



# Instructions to Create an Account and use IMAGO

### 3. Instructor's email

Once you are logged in and ready to add your class, there will be a prompt to "Search Instructors Email"

Here is the email you will use:

\_\_\_\_\_

Select the class you will be attending for the day from the list. The class will be available to you and you will see a small box displaying each lesson by name (most classes have 4 lessons).

### 4. Job Readiness Workshop Assignments

During the Job Readiness Workshop you will be given assignments to complete after the workshop each day. This may include completing Study Guides for the lessons discussed in the workshop that day. Please complete the Study Guide and submit it before the end of the day.

Listen carefully to the assignment your instructor gives you to make sure you complete the correct Study Guide.

The information below will outline how you will find the Study Guide for your assignments when you are logged in to IMAGO and have added your classes:

1. Click on the lesson your Instructor assigns for the day.
2. Click on the button for "Guide Only".
3. The Study Guide will pop up.
4. You will need to select/enter your answers in sequence (you won't be able to skip ahead).
5. You may "Save" your Study Guide if you need to exit before it is completed and then come back later to finish where you left off.
6. Once you have completed the entire Study Guide, click on Submit and your assignment will be available for the Instructor to view.

You are also welcome to "Play Lesson" if you want to view the videos for each of the lessons presented during your classes.

There are currently two Workshop series we offer at Workforce Connection using the IMAGO website. The first is the *Job Readiness Workshop* and the second is the *Interview Prep Workshop*. Below are the instructions to create an account and to log-in for any classes that will be assigned to you.

This is the link to the log-in page:  
<https://go.weareimago.com/login>

### 1. First Time Users – Account Creation

The first time you use the site you will create an account with a log-in & password. There are a few ways to learn how to do this:

1. Click on the link below to view a short video:  
[https://cdn.weareimago.com/study\\_material/attachments/43356/How to Add Learners.mp4?1586988553](https://cdn.weareimago.com/study_material/attachments/43356/How to Add Learners.mp4?1586988553)
2. Refer to the pdf. included as an attachment in your email titled:  
[FresnoWorkforceIMAGOAccountCreation](#)
3. If neither of the other two methods work you may contact a Workshop Facilitator:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Enrollment Key

While you are creating an account you will be prompted to enter an Enrollment Key.

Here is the Enrollment Key (it is case sensitive):

**T97RKQAU**