

This guide provides instructions to

- 1. Add a class, and
- 2. Manage Work Experience Applications

Participants must be in an active class.

Go to: <u>https://go.weareimago.com/login</u>

Login using your Facilitator's Credentials



To add a class, go to the MANAGEMENT tab



ADD CLASS utilizing the following format:

CLASS NAME: WEX (add your location), i.e., WEX Urban North

SITE NAME: WEX Pilot

Add today's date as the Start and last day of fiscal year as the End Date of Class

Save Class



Once you created a class,

ADD LESSONS, you may add as many lessons as you want;

Due Date is the last day of fiscal year.

To watch the video on How to Create and Copy a Class from your Dashboard go to

- LIBRARY
- LESSON TOOLBOX

To Approve an Application:

From your Dashboard select EXPERIENCES



Click EXPERIENCE TRACKING

A message will display on the top right alerting you of an application pending approval



Click on EXPERIENCE Tab



Select CLASS EXP



Select BY LEARNER



VIEW App

∆ IMASO	× 🛕 IMASO	× 🛕 1M430	×	IMAGO Reciltor EXP Ge	ide.docx × +				• - • ×
$\leftrightarrow \rightarrow \ G$	B go.weareimago.com/facilitator/experie	ence/class//							er 🔅 🗯 🔕 E
	IMAGO		DASHBOARD	MANAGEMENT	REPORTS	LIBRARY	EXPERIENCES		🏴 🕧 🕴 Ana Escareno 👩
		CLASS EXP						YOUR EXP RATING 쇼쇼쇼쇼쇼	
	EXP PARTICIPATION	RY CLASS FXPI	FRIENCES		RYIEAS	INFRS			
	EXP TOOLBOX	Search for Learner	٩		UT COM	intero -	0	÷	
		LEARNERS NAME WEX Plilot, Test	ST WEX PIL	OT APPLICATI	ONS			CAREER INDUSTRY Undetermined / Various	-
	12		EXP TITLE	EXPERIENCE TYPE	EMPLOYER	EXP DATE 🔺	APPLICATION		
		C1	test abc	Internship	ABC Tools	06/14/2021	View App		
			Customer Service	Internship	ABCTools	od/hi/zoos	View App		
		-					P		
🗄 🔎 Typ	be here to search	0 🛤 🧮 🥰	🧿 🗳 🧠	x3 x3 😰	0 2				^ 👄 🔛 40 334 PM 📮

Confirm and Submit Application to Employer



X 🔄 IMAGO Reciltor EOP Guide.docx X | + • - • × 0+ 🔅 🎋 🔇 : IMAGO LIBRARY EXPERIENCES DASHBOARD MANAGEMENT REPORTS EXPERIENCE APPLICATION Review that the personal information below is correct Why do you want to participate in this opportunity Your Learner's application has been submitted to the Employer. Test BACKTO APPLICATIONS LIST Test SIBME APPLICATION TO ENVELOPER DENT APPLICATION Ico firm that my student is able to meet these qu

Confirmation will display and notification will be sent

0 🗄 🗮 🥰 🧕 🍁 🦛 🖬 🛤 😰 🏚

E P Type here to search