

Manager Guide

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- Go to <u>https://vgmed-gawda.sabacloud.com</u>
- Enter your username and password, and then click "Sign In"

	SEX AND VELORIS DISTINGTONS ASSOCIATION
Welcome to G Learning!	AWDA Online
CLICK HERE to view	vour User Guide.
Need additional assis Education at 866-227	stance? Contact VGM /-8171.
USERNAME	
PASSWORD	
Keep me signed in	Forgot password?

The first-time logging into the new system, you will be prompted to change your password. You can keep the password the same by retyping it into the "New Password" field, then click 'Activate'.

	Welcome	
About You -		
FIRST NAME*		
LAST NAME*		
NEW PASSWOF	RD*	
CONFIRM NEW	PASSWORD*	
Upload a Photo		
You can upload 150x150 pixels	a JPG, BMP or PNG file. The in and the file size must be small	nage size must be at least er than 3MB.
Choose File] No file chosen	
Brief Bio		



• On the home page, the 3 lines in the left-hand corner, then click 'My Team'.



• Your full active team will appear. Click on the user's name that you want to print certificate for.

		фM	ly Team	Browse	
4	Overview		< BACK	Learning & Certifications	
T,	Analytics				Person
			NAME		
			8	(GMT-06:00) Central Time (US & Canada) : 11:19 AM	N
			Go to ∽		
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• Click on Completed Learning on the left-hand side.

=	GAWDA	🚓 My Team	III Browse
₿ ₽0	C BACK My Team		
	2		: Plan ACTIONS ~
	 Plan Activity Profile 		• In Progress 1
	 Expertise Completed Learning Order History 	-	
	Rewards Collections (1) Additional Information	1	Learning & Certifications ▼ Filters ∨ NAME GAWDA_2025_COURSES Duriculum Source
»	Support About Terms and	I Conditions Priva	су

• Then select Print Certificate.





• Select 'Admin' from the left-hand menu.



• Click 'People Admin'.



• Click ' Manage People'.

=		Admin III Browse
	💄 Admin Home 🛛 🚜 People	m ₀ Analytics
	People Home	Admin / People / People Home
>	Manage People	Top People Activities
>	Manage Signup Rules	Manage People New Internal Person Add To Completed Course
>	Rules Engine	Manage Signup Rules
	Manage To-Do Lists	New Signup Rule Rules Engine
>	Manage Smart Lists	New Prescriptive Rule
	Message Center	

- Select 'External People' on the left-hand side.
- Search for first name, last name or username, then click Search.
- When the person populates below, click on "Edit Profile Information."

🔹 Admin Home 🛛 🚜 Peop	le 🖪 Analytics						
Manage People	Admin / People	/ Manage	People / External Pe	ople			
Internal People	Search Ext	ernal Peo	ople				
External People	To search for inac	tive/terminated	d users, enter today's date in	the '1	Terminated Before' search field	l.	
Proxy Settings	Username			N	Manager		ଭ
Enrollments	First Name	Mr		L	ast Name	Test	
Completed Courses	Organization		G	۶ ۶	Role		ଭ
	Job		e	ર	Status	-Select O	ne- ~
Certifications	E-mail			h	nclude All Suborganization	ns 🗆	
Curricula	Terminated A	fter	Ē	Т	Ferminated Before		
To-Do Lists	Simple Search	Configure Sa	we Search Query				SEARCH
	Search Resu	lts					Modify Tab
Profile Merge	Look Manage	First Manua	Heornomo		Organization	View	-

09

Change a User's Password

• Click on 'Password' at the top of the user's profile

Edit Pro	ofile Of Mr. Test				
Main	Contact Information	Address (Password	Preferences	Privileges

• Enter a new password, confirm password and click Save.

Main	Contact Information	Address	Password	Preferences	Privileges
bango P	assword				
nange r	a55w01u				
Jser Name	e 1	EST@TEST.COMGA	WDA		
New Pass	word*				
onfirm Pa	assword*				
				- I	
				•	
				SAVE	CANCE

10

<u>2 step process both ways!</u>

• Set status to "Inactive"

Main Cor	ntact Information	Address	Pass	word	Prefer	ences	Privilege	es
Title	-Select One- ~			Useri	name*	TEST@	TEST.CON	IGAWD
First Name*	Mr.			Last	Name*	Test		
Middle Name				Suffi	¢			
Domain				Statu	IS	Active	~	
Home Domain*			Q	Gend	ler	-Select	One-	
Organization			Q			Active Inactive		
Home Organization			€	Job I	evel	Leave		~
Job			Q	Pers	on No			
Manager			€	Perso Lega	on I ID			
Additional Approver for Orders			ଭ୍	Busir Card	ness Title			
Location			Q	E-ma	il	test@te	st.com	
Start Date		Ē		Perso Type	on	-Select	One-	~
Ferminated On		Ē		Ethni	city	-Select	One-	
Religion	-Select One-	~	-					

- Enter an "Inactivated On" date.
- Scroll to the bottom of page and click "save."

Edit Profile Of Mr. Test

Edit Profile Of Mr. Test

Main C	ontact Information	Address	Passw	ord F	Preferen	ces	Privileges	
Title	-Select One- v			Usernam	e* -	TEST@T	EST.COMGAW	/DA
First Name*	Mr.			Last Nan	ne * 🔤	Fest		
viiddle Name]	Suffix				
Domain				Status	/	Active	~	
lome Doma	VGM Ed	o x	Q	Gender	1	Not Kno	wn	~
rganization—	https://vgmec	I-g A	Q					
lome Irganization	S M T W T	F S	€	Job Leve		Select (Dne-	~
ob	1 <u>2</u> <u>5 6 7 8 9</u>	<u>3</u> <u>4</u> <u>10</u> <u>11</u>	Q	Person N	lo			
lanager	12 13 14 15 16 19 20 21 22 23	17 18 24 25	€	Person Legal ID				
dditional pprover for orders	26 27 28* 29 30 Clear	31	ଭ୍	Business Card Title				
ocation			Q	E-mail	t	est@te	st.com	
tart Date	lected Date			Person Type	-	Select (Dne- v	
erminated On	28-JAN-2025			Ethnicity	-	Select (Dne-	~
eligion	-Select One-		1					

• To Re-activate a user

- Change status to 'Active'
- Clear out the inactivated-on date by clicking the calendar icon, and then select "Clear" at the bottom of the calendar
- Scroll to the bottom and click "Save"

