

AMERICA LEARNS



TIME SHEET REVIEW
For Fellows

AGENDA

TIME SHEET REVIEW FOR MEMBERS

1

PURPOSE

Why we invested in the
America Learns Impact
Suite for you

2

USING IT

How you'll use the
Impact Suite's Time
Sheet service

3

MORE

Questions and where to
turn for help



WHY WE INVESTED IN AMERICA LEARNS FOR YOU

1

Our People

You mean so much to us, and our investment in your awesomeness is what fuels our impact. You need the right tools.

2

Our Time

We looked long and hard to find the easiest, most efficient system out there. We don't have time to waste.

3

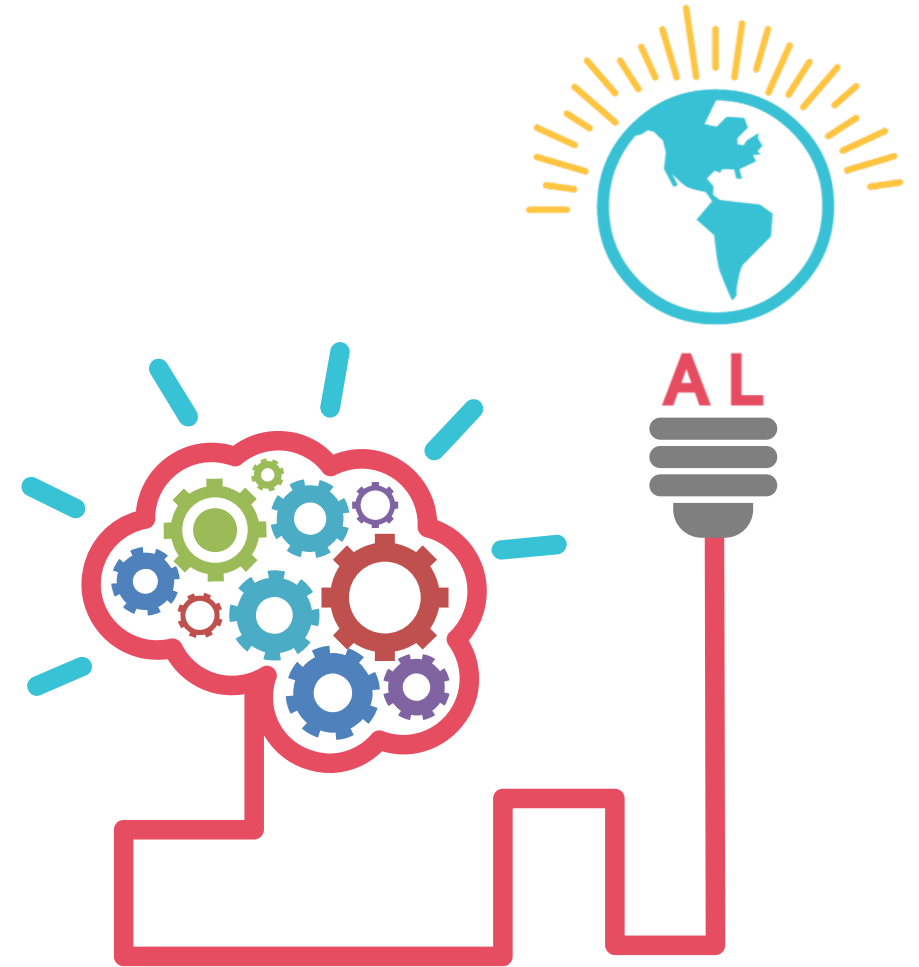
Our Hearts

The ideas, innovation and effort that you create daily are at the heart of everything we do. We've got to harness that to keep getting better.

4

Our Data

Our data can teach us and shine a light on our impact. (Yes, even time sheet data!!)
Our America Learns Impact Suite makes sure we spend less time on paperwork and more time getting things done.



getting started

CREATE YOUR PASSWORD

WHEN AN ACCOUNT HAS BEEN CREATED FOR YOU, YOU'LL GET AN EMAIL LIKE THIS:

Click the link to access the home page and login.

Important: Your New Our America Learns Site Impact Suite Account

Inbox x

America Learns <arosysai@arosys.com>

Fri, May 17, 10:22 AM



to me ▾

Dear Charlie,

Your Impact Suite account has been created for our site at <https://americalearns.net/yoursite>

Important: In order to use your account, you'll need to create a password. Please use the link at the bottom of this e-mail to create your password.

Sincerely,
Christina Saulter

Two next steps:

1) Create your password at <https://stg.americalearns.net/index.cfm?event=user.createmypassword&ow=rRDL29jSolAU1xsZ7Px0g==&ue=oOhmaukLlXdcbaaoUzB2eo0iAACM3WK625F+JjloXQ=&sndt=1g5rpoaYqkCc87bZPwFdIFRmc6195n6ZipE+RzMw64=>

2) Get to know our site at <https://americalearns.net/yoursite>

Use this link to create
your password:

LOG IN

YOU WILL LOGIN TO YOUR AMERICA LEARNS WEBSITE HERE:

<https://americalearns.net/collegecorpsfellows>

Save this address to your favorite web browser
(Chrome, Firefox, Explorer, etc.).


College Corps (Fellows)


powered by
americalearns

[about us](#) | [contact us](#) | [page help](#)[logout](#) | [mission control](#)


#CaliforniansForAll

College Corps



**Please review the following:**
[Document Signing Training Video](#)
[Time Sheet Training Video](#)
[Report Completion Training Video](#)

E-mail:
Password: [Reset Password](#)

**Our Latest Strategy**
Thank you for your service.

#CaliforniansForAll College Corps News
We're so happy to see you here!

Stories From Our Fellows
Welcome volunteers. We appreciate what you're doing.

[Terms of Service](#) | [Privacy Policy](#)Copyright © America Learns. All rights reserved. Patent Pending.

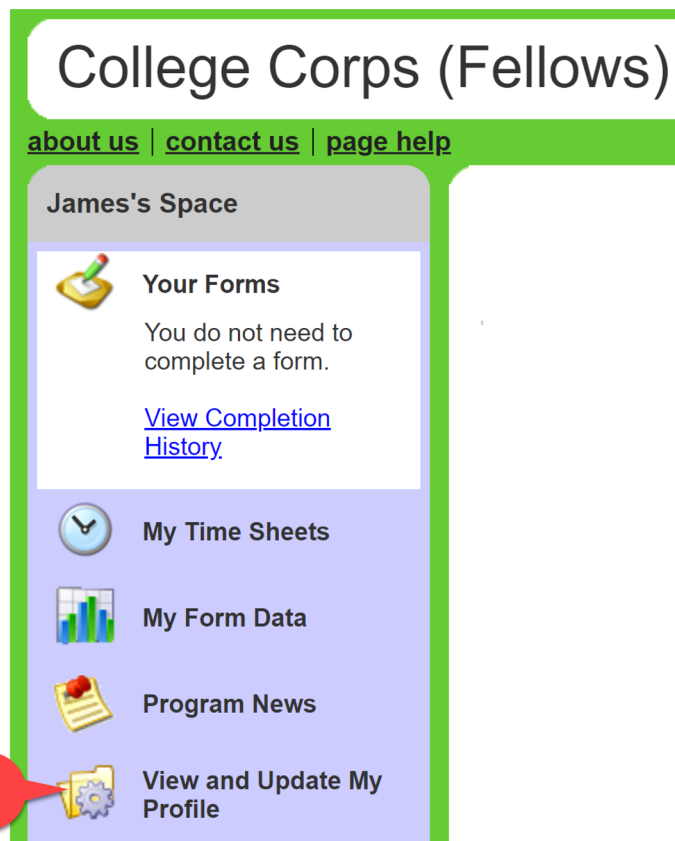
document signing

ACCESS YOUR PROFILE

UPDATE AND CHANGE YOUR PROFILE INFO HERE:

1

On the left, click **View and Update My Profile**.



2

On this page add all required information.

College Corps (Fellows) powered by **americalearns**

[about us](#) | [contact us](#) | [page help](#) | [james's space](#) | [home](#) | [logout](#)

[Add Photo](#) James Fellow [Back](#)

Quick Access: To Dos
Signed documents and completed fields will be saved in the panels below.

Fellow File Documents 2022-23

Publicity Release Form [Sign the document](#)

Terms & Conditions

Review terms [Complete](#)

Recently Populated & Updated Fields
You have not populated or edited fields during the past 10 days.

Name & Contact Details

Time Sheet Settings

Additional Fellow Details

Fellow File Documents 2022-23 [Edit](#)

Please make sure to fill out all of the fields correctly by this date.

Mid-term performance review	A document has not been uploaded for you to complete.	Publicity Release Form	Sign the document
Fellow Service Agreement	A document has not been uploaded for you to complete.	End of term performance review	A document has not been uploaded for you to complete.

Form Completion Rate

Community Host Partner Assignment

Terms & Conditions [Edit](#)

Please click to review the California Volunteers [Privacy Policy](#) and [Terms of Use](#).

Review terms

[Terms of Service](#) | [Privacy Policy](#) Copyright © 2001-2022 America Learns. All rights reserved. Patent Pending.



ACCESS YOUR PROFILE: DOCUMENT SIGNING

accessing your documents to sign

There will be times you'll need to e-sign documents. There are two ways to do this:

1

Through Your Quick Access Center

The Quick Access Center:

1. Any documents that need your e-Signature will show up in your **Quick Access: Documents to Sign**.
2. Click on the **Sign the document** link to open your document and complete it.

The screenshot shows the 'College Corps (Fellows)' interface, powered by 'americalearns'. The header includes navigation links: 'about us', 'contact us', 'page help', 'james's space', 'home', and 'logout'. The user is identified as 'James Fellow' with an 'Add Photo' button and a 'Back' link. The main section is titled 'Quick Access: To Dos' with a green checkmark icon and a note: 'Signed documents and completed fields will be saved in the panels below.' Under the heading 'Fellow File Documents 2022-23', there are two items: 'Publicity Release Form' with a 'Sign the document' link (circled in red) and 'Terms & Conditions' with a 'Complete' link.



ACCESS YOUR PROFILE: DOCUMENT SIGNING

accessing your documents to sign

There will be times you'll need to e-sign documents. There are two ways to do this:

2

Through Your Profile

Through your profile:

1. Any documents that need your e-Signature will also show up in your profile.
2. Open panels using the green triangles to find the documents needing your signature.
3. Click on the **Sign the document** link to open your document and complete it.

▼ Fellow File Documents 2022-23

Edit

Please make sure to fill out all of the fields correctly by this date.

Mid-term performance review	A document has not been uploaded for you to complete.	Publicity Release Form	Sign the document
Fellow Service Agreement	A document has not been uploaded for you to complete.	End of term performance review	A document has not been uploaded for you to complete.



ACCESS YOUR PROFILE: DOCUMENT SIGNING

signing your documents

Once you click on the “Sign the document” link, follow the steps to complete your document.

- 1) Click “I Consent to do Business Electronically ”
- 2) Navigate through the document using the **Next** arrow and complete the required fields.

Hi, James

Please click Get Started below to begin signing this document.

Do you give your consent to do business electronically?

Please read the electronic signature disclosure below.

Electronic Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)
From time to time, (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through airSlate, inc.'s signNow electronic signing system (signNow). Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I Consent" button.

All notices and disclosures will be sent to you electronically
We will be providing you, via electronic mail to your email address jamesfellow@americalearns.net (America Learns - Impact Suite - DO NOT DELETE) all required notices and disclosures that are required by law to be provided or made available to you during the course of our relationship with you.

Print ERSD Download ERSD

Your use of this site is subject to [Terms of Service](#) and [Privacy Policy](#)

1

signNow Publicity Release James Fell... (2 of 5 required fields completed)

100%

Decline Close Done

Page 1 of 1

#CaliforniansForAll
CollegeCorps
PUBLICITY RELEASE FORM

2 (print your full name) in connection with my participation in the California State government initiative #CaliforniansForAll College Corps, hereby consent to and authorize California Volunteers and other entities associated with College Corps, to photograph, film, reproduce, transcribe, or otherwise record and use my image and/or voice in all media and/or technology developed in connection with the College Corps components to promote California Volunteers programs.

Additionally, I hereby authorize California Volunteers and other entities associated with the program to release, publish, and/or quote such material, including my name, college/university, and/or host organization in connection with related public information programs and activities. With respect to this material, I understand that content may be included in future speeches, on the Internet, through radio, TV and print media, and may be used to promote California Volunteers programs. This content will not be used for commercial purposes.



ACCESS YOUR PROFILE: DOCUMENT SIGNING

signing your documents

- 3) To sign the document, click **Signature Field**.
- 4) Set up your signature and click **Sign**.
- 5) Click **Done** on the top right of the document when you have completed.

Add Your Signature Legally binding

Type Your Signature

James Fellow

James Fellow [Change style](#)

or

Draw Your Signature
Draw your signature here using your mouse or trackpad.

Upload Your Signature
Upload an image of your handwritten signature here.

Cancel **Sign**

I understand that if I have concerns about my name/image/voice being used for the promotion of College Corps, I may decline to give my consent (by not signing this form) and can continue to participate in College Corps without being disadvantaged with respect to those activities.

☒ I ACCEPT AND AGREE ☐ I WISH TO OPT OUT

Text Field * **Signature Field** * 07/18/2022

Full Name Signature Date

* I understand that I am free to change my mind during my participation in College Corps, in which case I will inform my institution in writing.

Decline Close **Done**

5

All Required Fields Completed.
Click Done to Finish.

You've filled out every required field in the document. Click the **Done** button to finish.



ACCESS YOUR PROFILE: DOCUMENT SIGNING

document completion

Once you click on the “Sign the document link,” follow the steps to complete your document.

Once you have completed signing your document you will see in your profile:

- If your document does not need any additional signatures, it will be available for download; OR
- If it is waiting on a Supervisor or Director signature, you will see “(Waiting for site supervisor or director signature)”

▼ Fellow File Documents 2022-23 Edit

Please make sure to fill out all of the fields correctly by this date.

Mid-term performance review	A document has not been uploaded for you to complete.	Publicity Release Form	Publicity Release (James ...)
Fellow Service Agreement	A document has not been uploaded for you to complete.	End of term performance review	A document has not been uploaded for you to complete.

▼ 2021: Member Profile

Required Documents Edit

Enrollment Form	You signed this document (Waiting for site supervisor signature)
Resume	Sign the document
Birth Certificate or Proof of Permanent Legal Residency	

time sheets



COMPLETING YOUR TIME SHEET

each time a new time sheet launches, you'll get an email like this:

A New Time Sheet Has Launched



Inbox x



America Learns <americalearns@donotreply.com>

10:56 AM (0 minutes ago)



to me ▾

Dear James,

A new time sheet covering the period from June 27, 2022 to July 10, 2022. You can complete it at <https://americalearns.net/collegecorpsfellows>



Use this link to login:




COMPLETING YOUR TIME SHEET

login here:

College Corps (Fellows)

powered by
americalearns

[about us](#) | [contact us](#) | [page help](#)



Please review the following:


[Document Signing Training Video](#)

[Time Sheet Training Video](#)

[Report Completion Training Video](#)

#CaliforniansForAll

College Corps



E-mail:

Log In

Password:

[Reset Password](#)



Our Latest Strategy
Thank you for your service.

#CaliforniansForAll College Corps News
We're so happy to see you here!

Stories From Our Fellows
Welcome volunteers. We appreciate what you're doing.



COMPLETING YOUR TIME SHEET

select the time sheet you'd like to work on

To get started, simply click on the link for the time sheet you would like to work on.



My Time Sheets

Your Time Sheet Period

March 7, 2022 - July 15, 2023 ▾

Where You Are

Thank you for your service!

Remaining Hours / Weeks:	401 hours / 52 weeks	
Average Number of Weekly Hours Needed to Complete Program:	7.7 hours	
Approved Hours:	49	
Service	42.00	(85.71%)
Training	7.00	(14.29%)
Fundraising	0.00	(0.00%)
Average Per Sheet	49.00	
Pending Hours:	75	

View Submitted Sheets

Approved

March 7, 2022 - March 20, 2022 ▾

[View](#)

Pending Review

March 21, 2022 - April 3, 2022 ▾

[View](#)

Submit Time Sheets

[April 4, 2022 - April 17, 2022](#)
(continue saved sheet)

[April 18, 2022 - May 1, 2022](#)

[May 2, 2022 - May 15, 2022](#)

[May 16, 2022 - May 29, 2022](#)

[May 30, 2022 - June 12, 2022](#)

[June 13, 2022 - June 26, 2022](#)

[June 27, 2022 - July 10, 2022](#)

[July 11, 2022 - July 24, 2022](#)



New time sheets launch at 12:01 AM U.S. Pacific.



COMPLETING YOUR TIME SHEET

selecting your sites

- 1) Select your site, and
- 2) Move it from the **Available** to the **Selected** column.
- 3) Then, click **Update & Apply to All Days**.
- 4) IMPORTANT NOTE: If you have completed any Campus Led Training, you will need to move both your COMMUNITY HOST SITE and CAMPUS NAME: TRAINING site over.

Alternatively, if you want to update one day at a time, select **Update**.

Monday, June 27, 2022

Community Host Partners you served at this day:

The screenshot shows a web interface for selecting sites. It features two columns: 'Available' and 'Selected'. The 'Available' column contains a single entry: '* (Test Campus): Training'. A red circle with the number '1' points to this entry. A red circle with the number '2' points to the right-pointing arrow button between the two columns. The 'Selected' column is currently empty. Below the columns, there are two buttons: a blue button with a right-pointing arrow and the text 'Update', and a green button with a right-pointing arrow and the text 'Update & Apply to All Days'. A red circle with the number '3' points to the green button.

Available		Selected
* (Test Campus): Training	→	

→ [Update](#)

→ [Update & Apply to All Days](#)



COMPLETING YOUR TIME SHEET

“I did not serve.”



For each day of the time sheet period, you'll need to note whether or not you served . If you didn't serve, click the “I did not serve” checkbox.

Select the reason for not serving in the drop-down menu.

If the reason isn't listed, let us know **before** you submit your sheet, we'll add it.

Saturday, July 02, 2022

Community Host Partners you served at this day:

Available		Selected
	 	*(Test Campus): Training

***(Test Campus): Training on Saturday, July 02, 2022**

☒ I did not serve.

Here's why:

Options for 'I did not serve.'

When to Use Them

Option	When to use it.
Approved Personal Leave	For time off previously approved, in writing, by site supervisor.
Emergency Leave	For time off for an unforeseen emergency reported to site supervisor as soon as known.
Illness	For illness reported to site supervisor prior to shift.
Not Scheduled to Serve Today	For days when you are not scheduled to report for a scheduled shift.
Site Closed Today (holiday, inclement weather, etc.)	For days you are not scheduled to report for a service shift due to site closure.



COMPLETING YOUR TIME SHEET

time in and time out (without descriptions)

1) For each day of the time sheet period, you'll your initial start time (Time In) and your end time (Time Out).

2) Make sure to note how much time you spent in each category.

***(Test Campus): Training on Monday, June 27, 2022**

☐ I did not serve.

Here's why: Please Select One Reason ▼

Time In:	08:00 AM ▼	AM	1
Time Out:	04:00 PM ▼	PM	
Service	6:00 ▼		2
Training	1:30 ▼		2

Our Categories: Service

When to Use Them

Category

When to use it.

Service

All hours earned in conducting College Corps Service activities, except training

Our Categories: Community Host Training

When to Use Them

Category	When to use it.
Training	All hours that provide training to equip you to perform your duties or contributes to Professional Development, civic engagement, career planning, etc. (Max 90 hours total for all training) - THESE TRAININGS WILL HAVE TAKEN PLACE AT YOUR COMMUNITY HOST SITE.

NOTE: This type of training will go under your Community Host Site.

Our Categories: Campus Training

When to Use Them

Category

When to use it.

Training

All hours that provide training to equip you to perform your duties or contributes to Professional Development, civic engagement, career planning, etc. (Max 90 hours total for all training) - **THESE TRAININGS WILL HAVE TAKEN PLACE AT THE CAMPUS LEVEL.**

NOTE: This type of training will go under your Campus Name: Training site.



COMPLETING YOUR TIME SHEET

hours you won't receive credit for

After you've allocated all the time you spent serving, you'll need to account for any time leftover (i.e. lunch, break, doctor's appointment, etc.). You'll see this time listed under the **Hours you won't receive credit for section** at the bottom of each day.

*(Test Campus): Training on Monday, June 27, 2022

☐ I did not serve.

Here's why: Please Select One Reason

Time In: 08:00 AM AM

Time Out: 04:00 PM PM

Service 6:00

Training 1:30

Time you **won't**
receive credit for:

00:30

Please select the options that best describe what you were doing during the hours you were not serving.



COMPLETING YOUR TIME SHEET

hours you won't receive credit for

Next to these hours, choose the hyperlink that best describes how you spent this time.

Time you won't receive credit for:	00:30	<div>Please select the options that best describe what you were doing during the hours you were not serving. Break for Meal Break in Service (for class, etc.) Personal Appointment <div></div><div>500 characters remaining</div></div>
Total time you will receive credit for:	7:30	

Hours Not Receiving Credit For Policies

Hours Not Receiving Credit For	Program Policy
Break for Meal	Meal break approved by Supervisor
Break in Service (for class, etc.)	Must be approved by supervisor prior to taking the time.
Personal Appointment	Must be approved by supervisor prior to taking the time.





COMPLETING YOUR TIME SHEET

saving your work (with copy & paste)

This save links shows up after each day.

Option 1: Save and continue completing your time sheet now.
(Note: It's not required to click "Save" for each day.)

Option 2: Save and continue completing your sheet later.

Total time you will receive credit for:	7:30
Save Copy & Paste	



COMPLETING YOUR TIME SHEET

copy & paste

1) Once you've entered all information for a given day, you have the option of using the **Copy & Paste** feature to copy this information to other available days during your time sheet period.

Total time you will
receive credit for: 7:30

[Save](#)

[Copy & Paste](#)



COMPLETING YOUR TIME SHEET

copy & paste

2) Once clicked, a window will open allowing you to choose the day or days you would like to past the current information to, and click **Save & Apply**.



Copy Entries to Other Days.

Which days should we copy this information to?

Days **in green** already have saved data. Selecting those days will overwrite any data that's already saved there.

June

[Select None](#)

- ☒ Tuesday, June 28
- ☒ Wednesday, June 29
- ☒ Thursday, June 30

July

[Select All](#)

- ☒ Friday, July 1
- ☐ Saturday, July 2
- ☐ Sunday, July 3
- ☒ Monday, July 4
- ☒ Tuesday, July 5
- ☒ Wednesday, July 6
- ☒ Thursday, July 7
- ☒ Friday, July 8
- ☐ Saturday, July 9
- ☐ Sunday, July 10

Please note that it may take awhile to update the sheet.

[Save & Apply](#) [Cancel](#)



COMPLETING YOUR TIME SHEET

copy & paste

3) Next, you will complete any incomplete days, and you can use the **Copy & Paste** feature again.

Note: When you use the feature for a second time during any time sheet period, the system will alert you that you've already saved data for other days by highlighting them in **green**.



Copy Entries to Other Days.

Which days should we copy this information to?

Days **in green** already have saved data. Selecting those days will overwrite any data that's already saved there.

June

[Select All](#)

- ☐ Monday, June 27
- ☐ Tuesday, June 28
- ☐ Wednesday, June 29
- ☐ Thursday, June 30

July

[Select All](#)

- ☐ Friday, July 1
- ☒ Sunday, July 3
- ☐ Monday, July 4
- ☐ Tuesday, July 5
- ☐ Wednesday, July 6
- ☐ Thursday, July 7
- ☐ Friday, July 8
- ☒ Saturday, July 9
- ☒ Sunday, July 10

Please note that it may take awhile to update the sheet.

[Save & Apply](#) [Cancel](#)



SUBMITTING YOUR TIME SHEET

totals for the period

Totals for the Period, at the bottom of the sheet, summarizes all of your hours. **Review it** to make sure you've recorded everything.

Totals for the Period

Service	60 hours
Training	15 hours
Total Time to Receive Credit For:	75 hours ?

Electronically Sign and Submit

Once you've entered your hours, please enter your full name below, and then click the button that reads, "Authorize & Send to Your Supervisor for Approval."

Enter your name in the same way that it's recorded in this application (James Fellow). This serves as an electronic signature.

Authorize and Submit to Your Supervisor for Approval



SUBMITTING YOUR TIME SHEET

submit your sheet

After you've reviewed your time, sign your sheet at the bottom and click **Authorize and Submit to Your Supervisor for Approval**.

Totals for the Period

Service	60 hours
Training	15 hours
Total Time to Receive Credit For:	75 hours ?

Electronically Sign and Submit

Once you've entered your hours, please enter your full name below, and then click the button that reads, "Authorize & Send to Your Supervisor for Approval."

Enter your name in the same way that it's recorded in this application (James Fellow). This serves as an electronic signature.

Authorize and Submit to Your Supervisor for Approval

tools for you



KEEPING TRACK OF YOUR SERVICE YEAR

where you are

Where You Are

1. We'll host any important documents here.
2. Use this table to help you stay on-top of your service term:
 - Remaining Hours/Weeks of Service Remaining
 - Approved Hours
 - Pending Hours (hour not yet reviewed by supervisors/staff)



College Corps (Fellows)

powered by **americalearns**

[about us](#) | [contact us](#) | [page help](#) | [leave james's account](#) | [home](#) | [logout](#)

James's Space

Your Fellow Progress Reports
You do not need to complete a fellow progress report.
[View Completion History](#)

My Time Sheets

My Fellow Progress Report Data

Program News

View and Update My Profile

My Time Sheets

Your Time Sheet Period
March 7, 2022 - July 15, 2023 ▾

Where You Are
Thank you for your service!

Remaining Hours / Weeks:	401 hours / 54 weeks	
Average Number of Weekly Hours Needed for Your Award Eligibility:	7.4 hours	
Approved Hours:	49	
Service	42.00	(85.71%)
Training	7.00	(14.29%)
Fundraising	0.00	(0.00%)
Average Per Sheet	49.00	
Pending Hours:	0	



KEEPING TRACK OF YOUR SERVICE YEAR

viewing and opening time sheets

View Submitted Sheets

- Here you can view any previously submitted time sheets by selecting the time sheet period you wish to view from the drop-down menu.

Submit Time Sheets

- Here you'll find any new and continued time. Click on the time period of the time sheet to open it.

Edit and Resubmit Time Sheets

- Any time sheets that have been returned for editing will appear under the section. Click on the time sheet to open it, make any edits, and re-submit.

View Submitted Sheets

Approved

March 10, 2017 - March 12, 2017 ▼

[View](#)

Pending Review

None Available

Submit Time Sheets

[March 20, 2017 - March 26, 2017](#)

(continue saved sheet)

New time sheets launch at 12:01 AM U.S. Pacific.

Edit and Resubmit Time Sheets

[March 13, 2017 - March 19, 2017](#)

From Christina Saulter
Hi Wally. Your hours for Friday, March 17th should be listed as Training hours not Service. Please correct and resubmit. Thank you.

progress reporting



REPORTING BASICS

Here's what to
expect.

Each month you will have one report to complete:

- **Monthly Reporting & Reflection Report**



COMPLETE A REPORT

To Access Your Report

- 1) On the left, in your space, click 1 is active.
- 2) On the right, click on the Progress Report you'd like to open.

The screenshot shows the 'College Corps (Fellows)' dashboard, powered by America Learns. The interface is divided into a left sidebar and a main content area.

Left Sidebar (Kennedy's Space):

- Your Fellow Progress Reports:** Indicated by a red circle with the number '1'. It shows '1 is active' and 'You completed 0 of 1'. A link 'View Completion History' is present.
- My Time Sheets**
- My Fellow Progress Report Data**
- Program News**
- View and Update My Profile**

Main Content Area:

- Fellow Progress Reports Waiting For You:** Includes a link 'See details and, if needed, complete duplicate fellow progress reports'.
- Active Fellow Progress Reports:** A table with the following data:

Active Fellow Progress Reports	Due By
Sample of Progress Report	7/31/2022

Footer: Terms of Service | Privacy Policy | Copyright © 2001-2022 America Learns. All rights reserved. Patent Pending.



COMPLETE A REPORT

Filling Out Your Progress Report

- 1) The Title of the Progress Report you are completing.
- 2) The launch and due dates of the Progress Report you are completing.
- 3) The College Corps team will add any additional information you'll need to know.
- 4) Please select the Community Host Site you serve at.
- 5) Answer any quantitative questions.
- 6) Answer any reflection questions on your service.
- 7) Save or submit your report!

7

[Save your responses and complete the fellow progress report later.](#)

Submit

Fellow Progress Report

1 Sample of Progress Report

Launched on:
May 20, 2022

Due by:
July 31, 2022

2

3 The College Corps team might include additional info or context for Fellows here.

To save your responses before submitting the fellow progress report, click the "Save" link at the bottom of the page.

4 *1. Where did you serve?
Select

5 *2. How many new students did you serve in this period?
15 characters remaining

3. Have you discovered any hidden talents, capacity, or capability during your service that you didn't know you had?

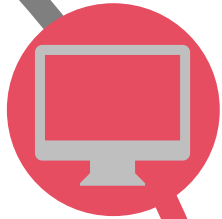
What has surprised you about yourself?

6

Test
5000 characters remaining



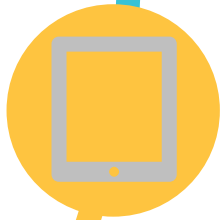
reminders



COMPUTERS



SMART PHONES

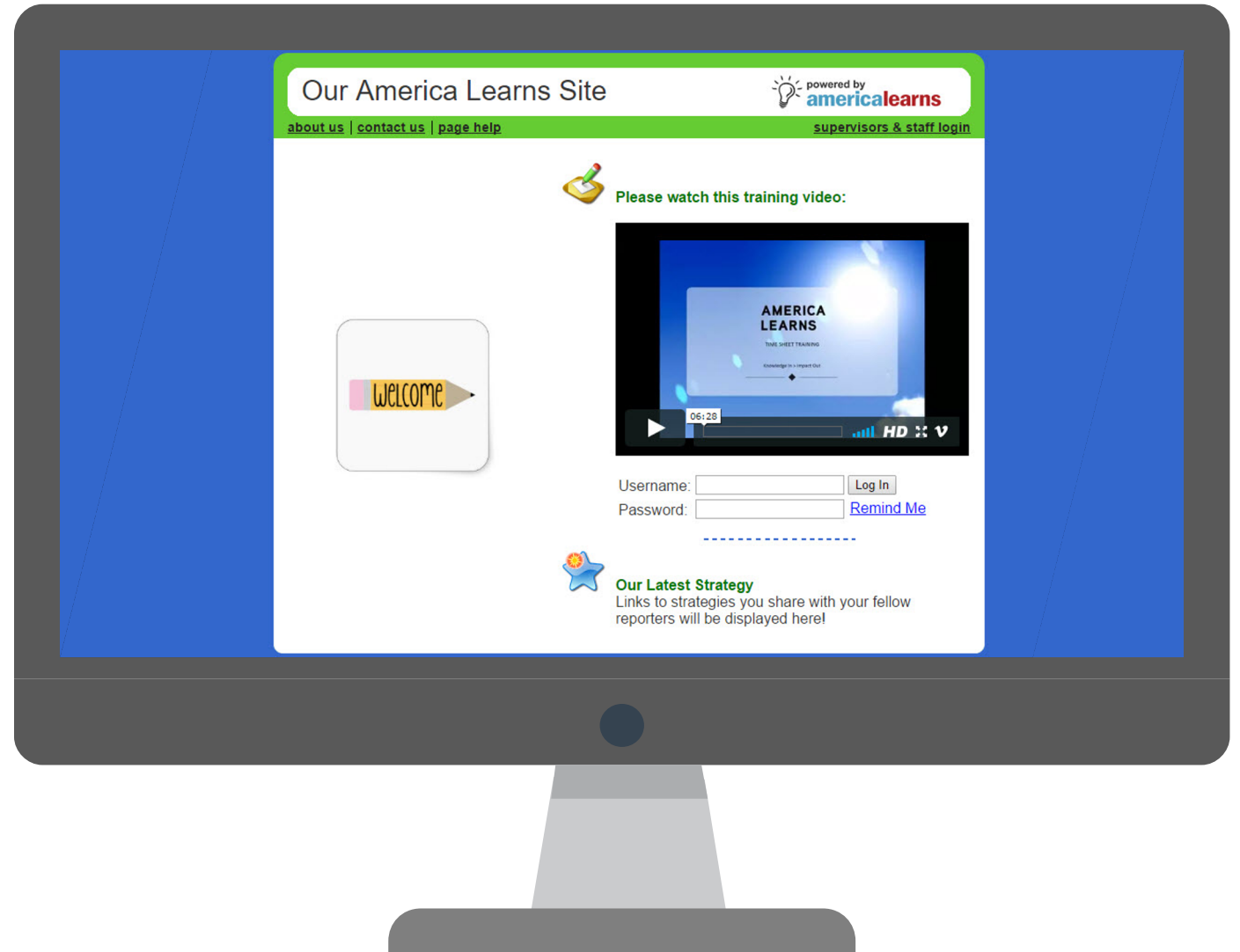


TABLETS

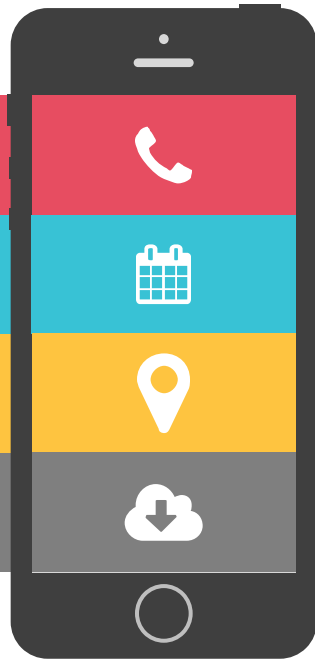


EASY TO USE ANYWHERE

DESIGNED TO BE CONVENIENT
ANYWHERE THERE'S AN INTERNET CONNECTION



ALERTS AND REMINDERS



NEW TIME SHEET AVAILABLE TO COMPLETE

You'll get an email from the system whenever a new time sheet launches.



TIME SHEET IS RETURNED FOR EDITS

You'll get an email from the system whenever a sheet is returned to you for revisions.



LATE TIME SHEETS

You'll get an email/text when sheets are overdue. Don't let this happen!



OTHER COMMUNICATIONS

Our team will use America Learns to blast out other important communications via email/text.



QUESTIONS

getting support

WHERE TO TURN FOR HELP

WE ARE HERE FOR YOU

Need
Help?

NAME:

EMAIL:

PHONE:

TEXT:

NAME:

EMAIL:

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