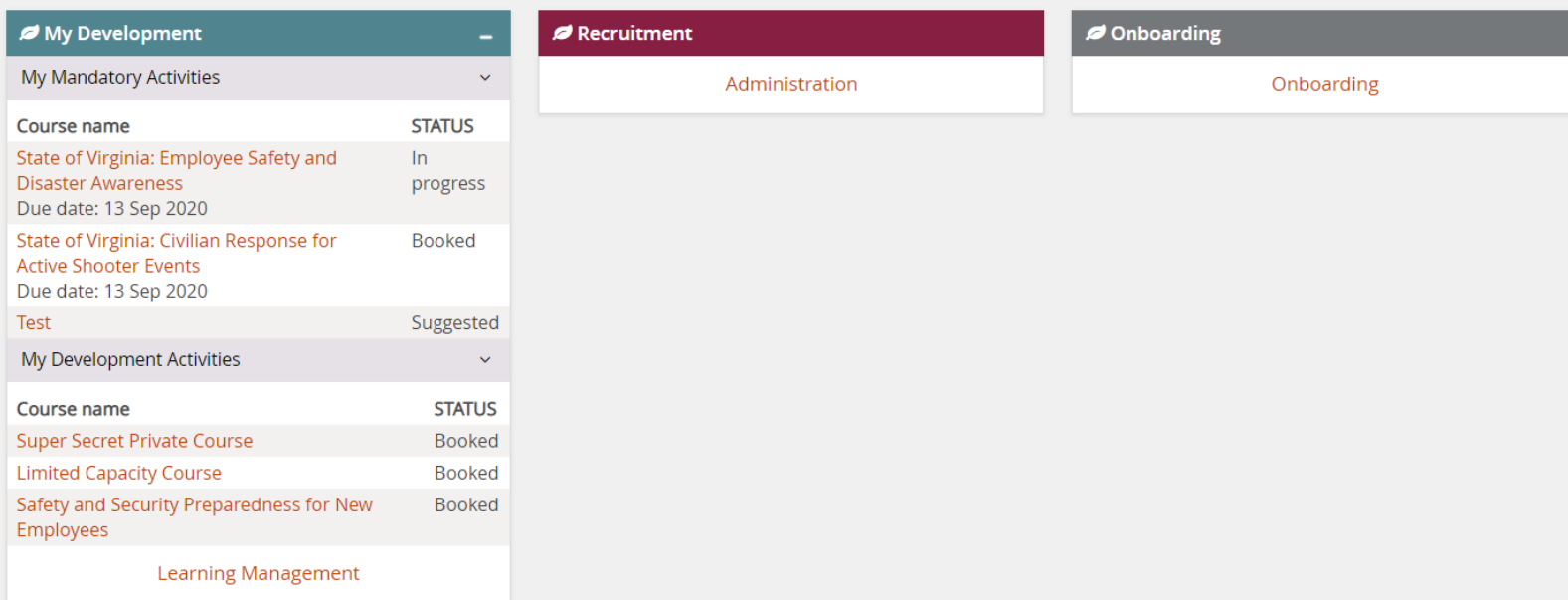


FIGURE 1.

Welcome Sarah, you are logged in



- Once you log into the system, you will be presented with your dashboard as shown in Figure 1. You may have three widgets or sections. These are movable. You can select and drag these to your preferred order. The three widgets are "My Development", "Recruitment" and "Onboarding" which represent the three modules we have with PageUp.
- "My Development" provides two areas in order of priorities with "My Mandatory Activities" listed first and "My Development Activities" listed below.
- "My Mandatory Activities" list your required learning activities and their current status. Once the mandatory learning activity is completed, it will no longer be listed. Mandatory learning activities are assigned by the university or your supervisor. If there is a specific due date, it is listed under the title.
- "My Development Activities" provide a list of current learning activities that have either been self-selected or assigned by your supervisor but are not mandatory.
- To access a learning activity from the widget, select the title. This will take you directly into the specific learning activity.
- To access your development plan, select "Learning Management" as the bottom of the "My Development" widget.

Terms that might show on your development plan:

- Booked** - "Booked" - Selected to your development plan, but not yet started. It may be an in-person class or a webinar that has not yet happened, or an online learning activity has not yet begun.
- In Progress** - "In Progress" - Currently in process, usually an online learning activity that you are in the middle of completing.
- Suggested** - "Suggested" - Suggested by your supervisor to take. May be mandatory.
- MANDATORY** - "Mandatory" - Required to complete.