

# Tip Sheet for Monitoring the Group Page

Friday, June 27, 2008

**1** Sign in using your member ID and password.

PROFILE TRAININGS SUPPORT **SIGN-IN**

MEMBERS  
Become a Member  
Forgot Password

TRAININGS  
Event Training  
Online Training  
Professional Development  
**Training Updates**  
Training Requirements

MANAGE  
TAP  
YOTO  
FOCUS  
Art Calendar

**2** Go to YOTO located in the side menu.

**Professional Development Center**  
→ FREE Access Extended for Medicaid Providers  
Sept 30 2008

**EVENT TRAINING**  
See Schedule! →

**JULY 1 UPDATES**  
View Video Demo →

**Professional Development Center**  
Due to positive response, all trainings in the PDC are FREE of charge through **SEPT. 30, 2008**

**Behavior Toolboxes**  
Utilize tips, ideas, and suggestions for home, school and community.  
Access page for  
CMHC Kansas CMHCs  
ET&ES Kansas Schools

**Family Center**  
The Family Center is dedicated to bringing information and tools to families. Check out the place that centers on families!  
\* Giving Good Instructions  
\* Targeted Praise  
\* Learn more about 11 Community-Based Services  
More..

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If you have any question, contact us at [KidsTraining.org](http://KidsTraining.org) or (316) 978-5398

**Kids Training Team**

A collaborative effort of  
SRS – WSU – TAG – Title XIX



HOME



PROFILE



TRAININGS



SUPPORT



SIGN-OUT

MEMBERS

My Information

Organization

My Groups

TRAININGS

Event Training

Online Training

Professional Development

Training Updates

Training Requirements

MANAGE

TAP

YOTO

FOCUS

Art Calendar

Showcase

Family Center

RESOURCES

Tip Sheets

SRS / TAG

Organizations

Trainer Track

Links

SUPPORT

FAQ

Our Team

Customer Support

Members Online: 3

# YOTO

Printer friendly version

## Console for Managing Trainings Online

Your Online Training Organizer (YOTO) provides an enhanced and powerful interface to control and organize your information online in an efficient manner. YOTO provides access to the training information. For a supervisor or director, YOTO is a robust tool for managing your staff's information, organization participation and various trainings.

### YOTO features include:

- Online training certificates
- Transcripts
- Training information
- Your organization's participation in trainings

### YOTO Changes

- Member Profile, Training Information, and E-Certificates are now accessible in My Information page or Profile icon on top.
- If you need to gain access to YOTO features that are restricted to Supervisor and Directors, please contact [Customer Support](#) at 316-978-5419.



## YOUR ONLINE TRAINING ORGANIZER

### MANAGE TRAININGS



#### ONLINE TRAININGS

Approve, track and withdraw trainee

#### TRAINING PARTICIPANTS

View participants of a training.

#### EVENT TRAININGS

View status of your staff's event training

#### EVENT TRAINING REGISTRATIONS

Admin Feature - View event training registrations

### MANAGE YOUR STAFF



#### STAFF'S TRAINING STATUS

View all training of staff member

#### STAFF ROSTER

View a listing of your staff and their corresponding email.

#### NEW PROFILE

Create new member profile

#### DEACTIVATE PROFILE

Remove member profile who is no longer at your organization

### POWER TOOLS



#### ORGANIZATION PAGES

View organization specific pages

#### ORGANIZATION ZONE

Manage announcements, resources, and events

#### TAP MANAGEMENT

View details and post decisions of TAP requests

#### FEEDBACK LOOP

View feedback from online training

#### GROUP ZONE

Manage group announcements, resources, and events

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Go to the Group Page located in the Power Tools section.



Welcome, Yasir Muneer

Wednesday, January 10, 2007



HOME



PROFILE

From this page you can:

- Edit existing information
- Add new information

The way that the information is displayed in this area, is the way it will appear on your group page.

Adjust who has access to this page. Remove members who are no longer involved and add new members to the page.

**MEMBERS**  
My Information  
Organization  
My Groups

**TRAININGS**  
Event Training  
Online Training

**RESOURCES**  
Tip Sheets  
SRS / TAG  
Organizations  
Trainer Track  
Links

**SUPPORT**

**YOTO**  
Printer friendly version

**Group Zone**  
You can manage your group specific announcements, information, resources, events etc here. All the information posted from the interface will be visible to members of a particular group once they Sign In to this website under 'Member'.

[Back to main](#)

Advisory Group

Css Class Paragraph Times New Roman Size

**TRAINING ADVISORY GROUP**

**TAG Meeting Information**  
The next TAG Meeting - February 13, 2007 - location TBA...

Agenda for the December meeting. **NEW!**  
Minutes from the October meeting.

Management Online Training and Attendant Care Online Training  
Percentage scores of the pre and post tests for both Case Management and Attendant Care Online Training. What did we find out? The courses make a difference.

Executive Directors List

Normal HTML Preview

**REMOVE GROUP MEMBERS**

1	<input type="checkbox"/>	Alger, Pam
2	<input type="checkbox"/>	Almquist-Parks, Laura
3	<input type="checkbox"/>	Anderson, David
4	<input type="checkbox"/>	Archer, Richard
5	<input type="checkbox"/>	Callstrom, Randy
6	<input type="checkbox"/>	Dickey, Patrick
7	<input type="checkbox"/>	Echols, Lynetta
8	<input type="checkbox"/>	Edwards, Steve
9	<input type="checkbox"/>	Gaskill, Dr. Rick
10	<input type="checkbox"/>	Hagen, Angela

Remove Member

**ADD MEMBERS TO GROUP**

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Show All

A

1	<input type="checkbox"/>	Ablon, Stuart
2	<input type="checkbox"/>	Abreu, Michael

If you have any question, contact us at KidsTraining.org or (316) 978-5398