1. To access the Catalis Academy, log in to QAlert. Upon logging in, click on Academy (upper right corner above the **map dot** and below the **blue navigation bar**).



## 2. You will be directed to the Catalis Academy.





3. Before you get started, you will need to set up a login. Please note, you are responsible for your login. <u>The QAIert Admin Team will not</u> <u>be able to assist you should you lock yourself out of your account.</u>



4. Once you have successfully set up your account and logged in, click on "Courses".

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 From here, you will <u>enroll in</u> or <u>continue</u> with the assigned certification / training (ex. RME Responder Certification) noted in your Onboarding Service Request in QAlert (you are a collaborator on this service request).

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Website Basics This course will get you up to speed on the basic terminology and settings of your Catalis Website Management software, a tey step for managing your content. ENROLL NOW	Community Profile Charts Management You need to display data about your town/city/region as a part of your Catalis Economic Development Dashboard. This course will help you do so.	RME Responder Certification If your main task is to resolve service requests in your Catalis Enterprise Request Management software, learn all you need to responder effectively and efficiently.
	ENROLL NOW	CONTINUE STUDY

6. Scroll down to Course Content and start / continue your training. Complete ALL content, quizzes, tasks and tests.

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 Once you have reviewed all course content and completed all quizzes, tests, and tasks — upload <u>proof of completion</u> w/name and course completion included (example below) to your onboarding service request.

