

# Quick Reference Help Info for Site Coordinators, Site Administrators, District Directors & Regional Staff

**WELCOME!** If you're brand new to the program or need a refresher on some of the key elements of your online home at MyAVID, see below:

*Logging in to Your MyAVID Account*

*Managing MyAVID Accounts*

*Registering Yourself & Others for an Event*

*Important Help Web Links to Certification & Data Collection*

*Who To Contact With Questions*

## ~~~ LOGGING IN TO YOUR MyAVID ACCOUNT~~~

1. Open an Internet browser (like MS Internet Explorer, Mozilla Firefox or Safari)
2. Type [www.avidonline.org/login](http://www.avidonline.org/login) in the address bar or go to our homepage at [www.avidonline.org](http://www.avidonline.org) and click on the "MyAVID" link in the menu bar.
3. Enter your email address and password. If you don't know your password click on "I forgot my password" and follow the prompts.
4. If it's your first time logging in, two things will occur before you get to your welcome page. You'll be asked to confirm the role that has been assigned to you, and then you'll have an opportunity to change your temporary password.
5. When you have successfully logged in, click on the link that reads "Edit your profile" and make sure your contact information is up to date. Be sure your primary location (where you work) and your role assignment are accurate (see below in #9 for typical roles).
6. If you have any problems logging in please email [avidinfo@avidcenter.org](mailto:avidinfo@avidcenter.org) or call 858-380-4800 and ask for the Help Desk.

## ~~~ MANAGING MyAVID ACCOUNTS ~~~

### EDITING INDIVIDUAL PROFILES OF YOUR SITE TEAM MEMBERS

1. Login to your MyAVID account at [www.avidonline.org/login](http://www.avidonline.org/login).
2. Click on "Edit your profile" then click on the school/organization name link that's in front of your role designation. You'll go to your school organization page. (For district directors or regional staff you'll go to your district or regional page and the schools/districts will be listed there. Just click on the site/district you want to update.)
3. In the AVID Elective or Elementary Program section you'll see a list of all those associated with your organization by role. As Coordinator/Administrator/District Director/Regional Staff you can click on any member's name to edit their contact information. If there are folks who are no longer with AVID you can also "deactivate" them when you're viewing their "Edit Contact Information" page. If someone's not showing in this list but is part of the site team that likely means they've not been assigned a role.
4. Follow the instructions below to quickly and easily add or edit the roles of your site team. If you need to add someone new, you can do that too.

## ADDING OR EDITING SITE TEAM ROLES & ACCOUNTS

1. Login at [www.avidonline.org/login](http://www.avidonline.org/login).
  2. Click on the Organization search button at the top of the page.
  3. Search for the specific school you want. [You can also just click on your "role" link at "Edit your profile" and you'll go directly to your school/organization homepage. If you're at the district or regional level, you'll need to drill down and find the school you want, region to district to site.]
  4. Once you get the school homepage, click on the "Edit School Information" link. Then you'll notice the AVID Elective or Elementary Program section. Make sure all of the site team members are listed and assigned proper role(s).
  5. Below the names with those who already have roles, there's a line that has two dropdown lists and a blue "Add" button. This list contains all those associated with the organization by "primary location" both with roles and without roles. To add a role to an existing member's account select their name from the "Select a Member" dropdown list, "Select a role," then click the "Add" button.
  6. If a member is not listed in the "Select a Member" dropdown list then you should search for them first by using our "Contacts" search button at the top of the page you're on (*Search Tip: Use the first three letters of the first and last names to run your search. This minimizes the possibility of misspellings and failed searches.*). If you can't find them in our system, then you'll need to "Add a New Member." Click on the red "Add a New Member" link and follow the prompts to add the member to the "Select a Member" dropdown list.
  7. The newly added member will now show up in your "Select a Member" dropdown list and you'll need to add a role (see step 5 above) to complete the process. NOTE: It's very important to provide complete contact information as discussed in "EDITING INDIVIDUAL PROFILES..." section above.
  8. You can assign multiple roles to one account. For example, for elective programs the administrator can also be a coordinator, a coordinator can also be an elective teacher or counselor, a site team teacher can be a data reporter (FYI: Only two roles have data reporting power, the coordinator and the data reporter. Elective teachers with seniors also have Sr. Data Collection power.)
  9. Finally, here are summaries of the typical MyAVID roles for both elective and elementary program sites:  
ELECTIVE
    - *Site Team Coordinator* - runs the program and is THE all-powerful role for all processes
    - *Site Team Administrator* - view only privileges for data collection/certification but has power to manage MyAVID accounts
    - *Data Reporter* - a role assigned by the site coordinator/administrator to any member of the site team to assist in or run data collection/certification
    - *AVID Elective Teacher* - teaches the Elective and has the power to run Senior data collection
    - *Site Team Counselor* - general access to MyAVID to include file sharing and event registration
    - *Site Team Teacher* (subject area teachers in math, science, history, English...) - same access as counselorsELEMENTARY
    - *Elementary Administrator* - similar to Site Coordinator role, is all-powerful for data collection
    - *Elementary Teacher* - similar to Elective Teacher role; has the power to do data for their class
- Note on District and Regional level roles:** Typically there are two major roles, one for the director and one for key staff that work closely with the director. For the district level, they're called *District AVID Director* and *District AVID Team Member*. For the regional level, they're called *Regional AVID Director* and *Regional AVID Team Member*. Page 3 of 3 / January 2009

Also, there are **two important site level roles** for regional and district staff that indicate their oversight with particular districts and/or sites. They are *Regional AVID Coordinator* and *District AVID Coordinator*.

~~~ REGISTERING YOURSELF & OTHERS FOR AN EVENT ~~~

1. To register yourself for an event login to your MyAVID account at [www.avidonline.org/login](http://www.avidonline.org/login).
2. In the MyAVID Tools section click on the "AVID Event Registration" link. Once at the registration system page, click on "Register Myself for an Event" and follow the prompts.

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1. If you're in charge of registering others, login to your MyAVID account at [www.avidonline.org/login](http://www.avidonline.org/login). Be sure you have all the registration forms/worksheets, available online, filled out in case you need to add new members. Complete contact info is a must with a valid and accurate email address.
2. In the MyAVID Tools section click on the "AVID Event Registration" link. Once at the registration system page, click on "Register someone else for an event." You'll get to the "Search for Registrant" page.
3. A list of all the members affiliated with your organization should appear in the search results. You may register any member on this list. If you don't see this list, on the right hand side, choose your state, county, region, district or school. Once the fields are full (the page resets after every choice), then hit the Search button. The list should come up. At the far right of each line there are two buttons, "Register" and "View." Click to either register an individual or view their registrations. Then follow the prompts.
4. If you need to register a new member, click on the "Create a new registrant" link and follow the prompts.
5. **NOTE:** It would be good, when you're all done to make sure all of your team members have their proper roles. You can do this by going back to your MyAVID homepage then following the steps as outlined above in the section "ADDING OR EDITING SITE TEAM ROLES..."

~~~ IMPORTANT HELP WEB LINKS TO CERTIFICATION & DATA COLLECTION ~~~

Here are two key web links for Regional Staff, District Directors and Site Coordinators/Administrators. They contain good summaries of the Certification and Data Collection processes and helpful step-by-step instructions.

AVID Certification: [www.avidonline.org/certification](http://www.avidonline.org/certification)

AVID Data Collection: [www.avidonline.org/datacollection](http://www.avidonline.org/datacollection)

~~~ WHOM TO CONTACT WITH QUESTIONS ~~~

If you have any problems or questions you should email [avidinfo@avidcenter.org](mailto:avidinfo@avidcenter.org). Email is best and we're quick to respond. But if you need to call, just dial 858-380-4800 and ask for the Help Desk