

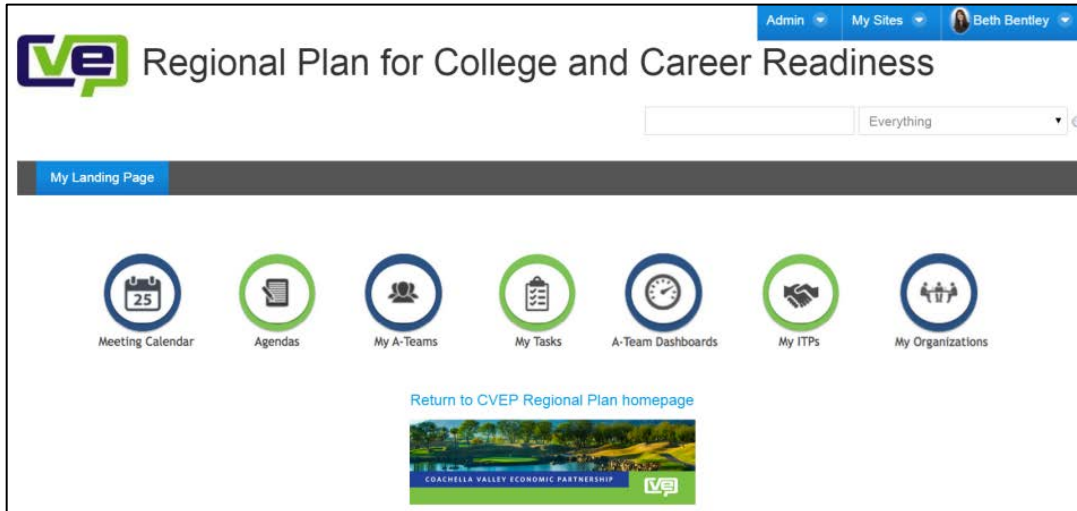


Alignment USA ComCo Portal Knowledge Base

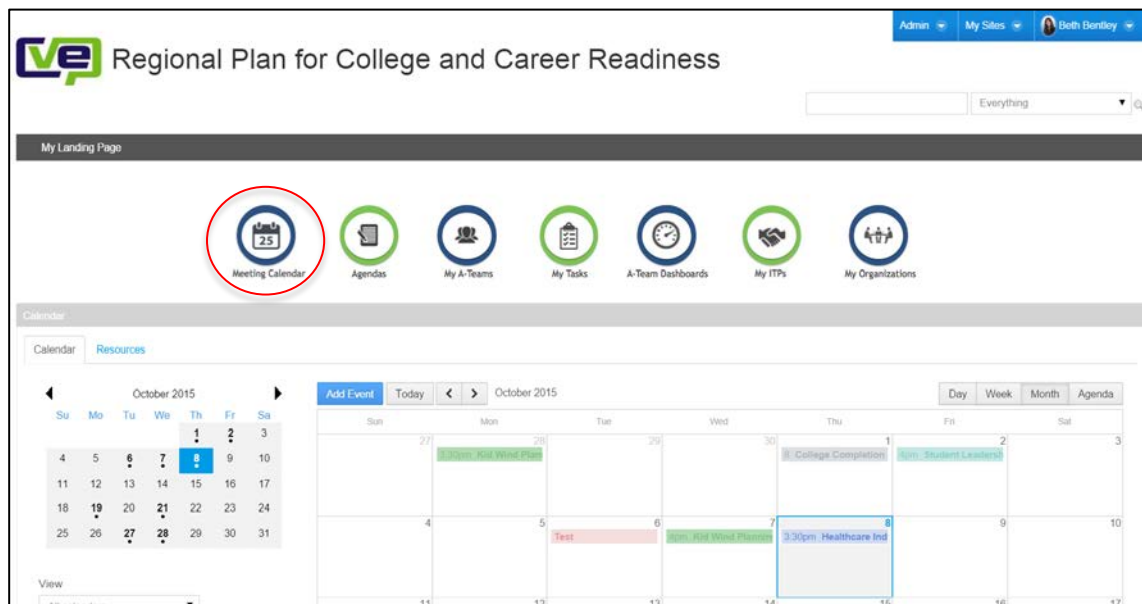
How to Navigate My Landing Page

Every Alignment registered user has a their own private landing page. You can access this page by signing into ComCo. Click on **Sign In** in the blue bar at top of screen using your email and password.

On the Landing Page, click on any of the navigation icons to be directed to the corresponding personalized pages.



- **Meeting Calendar** will take you to a calendar that displays all of your team's upcoming meetings. Click on the event for more details.





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- The **Agendas** page will list the upcoming meetings for your teams. Click the blue Agenda button to view the agenda for a specific meeting.

Upcoming Events

Configuration

Calendar(s) to display
My sites' calendars

Number of months to be displayed
1

Displaying: 10/8/15 - 11/8/15

Calendar	Title	Date	Time	Location	Agenda
Healthcare Industry Council	Healthcare Industry Council	10/8/15	3:30 PM - 5:00 PM		Agenda
Business Engagement Committee	Business Engagement Meeting	10/19/15	4:00 PM - 5:30 PM	Indio Workforce Excellence Office, 45-125 Smurr Street, Suite A	Agenda
CVEP Board of Directors	CVEP BOD Meeting	10/21/15	8:00 AM - 9:00 AM		Agenda
Workforce Excellence Oversight Committee	Workforce Excellence Oversight Meeting	10/21/15	9:30 AM - 11:00 AM		Agenda
Arts, Media & Entertainment Industry Council	Arts, Media and Entertainment Industry Council	10/27/15	3:30 PM - 5:00 PM		Agenda

- The **My A-Teams** page will display all your A-Teams. Click on the team name to go to the A-Team page.

My Sites

My Sites Available Sites

Keywords Search

20 Items per Page Page 1 of 1 Showing 20 results

Name	Members	Online Now	Tags	Actions
Advanced Technology Industry Council	24	1		Actions
Arts, Media & Entertainment Industry Council	48	1		Actions
Business Engagement Committee	28	1		Actions



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- **My Tasks** will display all tasks that are assigned to you. Click on the Title of the task for more details. The first icon on the right side will allow you to see notes from past meetings, the middle icon will allow you to add notes, and the last icon allows you to edit a task.

Title	Owner(s)	Status	Due date
Alignment Portal Overview	Beth Bentley	Open	06/30/2015
Alignment Portal Overview	Beth Bentley	New	09/23/2015
Data A-Team	Beth Bentley, Daniel Martinez, Muriel Lopez-Wagner	Open	06/30/2015
Defining and Measuring Readiness Taskforce	Sheila Thornton, Ernie Rios, Cynthia Flores, Sharon Duffy, Silvia Paz	Open	08/18/2015

- **Dashboard** will show progress towards tactics for all A-Teams.

Committee Name	Goal
Business Engagement Committee	Develop strategies to mobilize CVEP Board members, investors, business and community partners to drive the employer components of the Coache...
Healthcare Industry Council	The Healthcare Industry Council works backward from employer demand through the collaboration of industry, education and civic leaders for th...
Student Leadership Committee	Plan and execute the 2nd Annual CVEP Leadership Conference, leading to scholarship students being better prepared for college, career, and l...



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- **My ITPs** page will list all the ITPs you have responded to. You can go back and view your ITP submissions at anytime.

Team	ITP Name	Status	Submission date	Actions
Test A-Team	Testing ITP	Pending	10/08/2015	View

- The **My Organizations** page lists the organization in which you are a member. You can edit your organizational profile from this page, if you are listed as the Organization Owner. To be added as the Organizational Owner, contact Beth Bentley at beth@cvep.com.

Name	City	Region	Status	Actions
Coachella Valley Economic Partnership	Palm Desert	California	Approved	Edit

You can always return to your Landing Page by clicking on **My landing page** in the drop-down menu under your name.

Regional Plan for College and Career Readiness

Admin | My Sites | Beth Bentley

- My Account
- My landing page**
- Sign Out

Everything

My Landing Page

Meeting Calendar | Agendas | My A-Teams | My Tasks | A-Team Dashboards | My ITPs | My Organizations