


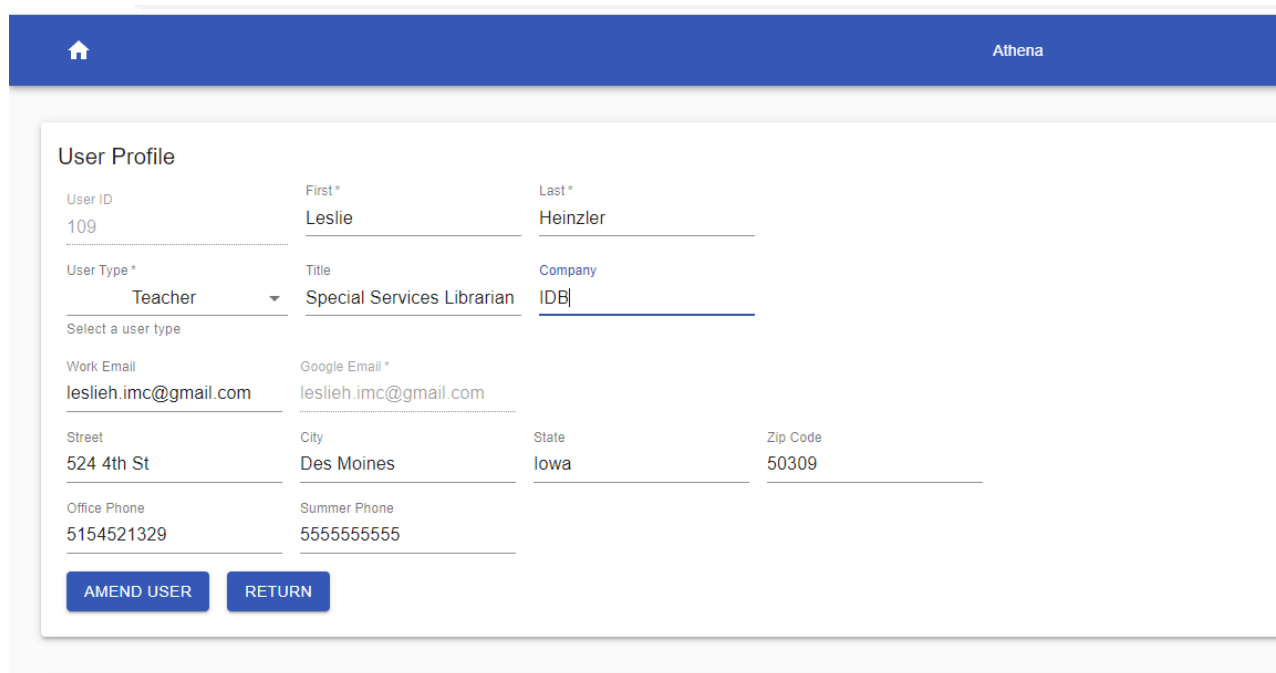


Athena – Teacher Profile

Once the teacher has access to Athena, an initial setup will need to be completed before orders can be submitted. This is achieved by navigating to the profile page and entering user details, school affiliation and information on the students who will be receiving accessible educational materials.

The Profile Page can be accessed by selecting the user icon in the top right of the screen  - then selecting Profile from the drop-down menu.

Adding User Details:

A screenshot of the Athena User Profile form. The form is titled 'User Profile' and contains several input fields for user information. At the top, there is a blue header bar with a home icon and the word 'Athena'. The form fields are organized into a grid-like structure. The 'User ID' field is set to '109'. The 'First' and 'Last' name fields are 'Leslie' and 'Heinzler' respectively. The 'User Type' is set to 'Teacher' with a dropdown arrow. The 'Title' field is 'Special Services Librarian' and the 'Company' field is 'IDB'. The 'Work Email' and 'Google Email' fields both contain 'leslieh.imc@gmail.com'. The 'Street' field is '524 4th St', 'City' is 'Des Moines', 'State' is 'Iowa', and 'Zip Code' is '50309'. The 'Office Phone' is '5154521329' and the 'Summer Phone' is '5555555555'. At the bottom of the form, there are two buttons: 'AMEND USER' and 'RETURN'.

This section of the profile page is used to capture general information and contact details for the user. This removes the need to enter on each order. Once all details have been entered the values can be saved by clicking the “Amend user” button.

Selecting School Affiliation:

Each teacher must be affiliated with at least one school before an order can be placed and these affiliations are displayed on the profile screen. By clicking the 'Add School' button, the teacher will be able to select from a pre-populated list of schools and add to their profile. This will streamline the ordering process by auto-filling static information related to the schools selected. The teacher can search the list of schools for their school by selecting the magnifying glass and typing in their school. To select a school, click the plus sign icon next to the appropriate school. A teacher can have more than one school affiliated with their profile. To add an additional school, select "Add School" and search for the school.

Adding Student Details:

Finally, the teacher must enter the details of the students for which they are placing orders. This includes basic identification information, details on their disability and a CHAFEE eligibility confirmation. The student's name will be autocompleted.

The teacher must fill in the GRADE, select the student's CHAFEE PLAN, DISABILITY TYPE, PRIMARY READING FORMAT, SECONDARY READING FORMAT and enter the student's DATE OF BIRTH. Clicking "Submit" will save any changes and clicking "Cancel" will return you to the landing page.

A teacher may add more than one student to their profile by selecting "Add Student" for each new student. The profile details for each student can be updated at any time by selecting "Edit Student."

There is a "Help" button in the lower right-hand corner of every screen to help answer any questions.