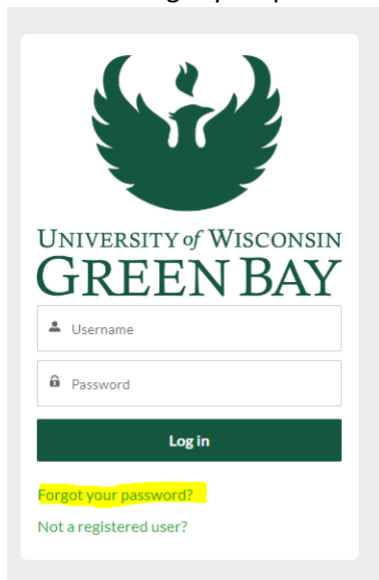# Welcome to the new UW-Green Bay Instructor Dashboard!

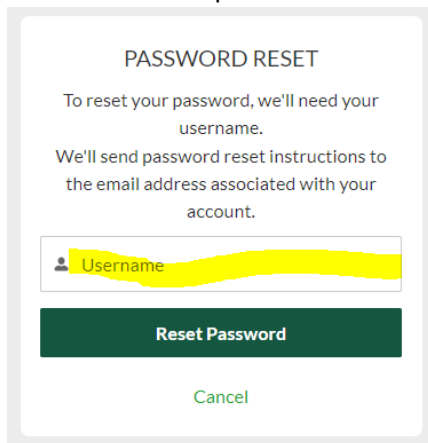## Instructor Dashboard – User Guide

Your one-stop shop for all things registry!

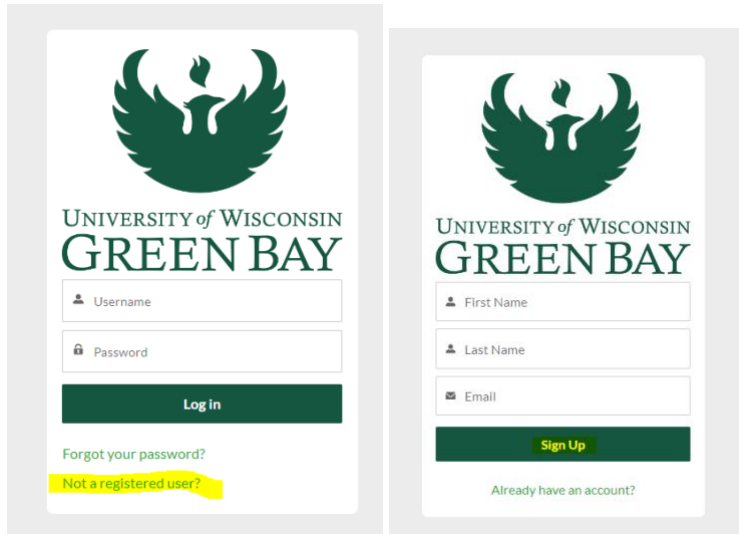**Getting Started - Creating Your Account**

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/
   - 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.

* Are you an Instructor or Corporate representative
- ( ) Instructor
- ( ) Corporate representative

[Next]

Tour the Dashboard

"Home" brings you back to this main page.

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

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

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

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.

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

Fire Safety
Expires: 2026-07-22
Curriculum

First Aid and Choking
Apply

Standard Precautions
Apply

Medication Administraion
Apply

Distance Learning
Apply

Select the class that you want to renew.

UNIVERSITY of WISCONSIN GREEN BAY   Home

Fire Safety
Expires: 2025-07-06
Curriculum
Renew

Name
Laura A Nolan - Fire Safety Approval

Application
Laura Nolan - Fire Safety Instructor - NEW

Member
Laura A Nolan

Organization

Consultant

Instructor Number
T109033

Approval Type
Instructor

Training
Fire Safety

Status
Active

Days Until Renewal
715

Months Until Expiration
6+ months

Applications (1)

Applicatio...	Status	Application...	Application...
Laura Nola...	Completed	6/6/2023	New

View All

Consultant Evaluations (0)

Classes (2)
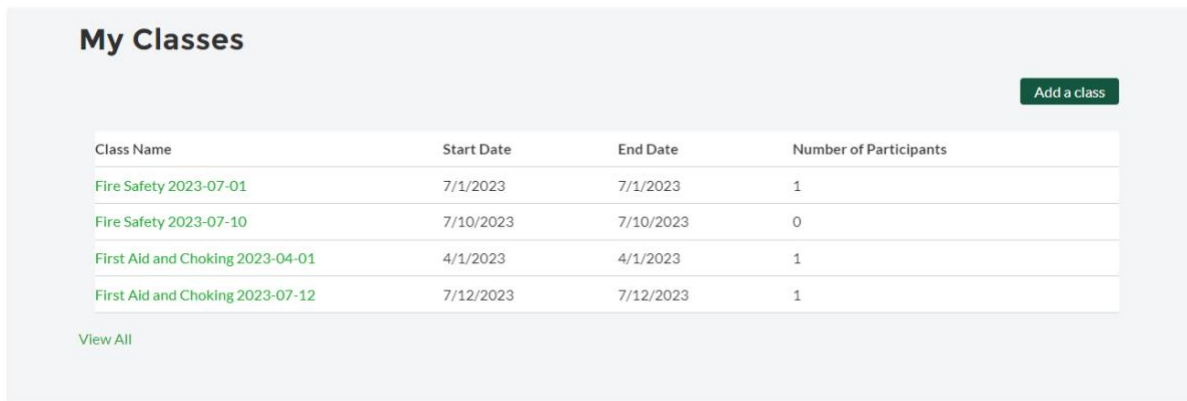
Class Name
Fire Safety 2023-07-01
Fire Safety 2023-07-10

View All

Renewal Information

Renewal Period Cycle
2

Renewal Date
7/7/2025

Membership Start Date
7/7/2023

Membership End Date
7/6/2025

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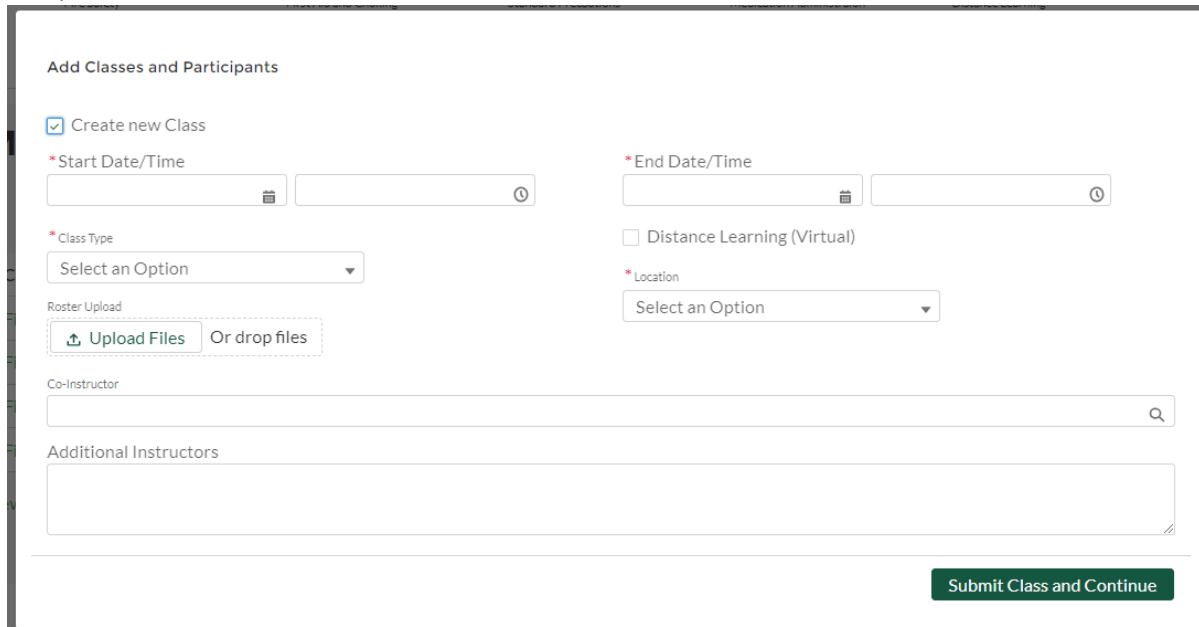
The first screen you see will be the class information. Add the start date and time, end date and time, select class type. For how the class is taught select ether distance learning or pick in person or hybrid and put the location in to the field.

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.
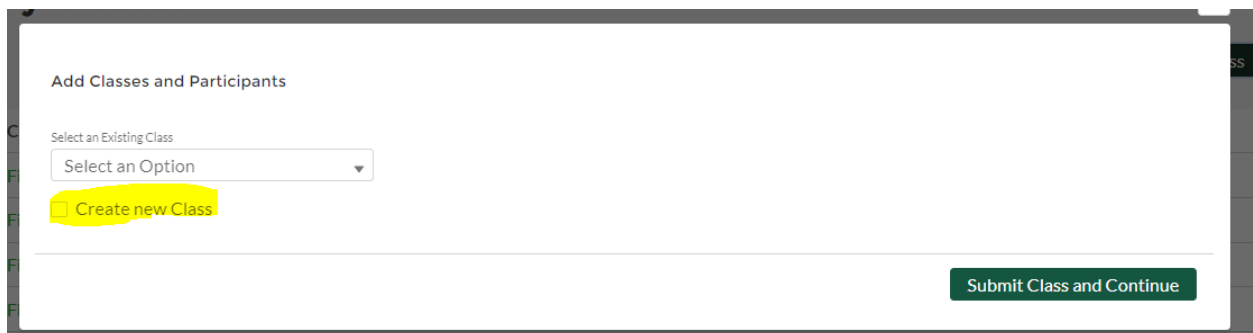
Add Classes and Participants

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 one, enter a period.

Phone

[   ]

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.