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Requesting an Account

Please note: The SourceAmerica Training Academy is best used with most browsers except Internet Explorer (IE).

You can find the account request links on the main SourceAmerica website under Get Involved -> Training & Education:

SourceAmerica.org/get-involved/training-education

The direct link for the self-registration page is:

SourceAmerica.org/training-academy-user-account-request

Next you will be taken to the account request page. You will be asked to provide the following information:

- First name
- Last name
- Email address: This will become your username after your account is approved
- Preferred badge name: First name or nickname only
- Organization Name
- Address: Work Address
- Phone Number
- Job Title
- Manager Full Name: This is optional but encouraged
- Manager Email Address: This is optional but encouraged
- ADA accommodations: This information is requested so we may provide accommodations to you assist you in attending training.

After submitting the account request, a notification will appear thanking you for your submission. Please note: account submissions are reviewed and may take up to 24 business hours for approval. An email will be sent when your account has been created allowing you to select a password and login to your account.
Login Page

The login page for the Academy is SourceAmerica Academy. We recommend logging in using your browsers “Incognito” window feature, particularly if you’re using a shared device to login to your account.

Individuals with Network Hub accounts may login using Single Sign-On (SSO) by accessing their Network Hub Account and selecting Training Academy at the top of the webpage.

Enter your username and password and select “Login” to access the SourceAmerica Training Academy. If you have forgotten your password, click the “Forgot Password?” link and provide your username. If you have forgotten your username, please email Academy@SourceAmerica.org for assistance.
Academy Landing Page

Once you have logged in to the Academy website, you will see the SourceAmerica Learner “Homepage.” The user experience may be a bit different in terms of what you see. The experiences will look like the below.

The following describes the seven tiles on this page:

1. **Course Catalog**: Here you can view all the courses available in the Training Academy.
2. **Compliance Courses**: You can click on this view to be taken to a course catalog specifically for compliance courses.
3. **Upcoming Webinars**: This is where you can view upcoming webinars and live training events.
4. **Transcript**: View your transcript which shows active classes, completed classes, and certificates.
5. **Leaderboards**: View the training leaderboard for your organization.
6. **Polls and Surveys**: Participate in any polls or surveys that may be available from the Training Academy.
7. **Frequently Asked Questions**: Here you can access answers to frequently asked questions about the Academy.
Additional Menus

The additional menu icons allow you to access additional features in the system.

![Menu Icons]

The following describes the four icons at the top right-hand side of the Academy:

1. **Search**: View all the courses available in the Training Academy
2. **Messages**: View any system messages or messages sent by a manager
3. **Profile**: Update your user information
4. **Hamburger Menu**: Dropdown with various actions. More details in next section.

The hamburger menu will open up as another sub-menu.

![Hamburger Menu Items]

The following describes the six hamburger menu items:

1. **Homepage**: Click here to be brought back to the homepage of the Academy.
2. **Resources**: Click on this view to be taken to catalog of resources available outside of courses.
3. **Collaborations**: View any collaborative spaces you may be associated with.
4. **Profile**: View your profile which includes Messages, My Activity, and Settings.
5. **External Training**: This is where you can request to add external training to your transcript. This could include any courses or training you took outside of the Academy.
6. **Manager**: If you are a manager, this button will bring you to the manager view.
7. **Log Off**: Use this button to log off of the Academy.
Profile

The “Profile” page will allow you to update information associated with your account. You may update preferred badge name, address, phone number, and any reasonable accommodations needed. You can also update your password under the “Change Password” button in the left-hand menu.

For edits to emails, first or last names, and managers, or if you move between non-profit agencies, please email Academy@SourceAmerica.org or the administrator at your organization. This will ensure all your training records are maintained accurately.
Course Catalog

Clicking the course catalog tile on the homepage, notice the category folders that contain the trainings available to you in the Academy. Selecting a folder will bring you to courses within that category.

Narrow down your search by selecting the filter button on the left-hand side of the catalog. You can filter by course type, course name, or use the advanced filtering option to search for language, venues, or tags.
Enrolling in a Training

On-Demand Training
To enroll in an on-demand course, find the course and select “Enroll.”

Live Training
To enroll in live training, select “Upcoming Webinars” tile on the homepage. You will be brought to the catalog for live trainings. On the right-hand side of the page, you can choose a view between card view, detail view, list view, and calendar view.

Find a course that interests you and select “enroll” or click on the course to view more details. After enrolling for a live training, more details will be emailed to you with a calendar invitation and will appear in the session details on the page.

Unenrolling from Training
To unenroll from on-demand training, locate the training and select the three dots. Click on “unenroll” to remove yourself from the course.

To unenroll from live training, locate the training. Select the “cancel session” to remove yourself from the course.
Transcript

Your transcript will allow you to see your training courses. Transcripts can be sorted by title, status, score, and enrollment or completion date.

Certificates of Completion

Certificates are available when the post-course evaluation has been completed. Click the transcripts tile to access your certificate of completion. By selecting “Download” a PDF version of the certificate appears.

Print Transcript

Print your complete transcript by selecting “Print Transcript” at the top right-hand side of your transcript.

Adding External Training to Your Transcript

External trainings are submitted by request. These trainings are completed outside of the Academy and can be added to your transcript. Select “External Training” from the Hamburger menu. To submit the form, make sure you have the following: Course name, start date, completion date, certificate expiration date, total time spent on course, course description, vendor, and a copy of the certificate from the course or acknowledgement of course completion to be uploaded.
Manager Experience

The manager experience is where you’ll see an overview of your direct and indirect reports. Access the manager experience by selecting “Manager” in the sidebar menu.

If you want to see progress for a specific learner, click on the “Learners” option at the top. The sidebar on the left will show you their status and learning priorities.

Another great feature of the Manager Experience is that you can send messages directly to your staff members about upcoming trainings that need to be completed or new trainings you’re assigning them.

When you’re ready to exit the Manager Experience, click on that hamburger at the top right to return to the Learner Experience.
Mobile Access to e-Learning

If you have a SourceAmerica Training Academy account, you can now easily access the same content on your mobile device -- iPhone, iPad, Android phone or Android tablet.

Simply follow the below steps from your mobile device to continue your e-Learning from anywhere:

1. Download the Absorb Learning Mobile app from either the App Store or Google Play, depending on the type of device.
2. Once the app is installed, enter one of the following:
   a. If you’re using SSO to login as a SourceAmerica Staff member or to login through the Networking Hub, type in: sourceamerica.myabsorb.com
   b. If you’re not using SSO to login, type in: academy.sourceamerica.org
3. Log in with your username and password as normal when taking trainings