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**Educator**

*Administrator*

**User Guide**

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## Educator - Administrator User Guide

Thank you for your commitment to participate in Your Future Greater Binghamton. This user guide will provide the necessary information for you to utilize the Your Future Greater Binghamton website.

If your school is new to Your Future Greater Binghamton, then a School Profile and Educator Administrator account must first be setup by a Greater Binghamton Chamber staff member prior to creating user profiles and seeking opportunities.

Your login is: your email address

Your password will be provided by the Greater Binghamton Chamber.

*\*NOTE: This password is generic and manually created for your new account. We recommend that you update your password once you log into your account.*

**\*NOTE: If you need to update or change the Administrator of your school account, please contact the Greater Binghamton Chamber to do so.**

## Now that you're in, what can you do?

### Manage your Personal Profile:

- Using your provided login information, enter the Your Future Greater Binghamton website
- In the upper right corner of the screen, select “Howdy [Your Name]” and your profile page should open. If not, then click Edit My Profile.
- Here is where you can update your password, among other options. Please be sure to update the password to something you can remember and is confidential.
- Select Update Profile once you want to save.

### Verify Educators:

- As the Administrator, you will need to verify all new educators that are using the Your Future platform from your school.
- Educators first need to go to the homepage of the Your Future Greater Binghamton website and Register their account.
  - If an Educator attempts to register on Your Future Greater Binghamton and your school does not appear in the School drop-down, then a school profile is likely not setup in the system. Please be sure to contact your school Administrator or a staff member at the Greater Binghamton Chamber to get your school setup.
- Once an Educator has registered, you (as the Administrator), will receive an e-mail notifying you that an Educator needs to be verified in the Your Future Greater Binghamton website.
- Login to Your Future Greater Binghamton
- Select: EDUCATORS
- Select: MANAGE USERS
  - Under the Verify Teachers tab, select the Educator(s) that need to be verified.
  - Then, select ‘Send E-mail Verification to Selected Users’.
    - An e-mail will then be sent directly to the Educator to follow the steps to complete their registration.
    - If your Educator doesn’t receive the e-mail, please have them check their SPAM folder as the sender may not be recognized.
    - Once the e-mail is received by the Educator, have them follow the steps to click on the link and retrieve another e-mail with their generic password.
    - We advise all Educators to change their password once they login to the website.
    - Educators will remain in the Verify Teachers tab until they receive a password. Once the password is generated for the Educator, their name will then move to the Active Teachers tab.

### Delete Educators:

- As the Administrator, if you need any Educator profiles deleted from your school, please contact a staff member at the Greater Binghamton Chamber to do so.

### Verify Students:

- As an Educator, you will need to verify all new students that are using the Your Future platform from your school.
- Students first need to go to the homepage of the Your Future Greater Binghamton website and Register their account.
  - If a student attempts to register on Your Future Greater Binghamton and your school or Educator does not appear in the drop-down options, then the school and/or Educator are not likely setup in the system. Please contact an Educator from your school to get the profiles setup in the system.
- Once a student has registered, you will receive an e-mail notifying you that a student needs to be verified in the Your Future Greater Binghamton website.
- Login to Your Future Greater Binghamton
- Select: EDUCATORS
- Select: MANAGE USERS
  - Under the Verify Students tab, select the student(s) that need to be verified.
  - Then, select 'Send E-mail Verification to Selected Users'.
    - An e-mail will then be sent directly to the Student to follow the steps to complete their registration.
    - If your Student doesn't receive the e-mail, please have them check their SPAM folder as the sender may not be recognized.
    - Once the e-mail is received by the Student, have them follow the steps to click on the link and retrieve another e-mail with their generic password.
    - We advise all students to change their password once they login to the website.
    - Students will remain in the Verify Students tab until they receive a password. Once the password is generated for the Student, their name will then move to the Active Students tab.

### Delete Students:

- As the Administrator, if you need any Student profiles deleted from your school, please contact a staff member at the Greater Binghamton Chamber to do so.

## Review Student Application Requests:

- As an Educator, you will need to verify your student application requests submitted in Your Future Greater Binghamton.
- Go to the top toolbar within the Your Future Greater Binghamton website
- Select: EDUCATORS → APPLICATIONS
  - New Requests will be waiting in this section for appropriate action (either approve or decline)
  - If you think the opportunity is a good fit for the Student, select Approve.
    - An e-mail will automatically be generated to the Student which acknowledges approval of the application request.
    - The e-mail will contain details for the Student to proceed with the request and to contact the professional to get the opportunity started.
      - **NOTE:** It is the Student's responsibility to contact and communicate directly with the Business Professional.
  - If you do not think the opportunity is a good fit for the Student, select Decline.
    - The opportunity will immediately be declined for the Student. It is the responsibility of the Educator to get in contact with the Student to discuss other options for opportunities that are a better fit.
    - Once declined, the Student will be able to apply for a different opportunity.

## Review Completed Opportunities:

- Upon completion of an opportunity, a Student is to submit an Exit Survey. (STUDENTS → EXIT SURVEY)
- Educators can then review all completed opportunities and download the data for further analysis.
- While in the Your Future Greater Binghamton website, go to: EDUCATORS → COMPLETED OPPORTUNITIES
  - Select Download in order to obtain the data.
  - **NOTE:** Once the Exit Survey is submitted from the Student, their opportunity is complete and the Student can begin applying for another opportunity.

## Schedule an Educator Opportunity:

- Educators can schedule opportunities to have Business Professionals come into the classroom for presentations, provide financial literacy, conduct mock interviews or schedule tours and on-site events which provide career-based learning experiences for students.
- Select: EDUCATORS

- Select: EXPLORE OPPORTUNITIES
  - Narrow your search by selecting an appropriate career cluster
  - Select an opportunity, in the appropriate tab, by clicking the button adjacent to the listed opportunity.
  - Then select, Submit Request.
  - A new screen will open, prompting you to create a new message for the opportunity.
    - Select Send to complete the message and submit your request for the opportunity with the Business Professional.
  - The Business Professional will receive an e-mail where they will review the request and either approve or decline the request.
    - If Approved, you will receive a message from the Business Professional with their contact information in order for you to contact the Business Professional directly.
    - If Declined, the Educator will receive an e-mail stating that the Educator Opportunity Request was declined by the Business Professional.

### **Serve Multiple Schools:**

- Educators can request to 'serve multiple schools', meaning they are Educators in other schools in a district and they may have students in another school.
- Select EDUCATORS
- Select SERVE MULTIPLE SCHOOLS?
  - The Educator will see that they are currently approved in their original school of choice.
  - The Educator can then select the additional school(s) in which they have students.
  - Then, select Request Approval.
    - A request will then be sent to the Educator Administrator from that school in which they will Verify you as an Educator. One verified, you will be approved at that additional school.
    - This option will allow you to be connected with the appropriate students in order to verify their application requests and to also submit educator opportunities for the appropriate school.

### **Register to Create an Opportunity:**

- Educators can register with a listed School District (Business) in order to create a Student Opportunity within the appropriate Career Cluster so students can request education career-based learning opportunities (job shadows, interviews, etc.).
- Select EDUCATORS
- Select REGISTER TO CREATE AN OPPORTUNITY

- Here you can select the appropriate school district and then proceed to create a new opportunity for students looking for education career-based learning opportunities.
- If you do not see your school district listed on this screen, you will need to connect with the appropriate Educator Administrator to have the District setup as a Business.
- An e-mail message will be sent to the school Site Administrator in order for them to verify your employment.
- Upon being Verified as a Business Professional, you can then create Student Opportunities for education career-based learning opportunities.
- Select Business/Professionals in the top navigation bar.
- Select Manage Student Opportunities.
  - To create a **new opportunity** – select New Opportunity
    - Enter the Opportunity Title.
    - Enter the Job Description – Keep it brief at two to three sentences.
    - Select the Clusters from the dropdown. You can choose up to three clusters.
      - For example: if you are an Engineer in a Manufacturing Company and you work in Business Development – you could select three clusters: STEM, Manufacturing and Business.
    - Select the type of Opportunity from the Category filter – High School Part-Time Employment, Informational Interview, Internship, Job Shadow, Other, Post High School Employment, Volunteer, Youth Apprenticeship. (These are defined under Business/Professionals → How to Get Started.)
    - Enter the City, Phone and Email Address for the opportunity
    - If you are on vacation or not available during a specific time, you may select dates and the system will not publish your opportunity during that given time period.
    - If you have specific requirements for the student, please enter them under Requirements for this Opportunity
      - For example: must do a drug test, fill out an application and interview.
    - If you are not ready to publish you can select Draft and then SAVE.
    - When you are ready to publish, deselect Draft and select SAVE.

Thank you for your commitment to participating in Your Future Greater Binghamton!