

IMAGO Facilitator Guide

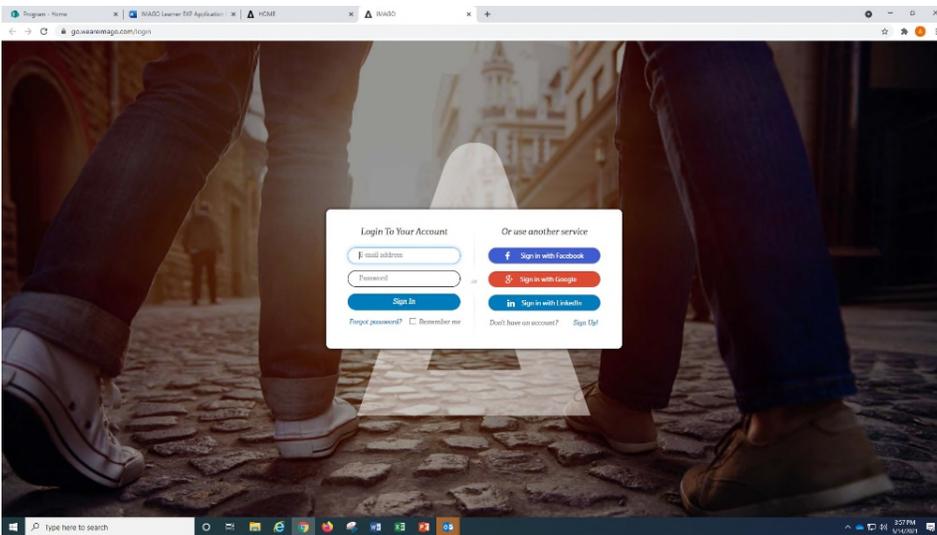
This guide provides instructions to

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

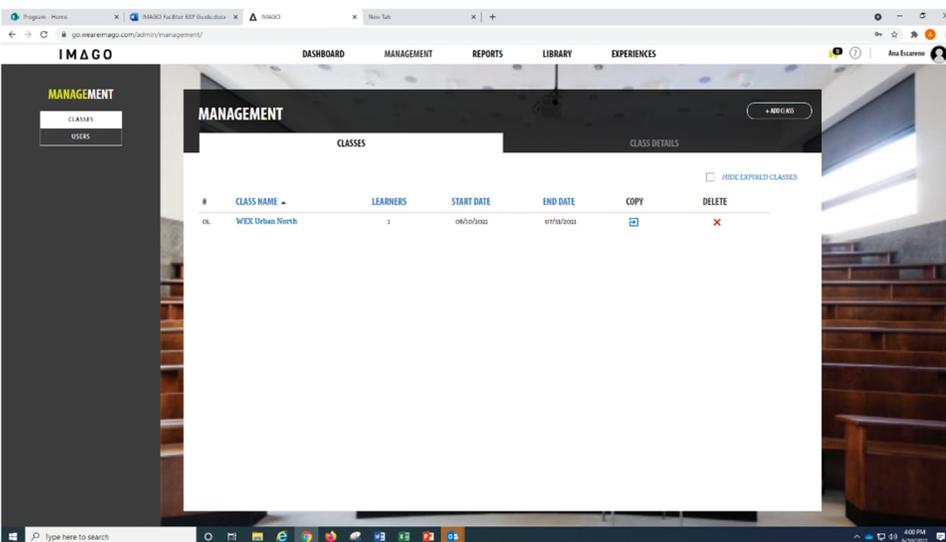
Participants must be in an active class.

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

Login using your Facilitator's Credentials



To add a class, go to the MANAGEMENT tab



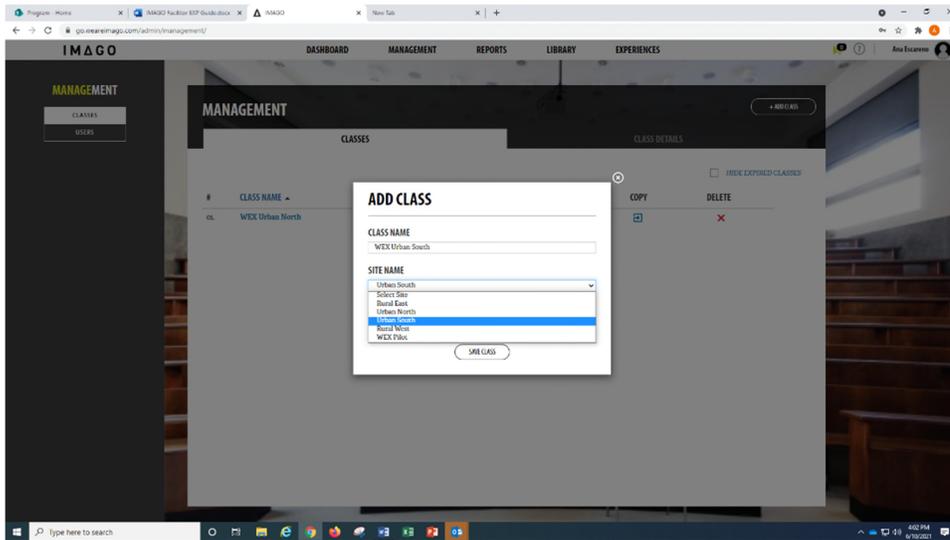
ADD CLASS utilizing the following format:

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;

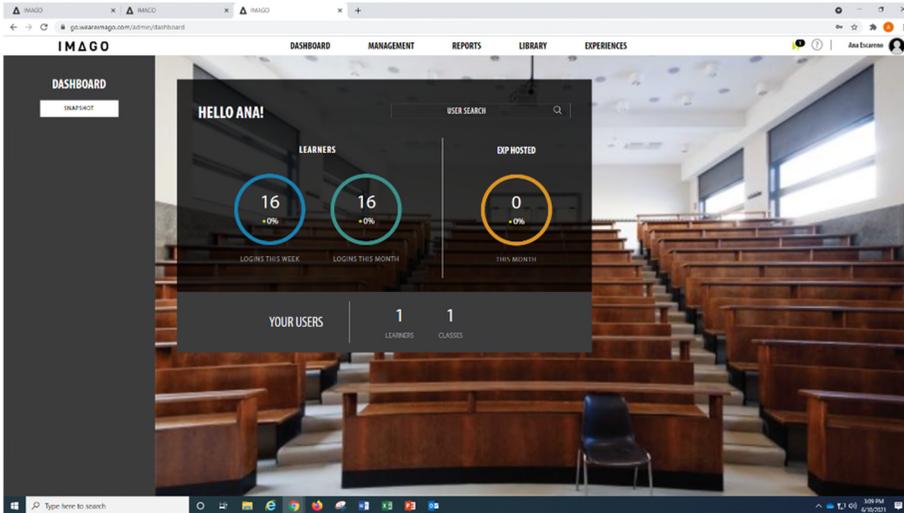
Due Date is the last day of fiscal year.

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

- LIBRARY
- LESSON TOOLBOX

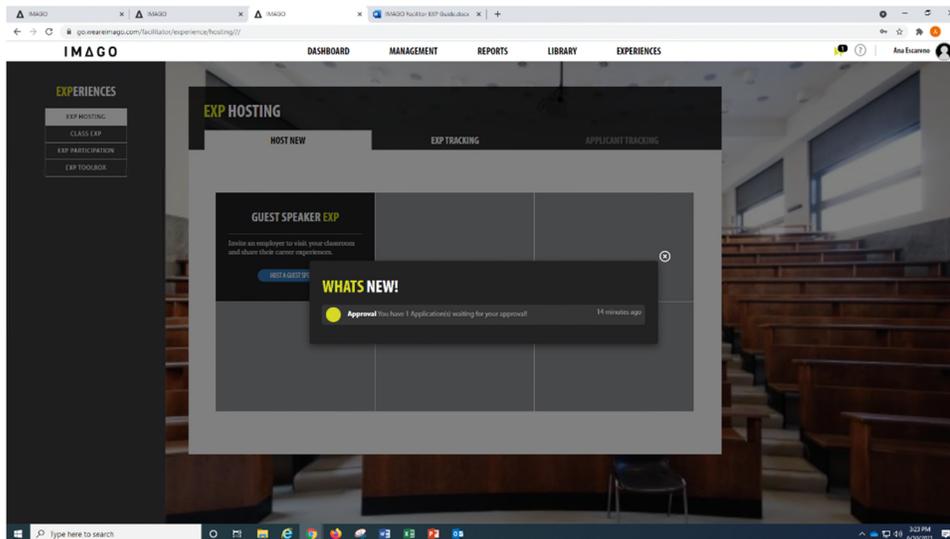
To Approve an Application:

From your Dashboard select EXPERIENCES

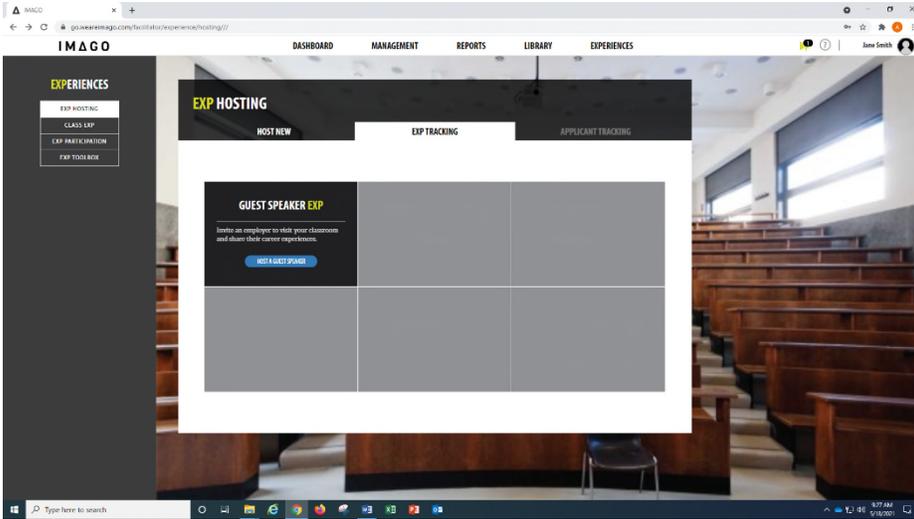


Click EXPERIENCE TRACKING

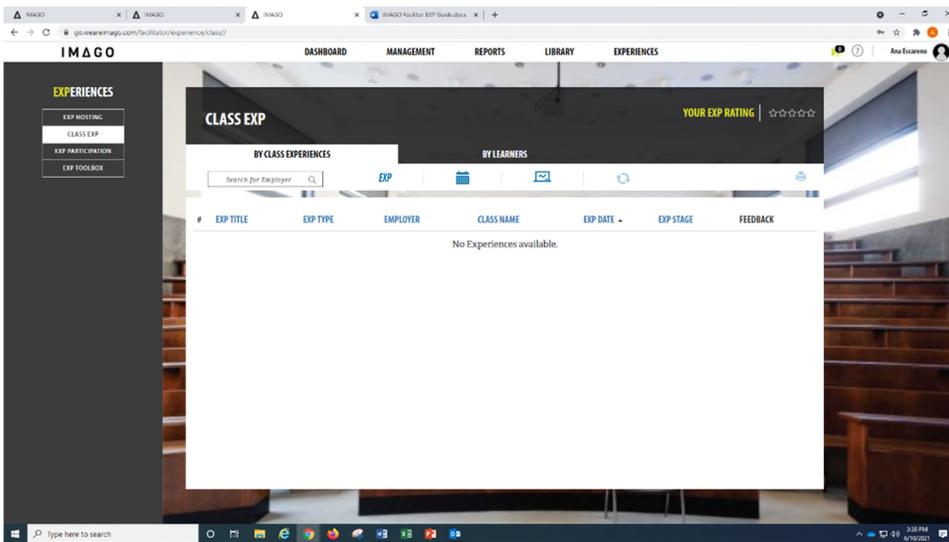
A message will display on the top right alerting you of an application pending approval



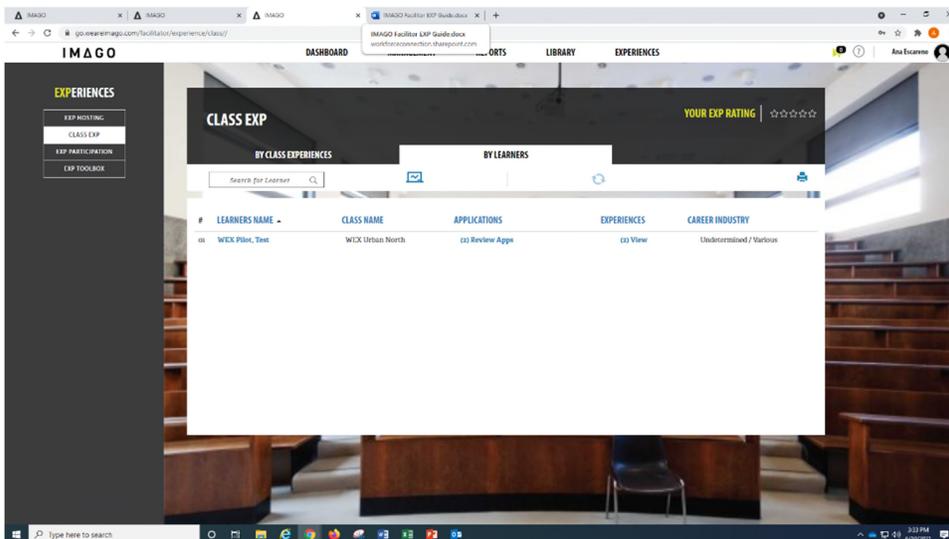
Click on EXPERIENCE Tab



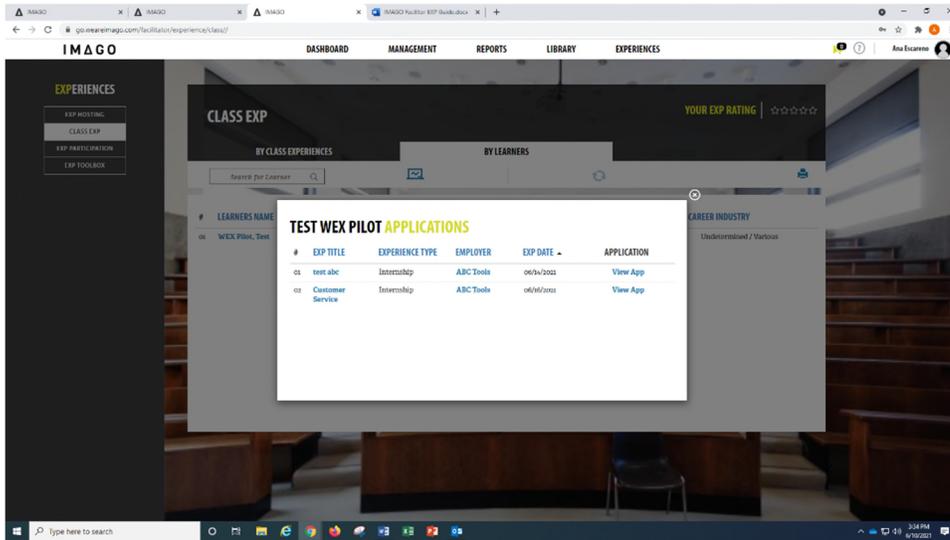
Select CLASS EXP



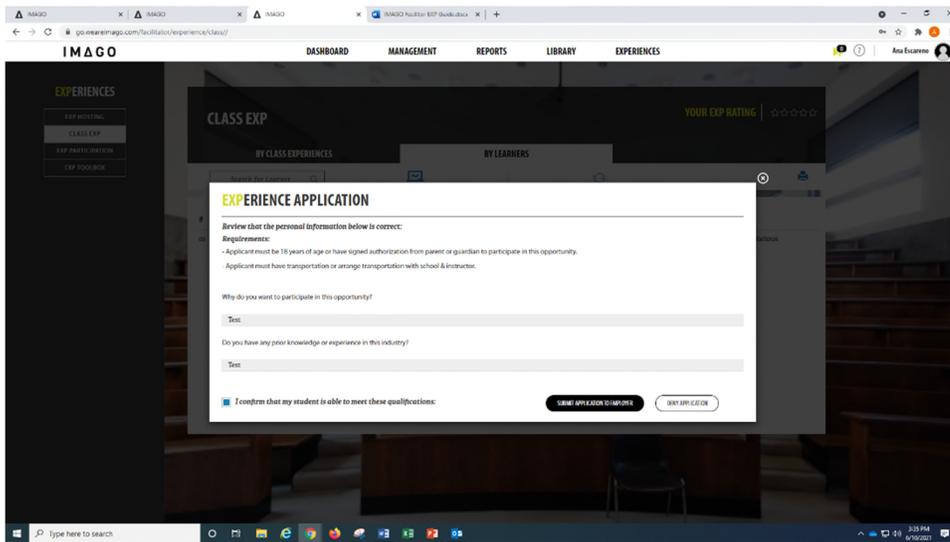
Select BY LEARNER



VIEW App



Confirm and Submit Application to Employer



Confirmation will display and notification will be sent

