructor Approvals




Fire Safety
Expires: 2026-07-22
Curriculum




First Aid and Choking
Apply



Standard Precautions
Apply




Medication Administration
Apply




Distance Learning
Apply

Instructor Renewals


Instructor Approvals




Fire Safety
Expires: 2026-07-22
Curriculum




First Aid and Choking
Apply



Standard Precautions
Apply






Medication Administration
Apply



Distance Learning
Apply

Select the class that you want to renew.


Home




Fire Safety
Expires: 2025-07-06
Curriculum

Renew

<p>Name Laura A Nolan - Fire Safety Approval</p> <p>Application 🔍 Laura Nolan - Fire Safety Instructor - NEW</p> <p>Member Laura A Nolan</p> <p>Organization</p> <p>Consultant</p> <p>Instructor Number T109033</p> <p>Approval Type Instructor</p> <p>▼ Renewal Information</p> <p>Renewal Period Cycle 🔍 2</p> <p>Renewal Date 7/7/2025</p>	<p>Training Fire Safety</p> <p>Status 🔍 Active</p> <p>Days Until Renewal 715</p> <p>Months Until Expiration 6+ months</p> <p>Membership Start Date 7/7/2023</p> <p>Membership End Date 7/6/2025</p>	<p>Applications (1)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 0.8em;">Applicatio...</th> <th style="font-size: 0.8em;">Status</th> <th style="font-size: 0.8em;">Application...</th> <th style="font-size: 0.8em;">Application...</th> </tr> </thead> <tbody> <tr> <td style="font-size: 0.8em;">Laura Nola...</td> <td style="font-size: 0.8em;">Completed</td> <td style="font-size: 0.8em;">6/6/2023</td> <td style="font-size: 0.8em;">New ▼</td> </tr> </tbody> </table> <p style="text-align: right; font-size: 0.8em;">View All</p> <p>Consultant Evaluations (0)</p> <p>Classes (2)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 0.8em;">Class Name</th> </tr> </thead> <tbody> <tr> <td style="font-size: 0.8em;">Fire Safety 2023-07-01 ▼</td> </tr> <tr> <td style="font-size: 0.8em;">Fire Safety 2023-07-10 ▼</td> </tr> </tbody> </table> <p style="text-align: right; font-size: 0.8em;">View All</p>	Applicatio...	Status	Application...	Application...	Laura Nola...	Completed	6/6/2023	New ▼	Class Name	Fire Safety 2023-07-01 ▼	Fire Safety 2023-07-10 ▼
Applicatio...	Status	Application...	Application...										
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Class Name													
Fire Safety 2023-07-01 ▼													
Fire Safety 2023-07-10 ▼													

Click on “renew” and complete the application. Ensure you have all the requirements for renewal, or the application will not allow you to renew.

Adding Class and Participants to the Registry

To add a class and participants, go to “My Classes”.

My Classes Add a class

Class Name	Start Date	End Date	Number of Participants
Fire Safety 2023-07-01	7/1/2023	7/1/2023	1
Fire Safety 2023-07-10	7/10/2023	7/10/2023	0
First Aid and Choking 2023-04-01	4/1/2023	4/1/2023	1
First Aid and Choking 2023-07-12	7/12/2023	7/12/2023	1

[View All](#)

Click on “Add a class”

Add Classes and Participants

Select an Existing Class
Select an Option

Create new Class

Submit Class and Continue

The first screen you see will be the class information. Add the start date and time, end date and time, select class type. For how the class is taught select either distance learning or pick in person or hybrid and put the location in to the field.

Add Classes and Participants

Create new Class

* Start Date/Time

* End Date/Time

* Class Type

Distance Learning (Virtual)

* Location

Roster Upload
 Or drop files

Co-Instructor

Additional Instructors

Submit Class and Continue

Next, add participants to the class. Always type in the participant's full name. Put the first name first, then last name. Double check DOB and when selecting from the list.

Add Classes and Participants

Participant's Wording - Participant Full Name is required for searching. Put first name first, then last name.

Select Participant

Participant not found

Add Another Participant

Next

If the participant is not found, click "Participant not found" and add the participant's info. Click "Add Another Participant" to add more participants or "Next" when done.

Add Classes and Participants

Participant not found

* First Name

* Last Name

* Middle Initial

Date of birth

*If you do not know your participants middle name, or they do not have one, enter a period.

Phone

Zipcode

Email

Add Another Participant

Next

Add Classes and Participants

Please Note: If you do not add participants you will be unable to apply for new approvals or create new classes until participants are added.

If a mistake is made, please hit the X and start over.

Participants to add:

, Laura-Test Testing23

Add Another Participant

Next

Complete payment and click “Charge Card”

Add Classes and Participants

\$ Payment Details

* Card Holder Name * Email

Complete this field.

* Card Number * CVV

* Exp Month * Exp Year * Postal Code

Charge Description

Cost for Enrollement of Participants

Charge Card 20 USD

After filling out payment information please hit the charge button before selecting next at the bottom of the screen. You will see a green success message when a payment is successful. Failure to select charge will result in being returned to this screen.

Then click “Next”

Add Classes and Participants

\$ Payment Details

Success
The card was successfully charged 20 USD.

After filling out payment information please hit the charge button before selecting next at the bottom of the screen. You will see a green success message when a payment is successful. Failure to select charge will result in being returned to this screen.

Upon completion, you will return to this page:

[Add Participants](#)

Class Name
Fire Safety - TtT 2023-07-22

Class Type
Fire Safety - TtT Student

Instructor
[Laura-Test A Nolan-Test](#)

Location

Training Location

Start Date
7/22/2023

Start Date/Time
7/22/2023, 8:00 PM

Logged in User

Instructor View

Timezone

Suspended

Suspension Reason

Suspension Other

Distance Learning

Instructor Number

End Date
7/22/2023

End Date/Time
7/22/2023, 11:15 PM

Consultant

Co-Instructor

Additional Instructors

Consultant Evaluations (0)

Participants (1)

Participant Name	Attendee Full Name	Created Date
AT-1087398	Laura-Test Testing23	7/23/2023, 8:25 PM ▼

[View All](#)

Employee Evaluation (0)

Class Roster Upload

No Files Found

Click "Home" to add another class or to return to main page.

[Add Participants](#)

Class Name
Fire Safety - TtT 2023-07-22

Class Type
Fire Safety - TtT Student

Instructor
[Laura-Test A Nolan-Test](#)

Location

Training Location

Start Date
7/22/2023

Distance Learning

Instructor Number

End Date
7/22/2023

End Date/Time
7/22/2023, 11:15 PM

Consultant Evaluations (0)

Participants (1)

Participant Name	Attendee Full Name	Created Date
AT-1087398	Laura-Test Testing23	7/23/2023, 8:25 PM ▼

[View All](#)

Employee Evaluation (0)

Class Roster Upload