



## Family Promise National Volunteer Training Program: Training & Resource Guide for Volunteers

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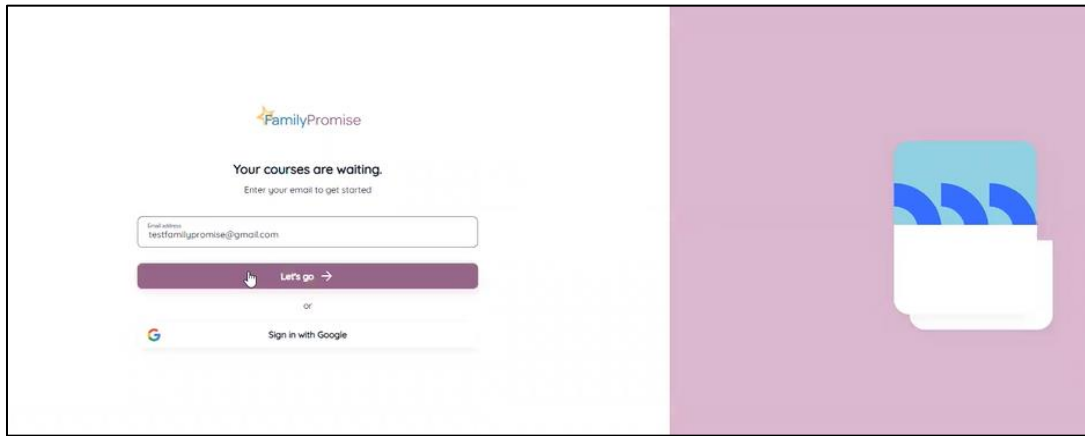
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### Register & Enroll – Coassemble

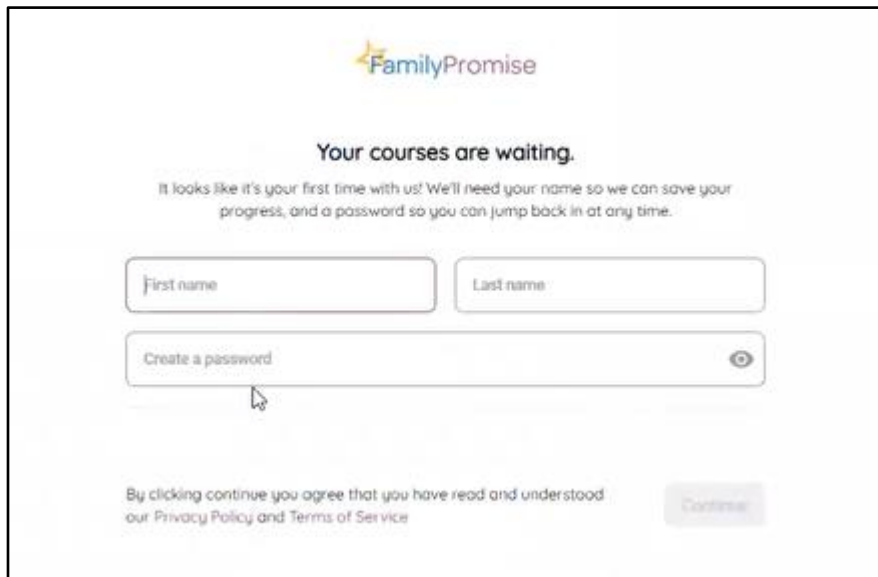
Volunteers will be emailed an enrollment link by their local Family Promise Affiliate. Please follow the directions below to activate your account and login to the platform.

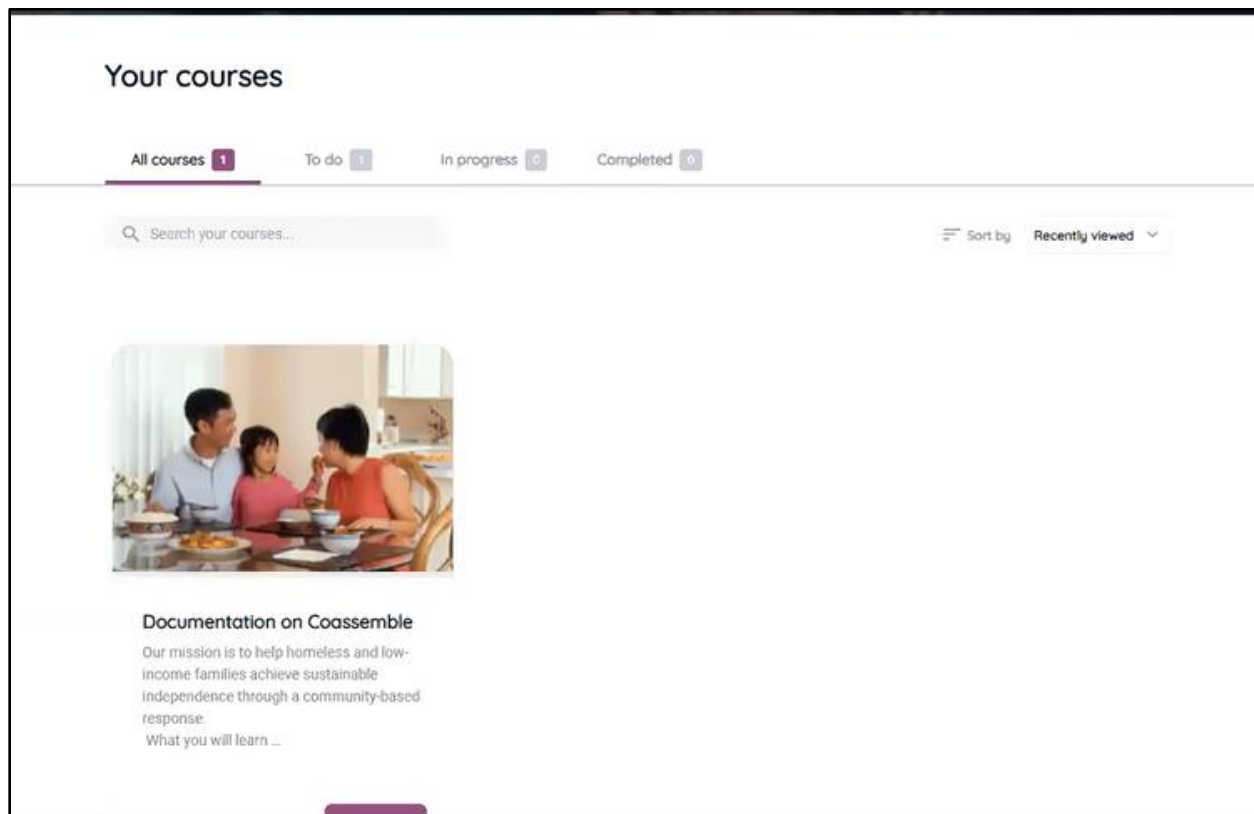
1. Click on the link in the email.
2. You will be taken to the Coassemble website. See the example listed below:





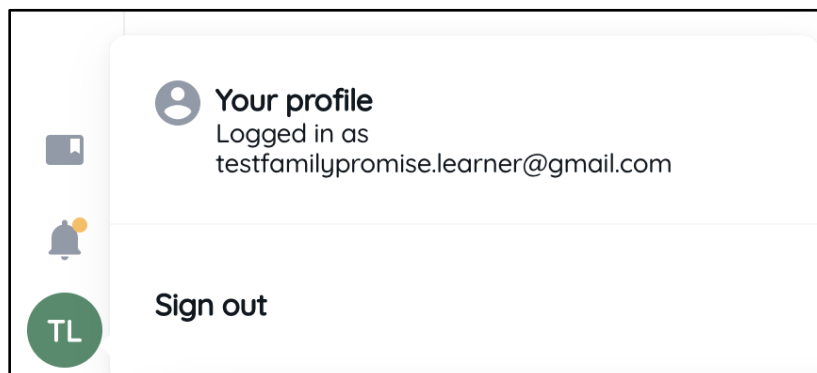
3. Enter your email address
4. Add your first name, last name, and create a password. See the example listed below:





## User Settings

Hover over the profile icon on the bottom left-hand side of the screen. It should look like a circle with your initials in it. A small menu should appear. **Click the 'Your profile' button.**



You will be redirected to the profile page.

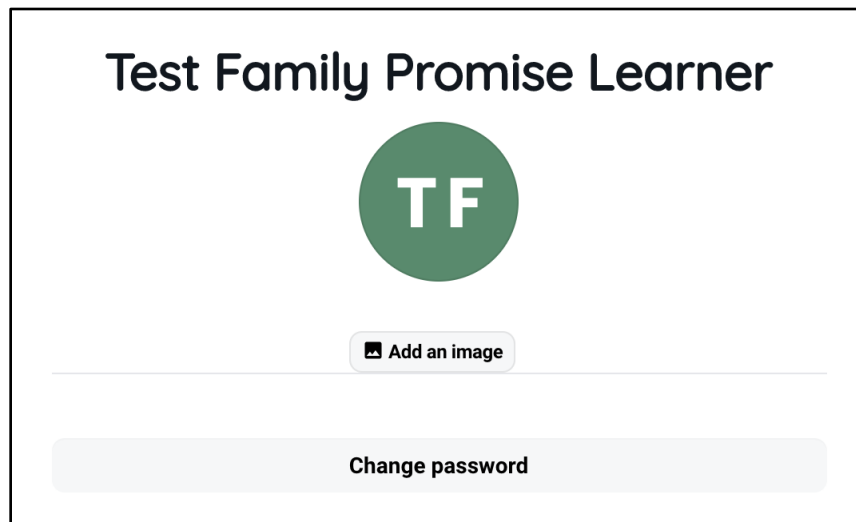


## Profile

The Profile page allows you to update your Coassemble account. You can add a profile picture, change your password, change your name, update your email, and more.

To update your profile picture, **press the 'Add an image' button** below your current icon. Then select an image from your computer to upload.

To change your password, **select the 'Change password' button**. Then enter your current password and the new password you would like to use.



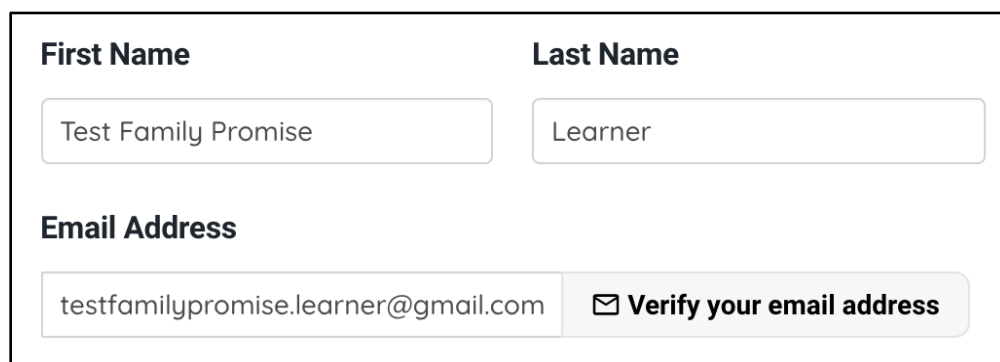
Test Family Promise Learner

TF

Add an image

Change password

Your name and email address can be updated by clicking on the boxes and typing a new email address in.



First Name Last Name

Test Family Promise Learner

Email Address

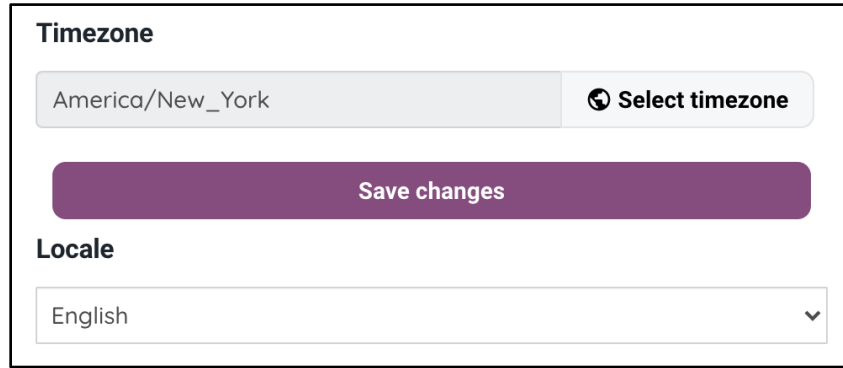
testfamilypromise.learner@gmail.com Verify your email address

To change your time zone, **click the 'Select time zone' button** and use the cursor to select a location near to where you are located.

To change the language, select your preferred idiom from the **dropdown menu under 'Locale'**.



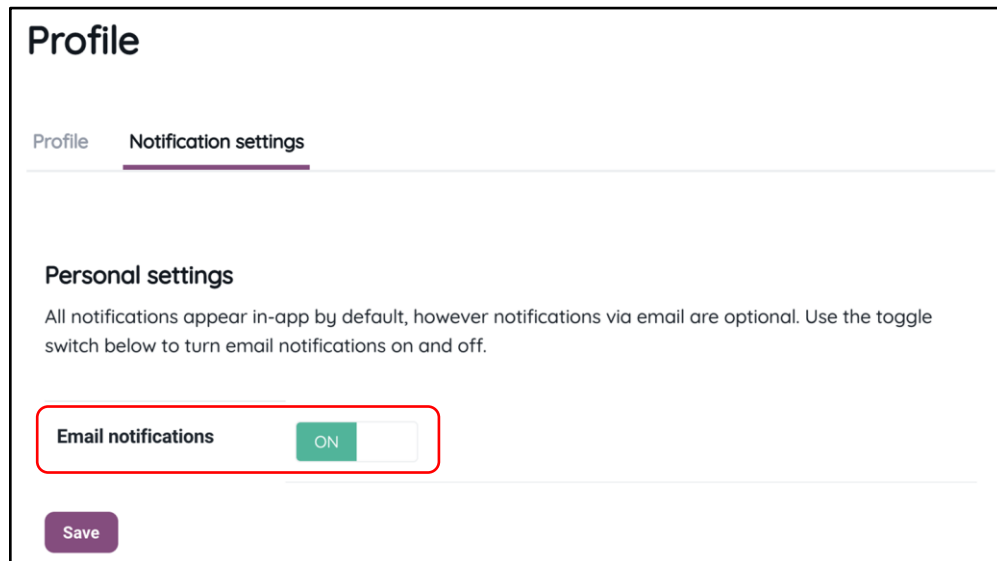
After making any changes to your profile, be sure to **press 'Save changes'** so that none of the new information is lost.



The screenshot shows a settings panel with two sections. The first section is titled "Timezone" and contains a text input field with "America/New\_York" and a "Select timezone" button with a globe icon. Below this is a large purple "Save changes" button. The second section is titled "Locale" and contains a dropdown menu currently set to "English".

### Notification Settings

Notification Settings allow you to control the emails you receive from Coassemble. By default, email notifications are set to 'ON'. Toggle the switch to turn email notifications off. Be sure to press 'Save' after making any changes.



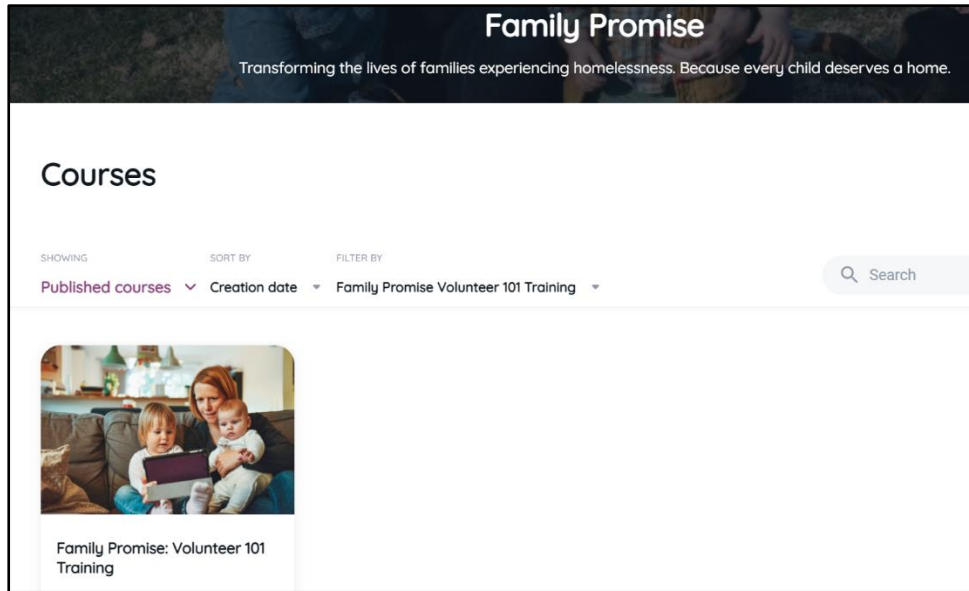
The screenshot shows the "Profile" page with two tabs: "Profile" and "Notification settings". The "Notification settings" tab is active. Under the heading "Personal settings", there is explanatory text: "All notifications appear in-app by default, however notifications via email are optional. Use the toggle switch below to turn email notifications on and off." Below this text is a toggle switch for "Email notifications" which is currently turned "ON" (indicated by a green slider). A purple "Save" button is located at the bottom left of the settings area.

## Coassemble Navigation & Features

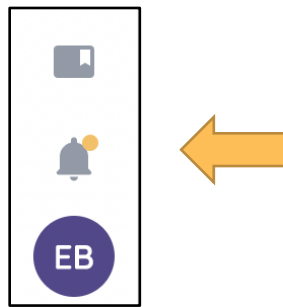
### Navigation Basics:

- Homepage/Course Page
  - After logging in to the platform, you will land on the homepage/course page where you will see your assigned courses.
  - You can also find a specific course by name using the search bar.

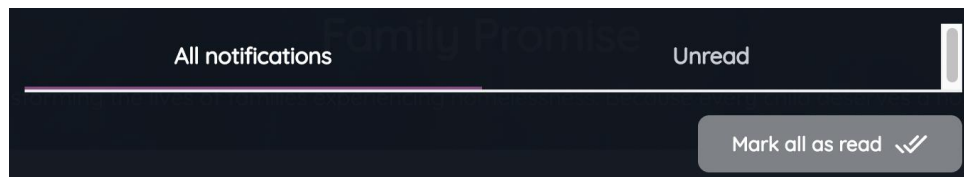




- **Profile:** Edit your profile or sign out.
  - Your training certificates, notifications, and profile information can be found on the navigation taskbar located on the bottom left side of the page.

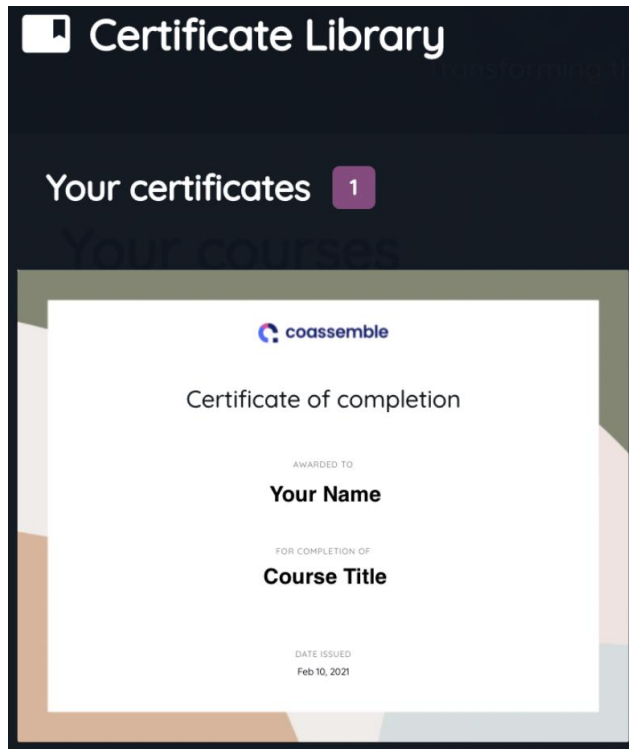


- **Notifications:** You can see all your notifications here.



- **Certificates:** In this section, you will see your certificates for completing a course.








### Overview of Course:

- After clicking on your assigned course, you will see the course summary consisting of:
  - A brief description of the training
  - Module list (each section of the course)
  - Start Course button

### Course Icons:

<p>Course Navigation: Table of contents that shows where a learner is in the course. Show/Hide button.</p>	
<p>Increase or decrease text size.</p>	
<p>Explore page to move forward; button will change from gray to purple.</p>	



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## Tech Support

### To Get Help:

- [Coassemble Help Center](#)
- [Coassemble Overview and FAQ for Volunteers](#)
- Local Family Promise Affiliate

