

# Pathways Connect

## Getting Ready Guide

## 1.0 Introduction:

The following guide contains everything we need to prepare your Pathways Connect service so you can get started as quickly and easily as possible. You may wish to send us these details in a single email, or in a group of emails – we will confirm receipt of each and let you know when we have everything required to get started.

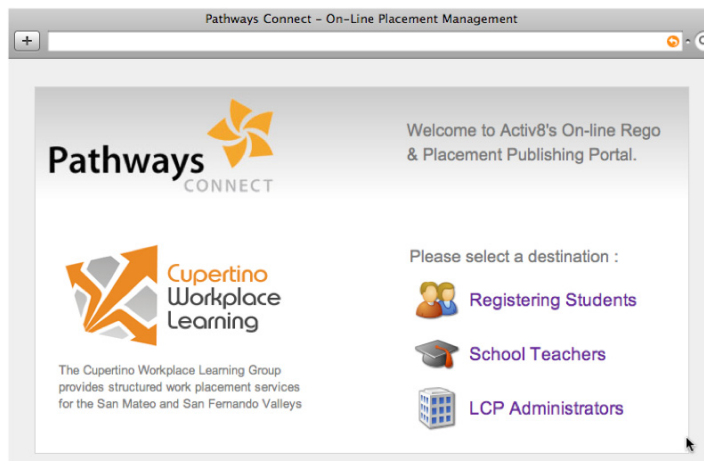
As always, details should be sent to our sales email address at: [info@activ8.com.au](mailto:info@activ8.com.au).

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## 2.0 Logo & Branding

Throughout the Pathways Connect web services there are locations reserved for placement of your own logo. This includes the home pages of the school and LCP portals, as well as the student registration wizard. This consistent branding makes your site unique, and easy to identify for your students and schools. The example shown here shows the logo for “Cupertino Workplace Learning” as a sample.



To allow us to place this logo, please email us a PDF or high resolution JPEG of your logo on a white background, at least 300x300 pixels in size, to [care@activ8.com.au](mailto:care@activ8.com.au) . We will confirm receipt and let you know if the file is suitable.

## 3.0 Preferred Web Address Shortcut

Each Pathways Connect portal has its own entry point, making it easy for you to access your service, and also easy to communicate this address to your schools and students.

The address takes the form of <http://www.pathwaysconnect.com/xxxx> where the xxxx is your preferred address. We recommend you keep this domain as short and sweet as possible so its easy to remember. A common approach is to use the acronym of your organisation’s full name.

For example the demo site for Pathways Connect is located at <http://www.pathwaysconnect.com/demo>

We also recommend you link to this site directly from your own web page, as this will drive traffic to your site because schools and students will open your site to access Pathways Connect!

Simply email us your preferred web address using the above format to [info@activ8.com.au](mailto:info@activ8.com.au)

## 4.0 User Accounts for LCP Staff

Pathways Connect includes two primary security systems – one for LCP staff, and the other for Schools. Whilst you can set up the school logins yourself with ease, when establishing Pathways Connect we also create your LCP staff logins. You can change these later, however we recommend you set up all the required logins at the start so you can hit the ground running. You may wish to send this as an excel file if this is more convenient.

Please email us a list of logins required including:

- 1) Full name of staff member
- 2) Email address of staff member
- 3) Security level of staff member (administrator or standard user – only administrators can edit security accounts and site setup details)

## 5.0 Notification Email Addresses

Pathways Connect makes extensive use of email notifications to keep you in touch with what's happening online – this includes system messages we may add. Some of the typical notifications Pathways Connect may email include:

- 1) When a placement note is added by a teacher
- 2) When a class has been set to “closed for registrations” online, which usually means its ready for downloading
- 3) When a user account is changed, an email is sent to that user confirming their login details
- 4) When a class booking week is set to “confirmed” from “pending”

You can have up to 5 notification email addresses on the system. Another common approach for clients is to set up a special email account with their ISP or web host (in our case for example, [webmaster@activ8.com.au](mailto:webmaster@activ8.com.au)) and have Pathways Connect send all notifications to this address, which then distributes to everybody on an internal list.

Simple email us a list of email addresses to be on the notification list, or amend the LCP user list (in 3.0 above) to indicate which should be on the list.

## 6.0 Student Web Registration Fields

Pathways Connect has been designed to mesh perfectly with your Pathways installation. As such there are a list of core fields that are mandatory, and the provision to include additional non-Pathways fields if you need to collect other details.

In the past, information you collected on your registration form that didn't have a matching Pathways field remained on the paper document and was filed. With Pathways Connect, those extra fields are imported into a special notes field in Pathways, so you can refer to these directly from the Student Information screen.

The core fields as part of the registration form are listed below – we have indicated which fields students must enter (mandatory) and which are optional. Simply tick the alternative box and fax this page back to us if you have any alternations:

### 6.1 Core Fields (included in all registrations)

Field Name	Mandatory	Optional
Student First Name	<input checked="" type="checkbox"/>	
Student Last Name	<input checked="" type="checkbox"/>	
Date of Birth <i>(format enforced)</i>	<input checked="" type="checkbox"/>	
Home Phone <i>(format enforced)</i>	<input checked="" type="checkbox"/>	
Mobile Phone <i>(format enforced)</i>		
Email Address <i>(format enforced)</i>	<input checked="" type="checkbox"/>	
Student ID Number (allocated by school on their student ID card)		<input checked="" type="checkbox"/>
Home Address	<input checked="" type="checkbox"/>	
Home Suburb	<input checked="" type="checkbox"/>	
Home State	<input checked="" type="checkbox"/>	
Home Postcode <i>(format enforced)</i>	<input checked="" type="checkbox"/>	
Gender	<input checked="" type="checkbox"/>	
NESB?	<input checked="" type="checkbox"/>	
Indigenous?	<input checked="" type="checkbox"/>	
Disability?	<input checked="" type="checkbox"/>	
Year Level (defaults to value set in class details)	<input checked="" type="checkbox"/>	
Medical Conditions that may influence placement		<input checked="" type="checkbox"/>

Guardian First Name	<input checked="" type="checkbox"/>	
Guardian Last Name	<input checked="" type="checkbox"/>	
Guardian Phone	<input checked="" type="checkbox"/>	
Guardian Phone Desc	<input checked="" type="checkbox"/>	
Guardian Mobile <i>(format enforced)</i>	<input checked="" type="checkbox"/>	
Relationship to Student	<input checked="" type="checkbox"/>	
Preferred Vocation 1	<input checked="" type="checkbox"/>	
Preferred Vocation 2		<input checked="" type="checkbox"/>
Preferred Vocation 3		<input checked="" type="checkbox"/>
Preferred Vocation 4		<input checked="" type="checkbox"/>
Preference Notes or Comments		<input checked="" type="checkbox"/>
Preferred Region		<input checked="" type="checkbox"/>

## 6.2 Optional Fields

The following table allows you to specify additional fields you wish to include in the registration form. We recommend a maximum of 10. For example some clients ask students to specify a preferred employer if they have somebody in mind. Tick whether the field should be mandatory during data entry also.

Field Name	Mandatory	Optional
Preferred Employer <i>(example)</i>		<input checked="" type="checkbox"/>
Preferred Employer Contact <i>(example)</i>		<input checked="" type="checkbox"/>
Preferred Employer Phone <i>(example)</i>		<input checked="" type="checkbox"/>

## 7.0 School Access List

Most of our clients deploy Pathways Connect to those schools in their management area that are of sufficient size to make web registration effective. As such there may be a select list of schools on your database that you wish to set up for access to the system.

We find the easiest way to manage this is to import all your schools into the system, and then give you the ability to add/remove them after the fact if required. As such please email us a zipped copy of your Pathways data file.

Where is my Pathways Data File?

- 1) Open Pathways 9
- 2) From the home page click the "Change" button in the bottom left
- 3) This screen shows the location of your data file

How do I zip my data file?

- 1) After locating the file in Windows Explorer, right-click the PathData9.mdb file
- 2) Click Send To
- 3) Click Compressed (zipped) folder
- 4) Windows will create a new file named PathData9.zip that has a yellow folder icon and a zip on it to indicate it's a compressed file

How do I email this?

- 1) Open a new email
- 2) Address to [info@activ8.com.au](mailto:info@activ8.com.au)
- 3) Attach the PathData9.zip file created above
- 4) We will confirm receipt

## 8.0 Updating Pathways 9 Winter

As part of your Pathways Connect deployment we will send you a patch to activate your Pathways Connect subscription in your local Pathways 9 program. This activation allows you to upload your Placement Data to Pathways Connect, and also import student registrations you have downloaded from the web.

## 9.0 Got a Question?

As always if you have any questions about any of the above functions, please be sure to email us on [info@activ8.com.au](mailto:info@activ8.com.au) for prompt assistance.