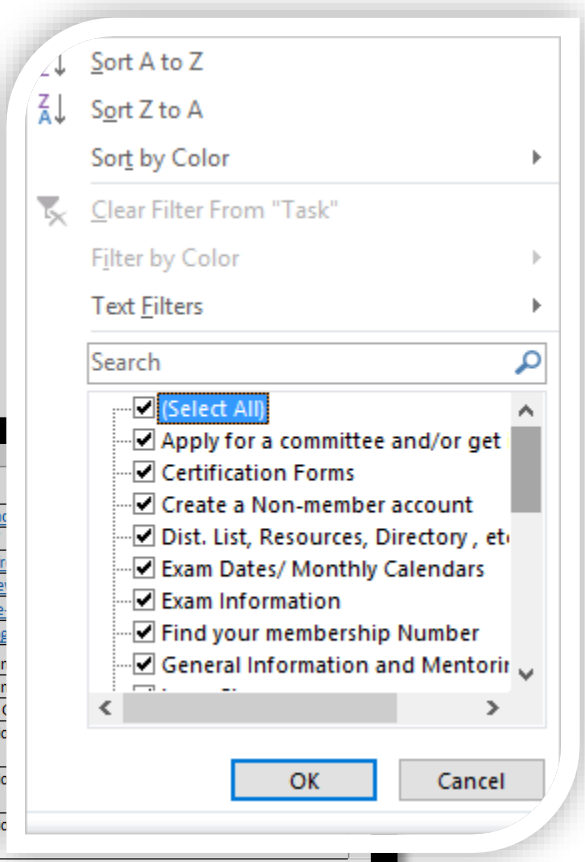
Navigating the NIAAA Website and Portal

Click on the group and/or the task you would like to accomplish, then click on the url or follow the Action Map. I hope this helps.

To apply filters:

- Click the drop-down arrow for the column you want to filter.
- The Filter menu will appear.
- Check or uncheck the boxes depending on the task you want to filter, then click OK. ...
- The new filter will be applied.



	A	B	
1	**Group**	**Task**	**Action Map/URL**
2	General Info	Exam Dates/ Monthly Calendars	http://www.niaaa.org/events-calend
3	General Info	Logo Shop	http://niaaa.mybigcommerce.com/
4	Non-Member	Create a Non-member account	https://niaaa.site-ym.com/general/r
5	Non-Member/Member	New Athletic Director Welcome Packet	http://www.niaaa.org/resources/ne
6	Non-Member/Member	Register for the National AD Conference	http://www.niaaa.org/about-the-
7	Non-Member/Member	Register for an Online LTI Course or Webinar	http://www.niaaa.org/niaaa-prog
8	Executive Directors	Dist. List, Resources, Directory , etc.	Membership Portal/Groups/Commun
9	Liaisons	Dist. List, Resources, Directory , etc.	Membership Portal/Groups/Commun
10	Section Information	Meeting Info., Documents, Newsletters, etc.	Membership Portal/Groups/Section C
11	Leadership Training	LTI Forms (Course Roster, Manual Return, etc.	Membership Portal/Groups/Professic Coordinators/LTI Tool Box
12	Leadership Training	LTI Resources	Membership Portal/Groups/Professic Coordinators/LTI Tool Box
13	Leadership Training	State Outreach Documents	Membership Portal/Groups/Professic Coordinators/LTI Tool Box
14	Leadership Training	Manaul Order Intruction and Forms	Membership Portal/Groups/Professional DevelopmentAcademy/State Coordinators/LTI Tool Box
15	Leadership Training	Real-Time Report for _____ (your state)	Membership Portal/Professional Development Academy/State Coordinators/Group Pages/State Reports/ Choose State/ Click on "Real-Time LTI Report Link"
16	Certification Coord.	Exam Information	Membership Portal/Groups/Professional DevelopmentAcademy/State Coordinators/Certification Tool Box
17	Certification Coord.	Certification Forms	Membership Portal/Groups/Professional DevelopmentAcademy/State Coordinators/Certification Tool Box
18	Certification Coord.	General Information and Mentoring	Membership Portal/Groups/Professional DevelopmentAcademy/State Coordinators/Certification Tool Box
19	Members	Manage Profile Page	http://niaaa.site-ym.com/global_engine/download.asp?fileid=09868FFE-4E0D-43FA-AE2F-638BC64731B3&ext=pdf
20	Members	Print a Certificate for a completed class	Membership Portal/The Classroom/My Transcript/Choose Class/ Click on the printer icon
21	Members	Find your membership Number	Membership Portal/ My Profile/ Manage Profile/Click on Membership Card
22	Members	To submit an evaluation for a course taken	Membership Portal/Groups/Leadership Training Institute/Choose Class Number?/Group Pages/ Course Evaluation
23	Members	To Access Resources for Classes taken	Membership Portal/Groups/Leadership Training Institute/Choose Class Number?/**Join the Group**/Group Pages/Class Resources

Sheet1

Ready