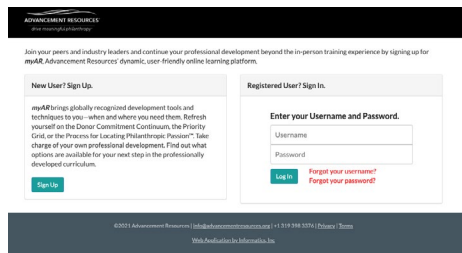


myAR Plus USER GUIDE

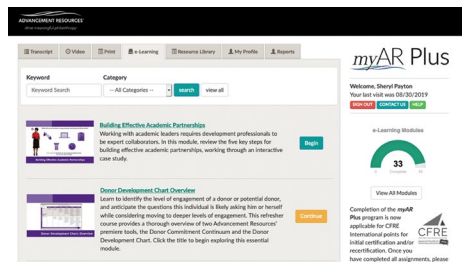


Instructions for Accessing the myAR Plus Platform

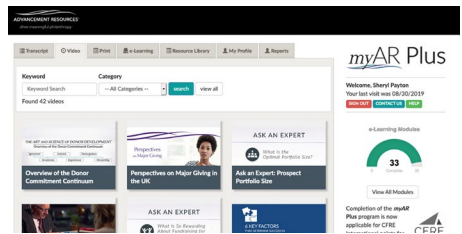


Navigate to: myar.advancementresources.org

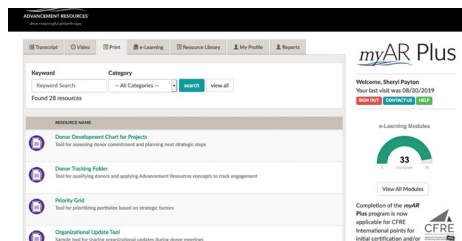
Log in with your username and password. (Please note these are case sensitive.) If you forgot your log in information, click on “Forgot your username?” or “Forgot your password?” and enter the email associated with your account.



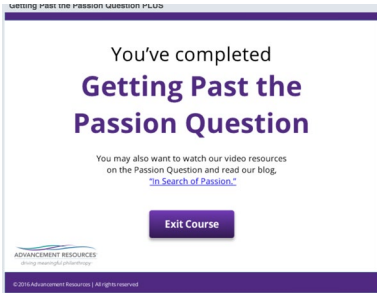
The platform will open on your **e-Learning** tab. This screen contains the interactive e-Learning modules you have been assigned as part of your organization’s participation in **myAR Plus**. To access a course, click on the “Begin” button. The course will open in a new window or tab. Follow the instructions on screen to complete the course.



The **Video** resources tab contains several exclusive videos and recordings of our webinars. Overviews of many different development topics are included, such as our **Ask an Expert** and **Coaching Services** series.



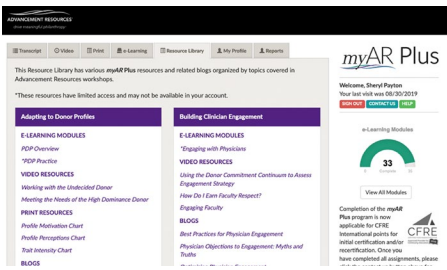
The **Print** resources tab contains links to several downloadable and printable resources from Advancement Resources workshops.



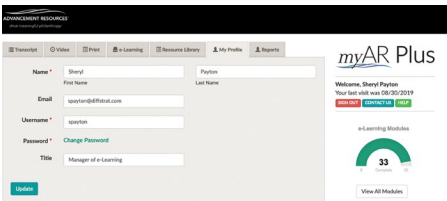
After the course is completed, you may click on the related resources links to explore more about that topic. When you click “Exit Course,” you will be redirected to the **e-Learning** tab. The “Begin” button will be replaced with a “Complete” button, and the progress dial on the right side of the screen will advance. To repeat courses you have completed, click on the course title. When prompted to resume where you left off, select “No.”



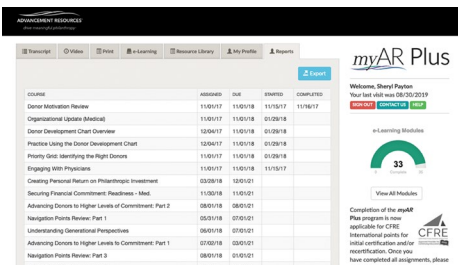
In the event you need to leave a course before you have completed it, you may resume the course at a later date. Incomplete courses will present a “Continue” button. After clicking the “Continue” button, you will be prompted to select whether or not to resume the course where you left off. Select “Yes” to continue the course. You may alternatively select “No” to start over if you would like additional practice.



The **Resource Library** tab lists various topics with links to related resources. We will be adding additional topics in the future. If you have a suggestion for a topic or other resources, please let me know.



The **My Profile** tab contains your profile information, which can be edited. You can also change your password on this screen.



The **Reports** tab lists your interactive e-Learning courses, when they were assigned, when access ends, when they were started, and when they were completed. Your direct managers and supervisors may have access to this information, as well, depending on the reporting structure of your organization.

To export an Excel spreadsheet of your progress, click the “Export” button.



Click the Advancement Resources logo on the upper left to return to the home page of the Advancement Resources website. As you log in to **myAR Plus** and begin accessing the modules, please do not hesitate to contact us with questions or comments.

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