

View Instructor Information

Instructor: View Instructor Profile/Information in Atlas

An Instructor can view their information from their Atlas Dashboard.

1. Go to My Profile (Figure 1).

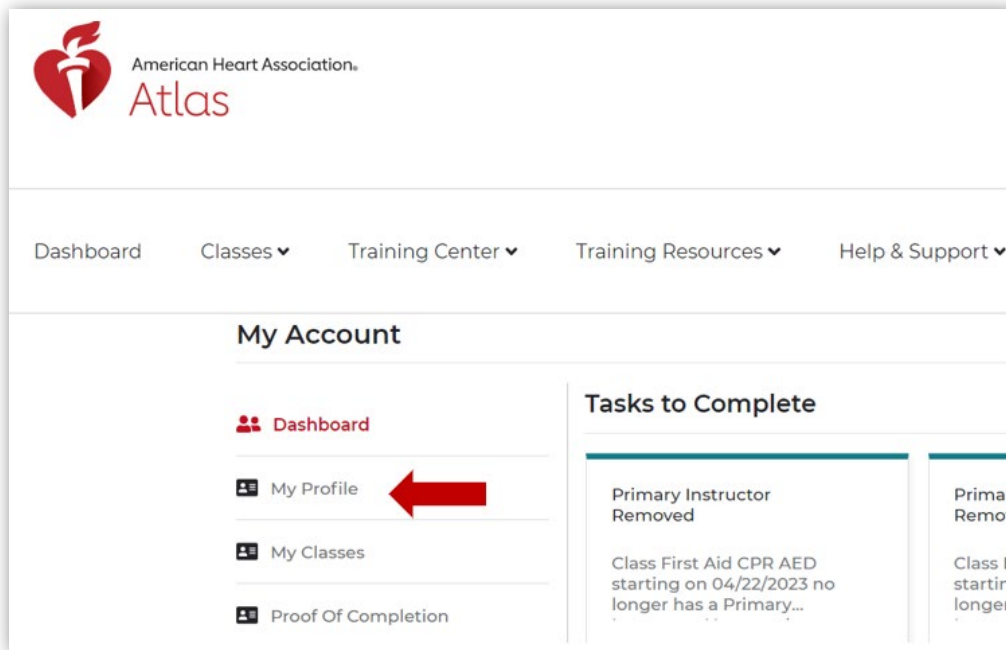


Figure 1

- a. On the Profile page, scroll down the profile information age to view Basic Information.
- b. To edit any of the Basic Information, click the Edit link to the right of My Profile (Figure 2).

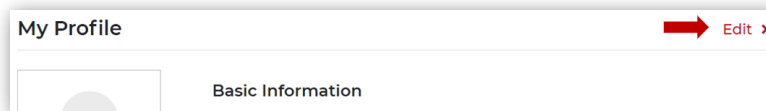


Figure 2

- c. To edit any of the Additional Information, click the Edit link to the right of Additional Information (Figure 3).

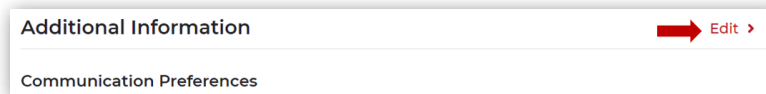


Figure 3

- d. When you have completed making all updates Click the Update button.

Training Center Coordinator (TCC)/Training Center Admin (TCA) or Training Site Coordinator (TSC)/Training Site Admin (TSA): View Instructor Profile/Information

A TCC or TCA will be able to view all Faculty and Instructors who are aligned with their Training Center and aligned Training Site(s).

Job Aid: View Instructor Information in Atlas

A TSC or TSA will be able to view all Faculty and Instructors who are aligned with the Training Site. The steps are the same, except selections will be made for the Training Site.

1. Go to Training Center tab, then click Instructors under the Training Center heading (Figure 4).

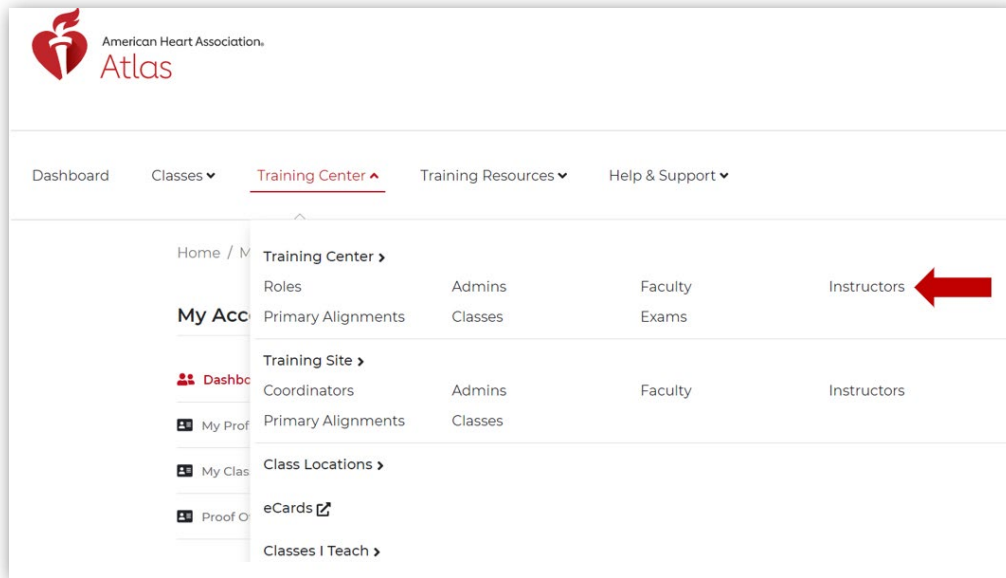


Figure 4

2. On the Instructors page
 - a. Scroll down to the Instructor List.
 - b. The user may select the Training Site (TS) Name or search for a specific Instructor by Name or Instructor ID using the search filters, just above the Instructor List (Figure 5).

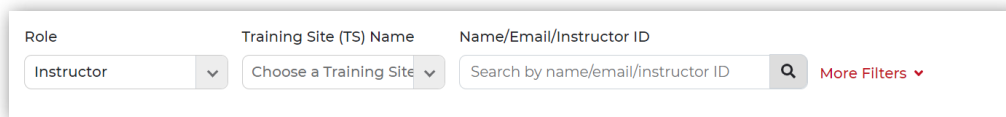


Figure 5

- c. To view Instructors for all aligned entities for the Training Center, do not use the filter.
- d. The list will display all of the aligned Instructors.
 - i. Export the list by clicking the Export link, or
 - ii. Sort the list by Last Name using the Sort By: data field and the arrows to the top right of the list (Figure 6).



Figure 6

- e. To view a specific Instructor in the list, find the Instructor and click on the ellipsis (...) to the right of the name in the Actions column (Figure 7).

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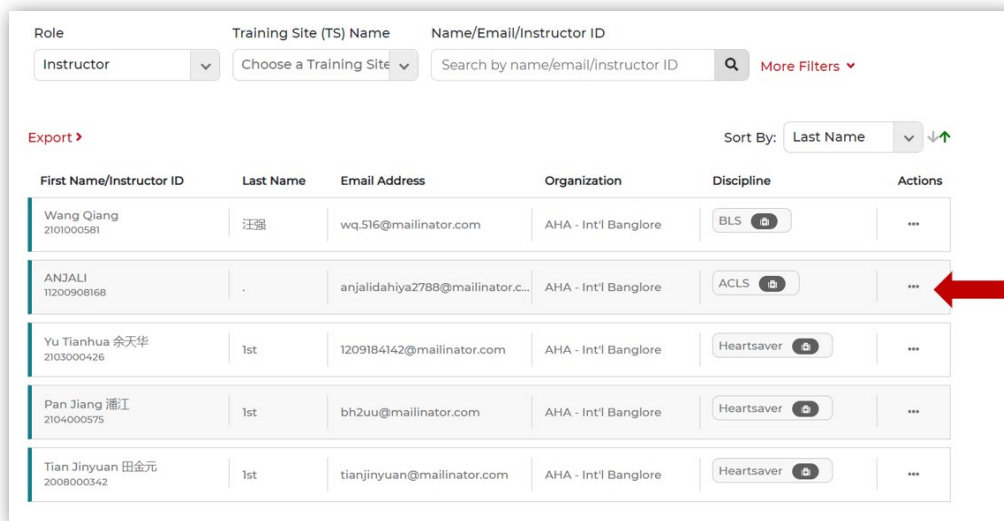


Figure 7

f. In the selection box, click on Permissions and Alignments (Figure 8).

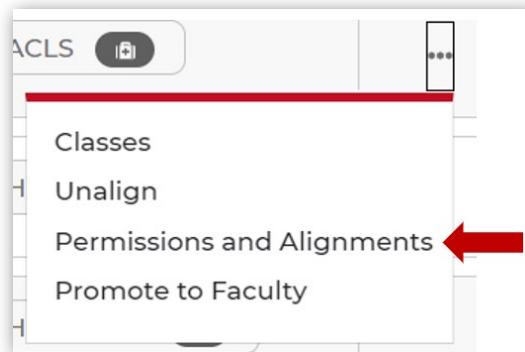


Figure 8

- g. On the Alignments for Instructor Name page, the user will be able to review and edit:
- First Name
 - Last Name
 - Email Address
 - Disciplines Alignment Expiration
 - None
 - Specified Date (if editing this parameter, once clicked, enter the date for expiration)
 - eCard Inventory Comes From
 - Training Center
 - Individual
 - Permissions
 - Default
 - Custom (if editing this parameter, once clicked, select the changes to the permissions)
 - When the review is complete or edits have been made, click the Update button.
- h. A “Changes updated successfully” notification will appear at the top of the Instructors page (Figure 9).

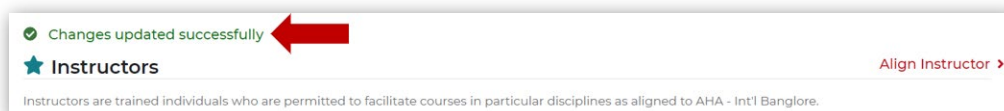


Figure 9

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- i. To add an alignment for an Instructor, the Instructor will need to be invited to align with your Training Center or Training Site TS for the specific discipline.