



Points of Contact

LEA website: <http://leadershipliteracy.net/>

Questions About:	Contact	Phone	E-mail
<ul style="list-style-type: none"> ➤ Training schedule and training locations ➤ Inability to participate or complete an activity due to extreme circumstances 	Your state staff person		
<ul style="list-style-type: none"> ➤ Training content ➤ Completion of interim activities and due dates ➤ Change in your email address 	Your LEA trainers	Trainers will provide information at first workshop.	
<ul style="list-style-type: none"> ➤ Technical Issues <ul style="list-style-type: none"> ○ Accessing your portfolio ○ Accessing online courses ○ Accessing webcasts ➤ Re-scheduling the time of your webcast ➤ Certification 	Jane Greiner Robyn Smith	315-422-9121	LEA@proliteracy.org
<ul style="list-style-type: none"> ➤ Graduate credit 	Kathi Polis	304-550-3447	kathi.polis@gmail.com

Technology Tips

Website: To access your online courses, participant library, and electronic portfolio, go to <http://leadershipliteracy.net/> and click on the link on the front page.



Username and Password:

When you first registered for the online courses, you set up a username (your email address) and password. Write them down here so you don't forget them.

My username: _____

My password: _____

Email:

- All email messages from trainers/ProLiteracy will have “LEA” in the subject line.
- To ensure a quicker response from trainers/ProLiteracy, please use “LEA” in your subject line.
- Notify your trainers if your email address changes so you won’t miss any special notifications or announcements.

Technical Issues:

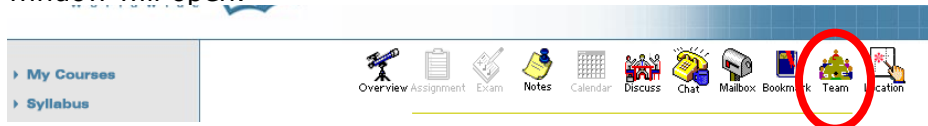
- Contact Jane Greiner or Robyn Smith with any technology issues, such as log-in problems. You can email either of them at LEA@proliteracy.org
- Be aware that any change in your operating system may change your connectivity to the trainers/ProLiteracy. (e.g., PC to MAC, new PC, new agency system)

Accessing Your Portfolio:

- Click on the link from the Leadership Literacy website (or go the direct link at <http://207.10.202.137/home/>) to access your portfolio.
- Insert your username (your email address) and password that you set up when you initially registered.
- Click on “LEA 03: (Your state) Interim Activities: Posting to Your Electronic Portfolio.”
- Click on “Posting to Your Electronic Portfolio.”



- Go to the icons at the top of this page and click on the “Team” icon. A new window will open.



- Click the “Team #” link.
- Click the icon named “Files.”
- Click the “Browse” button and:
 - locate the portfolio file(s) saved on your computer(The Browse button takes you to the files on your computer.)
 - double-click so the file name appears in the textbox.
 - **Save the file as first initial last name Interim A**
 - **Example: For John Doe, it would be JDoe Interim A**
 - **DO NOT USE FILE NAMES WITH NUMBERS OR OTHER SYMBOLS.**
 - **If you are using Microsoft Word 2007, the system can not open documents with a suffix of docx. Please save your document as a Word 2003 document.**
- Click the “Upload” button to transfer your files.
- Click “OK.”
- After you've finished uploading all your files, click “Exit.”
- You can then log off from the course.
- **NOTE: On your list of courses, the LEA 03: Electronic Portfolio icon will always show as incomplete. Don't worry about this.**