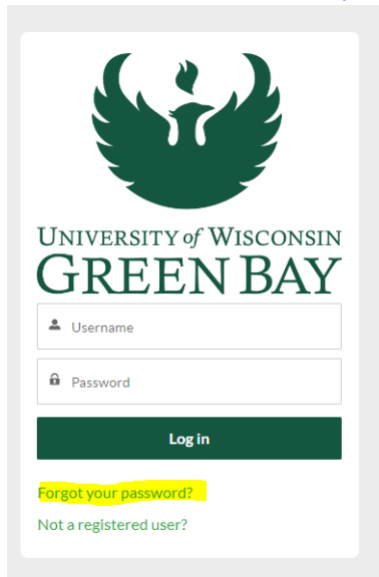# Welcome to the new UW-Green Bay Instructor Dashboard!

Instructor Dashboard – User Guide
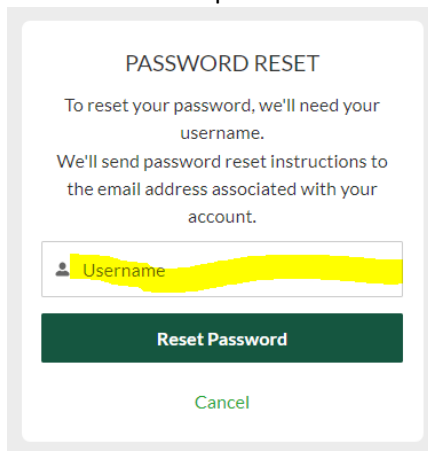
Your one-stop shop for all things registry!

Getting Started - Creating Your Account

1. If your email is already in our system, such as you are already an approved instructor, follow these steps. (New users proceed to step 2)
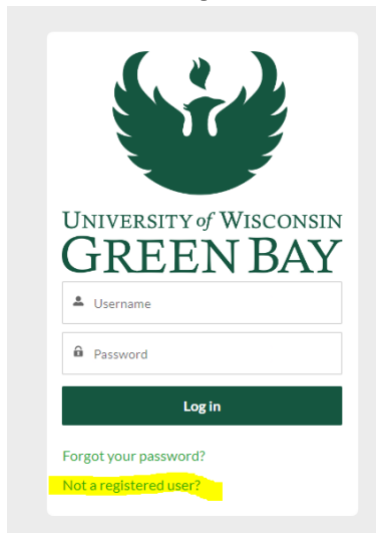   - Access the Dashboard at https://instructors.uwgb.edu/s/login/

   - Click the "Forgot your password?" link.
   - Enter your email under the username and click reset password. Follow the directions in the email to create a password.
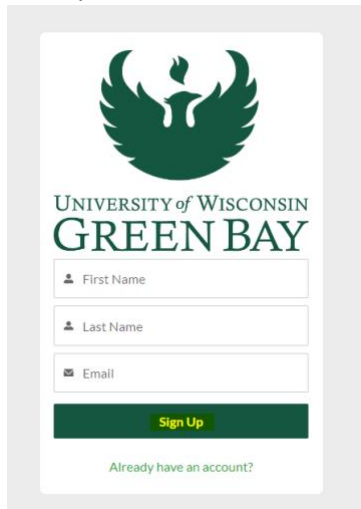
2. New Users – To create a new account if your email is not in our system.
   - Access the Dashboard at https://instructors.uwgb.edu/s/login/
   - Choose Not a registered user?

   - Fill in your name and email and click Sign Up.

   - You will receive an email with a link to create your new password and account.

Navigating the Instructor Portal

- When logging into the dashboard for the first time, pick the instructor option unless you also serve as a corporate representative submitting classes for other instructors.

Tour the Dashboard

"Home" brings you back to this main page.

Stop! These links are only for programs, not instructors.

Welcome to the UW-Green Bay Instructor Dashboard

We unlock limitless knowledge.

Welcome to the UWGB Dashboard. This dashboard is your central location for managing your instructor tasks with The Wisconsin Training Registry. You can apply for instructor approval, renew your approvals, and submit and/or add to your classes from the dashboard.

To submit a class, apply for approval, or apply for renewal, please click the appropriate class type and follow the directions for the action you wish to complete. If you require assistance, please contact The Wisconsin Training Registries at registry@uwgb.edu or 920-465-2554.

Helpful Link:
Download the Standard Precautions, Fire Safety, First Aid and Choking, and Medication Administration handwritten/typed Roster Template.

Find the roster template here!

Instructor Approvals

The Instructor Approval box is how you apply, renew, and know the status of your approvals.

Fire Safety
Pending

First Aid and Choking
Apply

Standard Precautions
Apply

Medication Administration
Apply

Distance Learning
Apply

My Classes

Add a class

Applications and Renewals

Instructor Approvals

| Fire Safety Pending | First Aid and Choking Apply | Standard Precautions Apply | Medication Administraion Apply | Distance Learning Apply |

To apply, click on the class you would like to apply for and complete the application. Most of your info will auto-fill. At the end of the application, you will pay for the application.

UNIVERSITY of WISCONSIN
GREEN BAY   Home   Train-the-Trainer Program Only   Assisted Living Administrator Training Program

UNIVERSITY of WISCONSIN
GREEN BAY

The Wisconsin Community-Based Care and Treatment Training Registry
Phone: 920-465-2315 ~ Email: registry@uwgb.edu(mailto:registry@uwgb.edu)

First Aid and Choking Instructor Application

*Indicates a required field

∨ **Applicant Information**

First Name
Laura-Test

Middle Initial
A

Last Name
Nolan-Test

Nickname
[   ]

You will receive a notification when your application is approved, and the icon in the dashboard will turn green. A red icon means you are expired or suspended. The curriculum is now available under the link.

Instructor Approvals

Instructor Renewals

Instructor Approvals

Select the class that you want to renew.

Click on "renew" and complete the application. Ensure you have all the requirements for renewal, or the application will not allow you to renew.

Adding Class and Participants to the Registry

To add a class and participants, go to "My Classes".

Click on "Add a class"

The first screen you see will be the class information. Add the start date and time, end date and time, select class type. For how the class is taught select ether distance learning or pick in person or hybrid and put the location in to the field.

Next, add participants to the class. Always type in the participant's full name.
Put the first name first, then last name. Double check DOB and when
selecting from the list.

Add Classes and Participants

Participant's Wording - Participant Full Name is required for searching. Put first name first, then last name.

Select Participant

[🔍]

☐ Participant not found

Add Another Participant

Next

If the participant is not found, click "Participant not found" and add the
participant's info. Click "Add Another Participant" to add more participants
or "Next" when done.

Add Classes and Participants

☑ Participant not found

*First Name   *Last Name

[   ]   [   ]

*Middle Initial   Date of birth

[   ]   [🗓]

*If you do not know your participants middle name, or they do not have   Phone
one, enter a period.   [   ]

Zipcode

[   ]

Email

[you@example.com   ]

Add Another Participant

Next

Curriculum

Add Classes and Participants

Please Note: If you do not add participants you will be unable to apply for new approvals or create new classes until participants are added.

If a mistake is made, please hit the X and start over.

Participants to add:
, Laura-Test Testing23

Add Another Participant

Next

Complete payment and click "Charge Card"

Add Classes and Participants

($) **Payment Details**

* Card Holder Name

Complete this field.

* Email

* Card Number

* CVV

* Exp Month
MM

* Exp Year
YYYY

* Postal Code

Charge Description

Cost for Enrollement of Participants

Charge Card 20 USD

After filling out payment information please hit the charge button before selecting next at the bottom of the screen. You will see a green success message when a payment is successful. Failure to select charge will result in being returned to this screen.

Previous   Next

Then click "Next"

Add Classes and Participants

($) **Payment Details**

Success
The card was successfully charged 20 USD.

×

After filling out payment information please hit the charge button before selecting next at the bottom of the screen. You will see a green success message when a payment is successful. Failure to select charge will result in being returned to this screen.

Previous   Next

Upon completion, you will return to this page:

Click "Home" to add another class or to return to main page.