

## **MD 4-H Staff Meeting ACCESS Training Agenda 5/4/2011**

- 1.) Update on Feedback from the MD Roundtable Discussions on ACCESS**
- 2.) Gathering Feedback for Topics of Focus for Future On-Site Day Long Trainings**
- 3.) The Online Enrollment Process from Perspective of New Member/Family**
- 4.) Staff Notification Process/Approval and Editing of Preliminary Online Enrollments**
- 5.) Issuing OpenID's to Users and Requesting Bulk OpenID Creation for Your County**
- 6.) Entering the System From a Member or Parent's Perspective**
  - a. How to submit preliminary change requests to your own record
  - b. How to re-enroll yourself
- 7.) Approving User Change Requests**
- 8.) Allowing Leaders to Manage Club Data**
  - a. Granting OpenID
  - b. Granting System Permissions
  - c. Entering the System as a Leader
  - d. Managing Data as a Leader
    - i. Editing User Profile Info
    - ii. Renewing/Re-Enrollment
  - e. Taking Away system Permissions
- 9.) Using a Saved Report as a Canned Report with Flexible Filters**
- 10.) Mailing Labels & Bulk Emailing 101**

