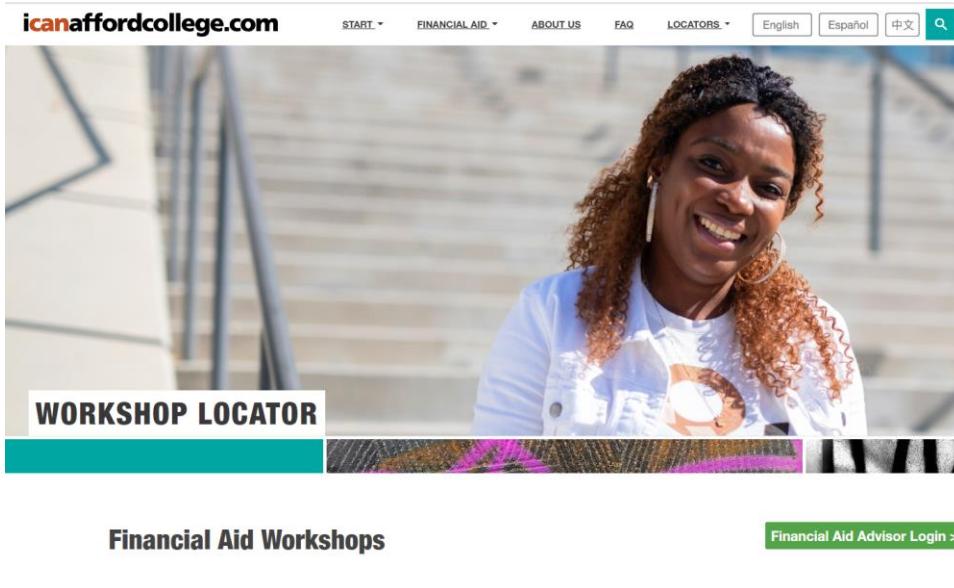


# icanaffordcollege.com

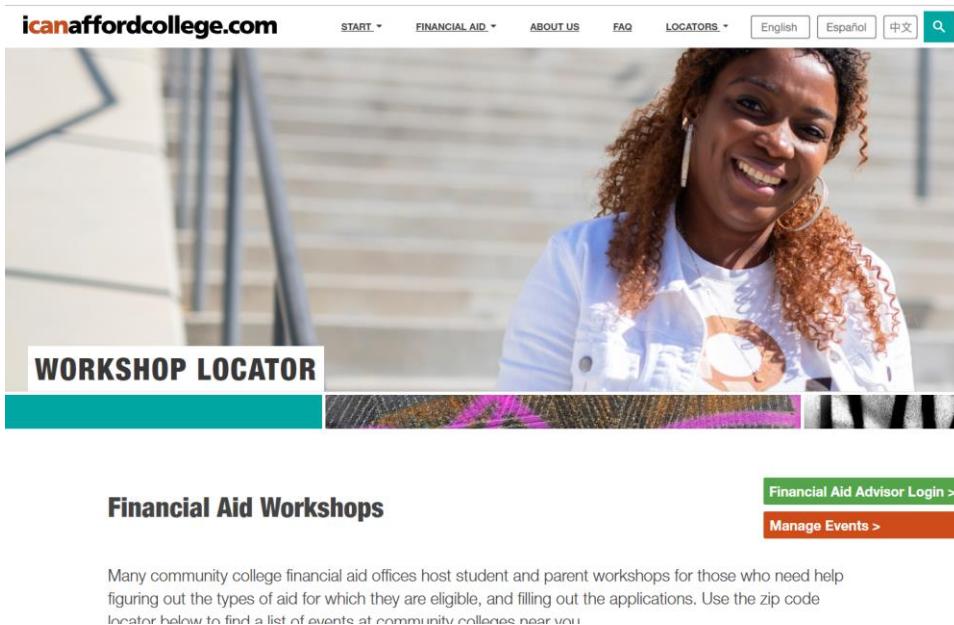
## Logging in as a Financial Aid Officer

1. Go to <https://icanaffordcollege.com/Locators/Workshop-Locator> and click the Financial Aid Advisor Login button to login as a Financial Aid Advisor.



The screenshot shows the homepage of [icanaffordcollege.com](https://icanaffordcollege.com). At the top, there is a navigation bar with links for 'START', 'FINANCIAL AID', 'ABOUT US', 'FAQ', 'LOCATORS', and language options 'English', 'Español', and '中文'. Below the navigation bar is a large photo of a smiling woman with curly hair. Overlaid on the photo is a dark banner with the text 'WORKSHOP LOCATOR' in white. At the bottom of the page, there is a teal banner with the text 'Financial Aid Workshops' on the left and a green button 'Financial Aid Advisor Login >' on the right.

2. Once logged in, you will see a Manage Events button under the login button. Select this to manage events for your campus.

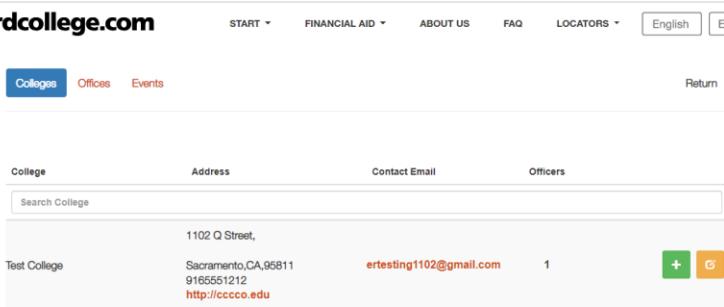


The screenshot shows the homepage of [icanaffordcollege.com](https://icanaffordcollege.com) after logging in. The layout is identical to the first screenshot, but the 'Financial Aid Advisor Login >' button has been replaced by a green button labeled 'Manage Events >'. Below the banner, there is a text box containing the following message: 'Many community college financial aid offices host student and parent workshops for those who need help figuring out the types of aid for which they are eligible, and filling out the applications. Use the zip code locator below to find a list of events at community colleges near you.'

3. After selecting Manage Events, three tabs will display at the top of the page.
  - **Colleges:** Edit contact information for the primary college financial aid office.
  - **Offices:** Any satellite offices, centers, or other campuses that utilize your financial aid office.
  - **Events:** Add, edit, delete, or clone upcoming financial aid workshops.

## Colleges Tab

- From the Colleges tab, the table displays information about the college as well as a quick action button to add an event or edit college details.

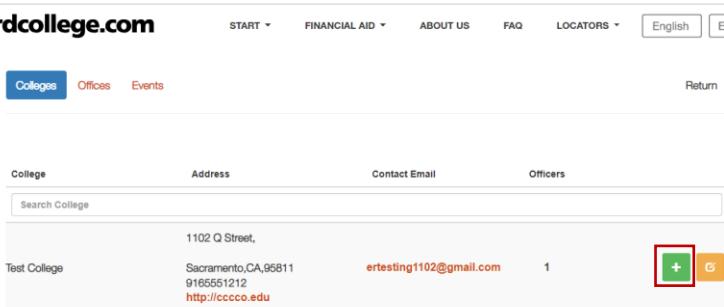


College	Address	Contact Email	Officers	
Test College	1102 Q Street, Sacramento, CA 95811 916551212 <a href="http://ccccc.edu">http://ccccc.edu</a>	eresting1102@gmail.com	1	<span style="color: green; font-size: 2em;">+</span> <span style="color: orange; font-size: 2em;">✎</span>

**Note:** All edits to the college information will be submitted to the I **Can** Afford College team for approval.

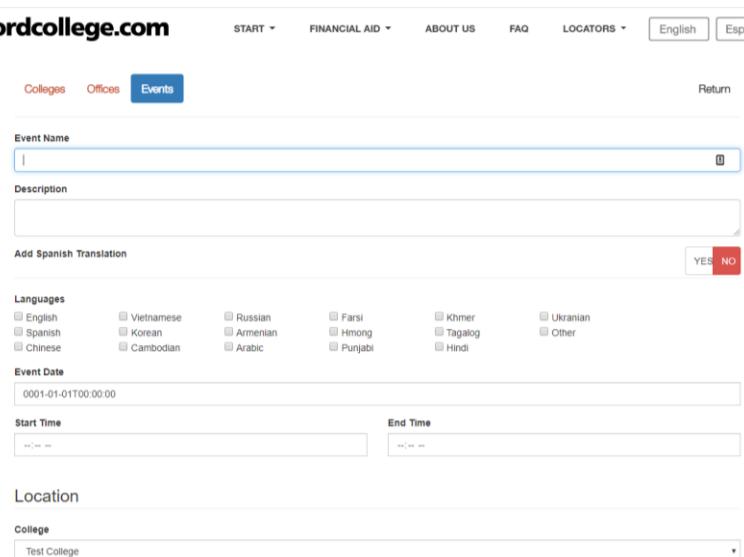
## Add an Event

- To add an event, select the green plus icon.



College	Address	Contact Email	Officers	
Test College	1102 Q Street, Sacramento, CA 95811 916551212 <a href="http://ccccc.edu">http://ccccc.edu</a>	eresting1102@gmail.com	1	<span style="color: green; font-size: 2em;">+</span> <span style="color: orange; font-size: 2em;">✎</span>

- Complete the form to add a new event. All information will be public, so please be accurate and consistent in your information submissions.



Event Name:

Description:

Add Spanish Translation:  YES  NO

Languages:

<input type="checkbox"/> English	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Russian	<input type="checkbox"/> Farsi	<input type="checkbox"/> Khmer	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> Armenian	<input type="checkbox"/> Hmong	<input type="checkbox"/> Tagalog	<input type="checkbox"/> Other
<input type="checkbox"/> Chinese	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Arabic	<input type="checkbox"/> Punjabi	<input type="checkbox"/> Hindi	

Event Date: 0001-01-01T00:00:00

Start Time:

End Time:

Location:

College:

**Note:** All fields are required.

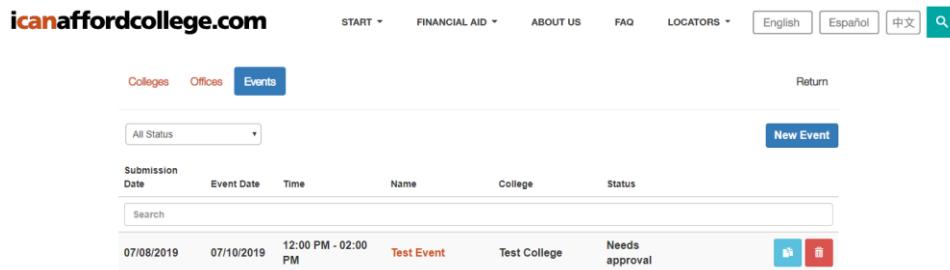
3. Listing Publication:

- The “**Publish Date**” is the date you would like the event to be active on the website (usually the date you submit the event).
- The “**Expiration Date**” is the date you would like the event to be removed from the website (usually the day after the event).

4. An Event can be Updated or Saved as Draft.

**Update** **Save as Draft** **Cancel**

5. After saving, the new event will be viewable on the Events tab.

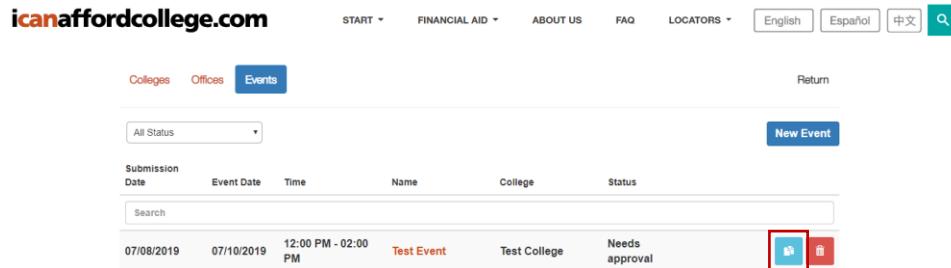


Submission Date	Event Date	Time	Name	College	Status
07/08/2019	07/10/2019	12:00 PM - 02:00 PM	Test Event	Test College	Needs approval

6. Each time an event is created, a request for approval is sent to the I **Can** Afford College program manager. The program manager will review the event information submitted and, if necessary, will make edits to the event description. The program manager will approve the content within 24-48 hours of receiving the request. If there are any questions or concerns, the program manager will contact you using the email provided in the event description.
7. To check the status of your event approval, login after 24-48 hours of submitting your event, navigate to the “**Events**” tab, and check the “**Status**” column.
8. To check your live event, go to <https://icanaffordcollege.com/Locators/Workshop-Locator> and search by ZIP code. A list of events and locations will appear below the map.
  - Click on the event and review the information to make sure it is correct.
  - To make any edits to your event, login, and click the “**Manage**” link, located above the map.
  - Navigate to the “**Events**” tab and identify the event to modify.

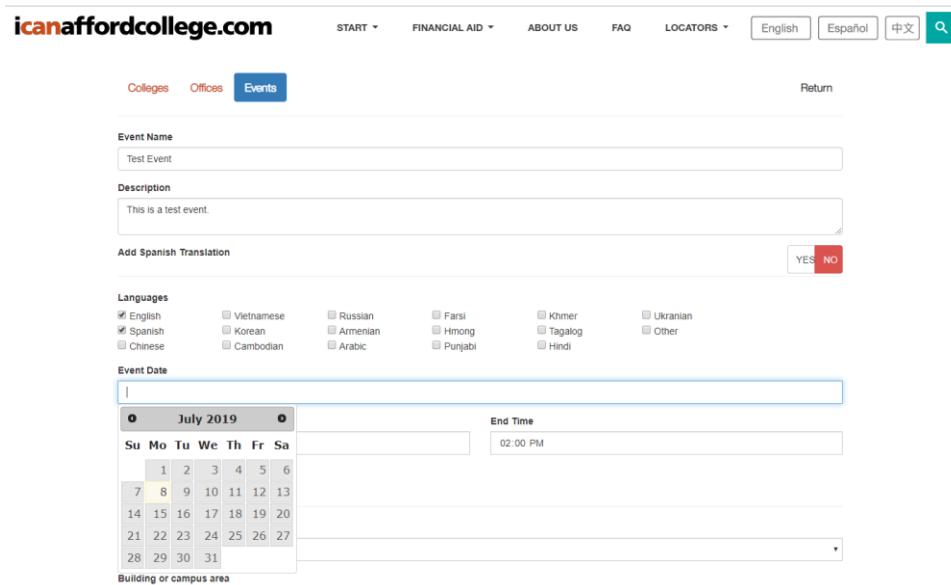
## Event Actions: Clone

1. To clone an existing event, select the blue clone icon.



The screenshot shows the 'Events' section of the 'icanaffordcollege.com' website. At the top, there are navigation links: START, FINANCIAL AID, ABOUT US, FAQ, LOCATORS, and language options (English, Español, 中文). Below the navigation is a search bar. The main content area displays a table of events. One event, 'Test Event', is highlighted with a red box around its 'Clone' icon (a blue square with a white plus sign). The event details shown are: Submission Date: 07/08/2019, Event Date: 07/10/2019, Time: 12:00 PM - 02:00 PM, Name: Test Event, College: Test College, and Status: Needs approval.

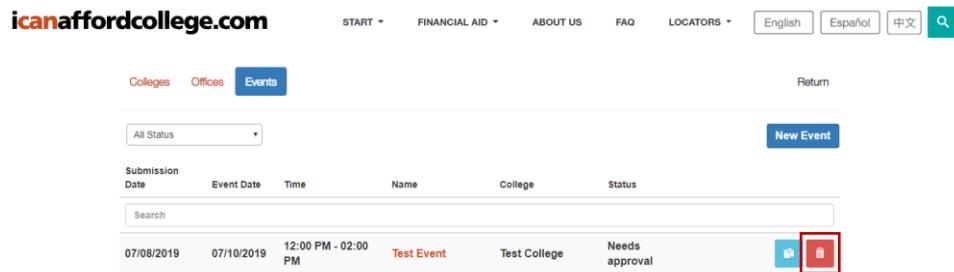
2. When cloning an event, all information will be copied over from the original event, except for the date. Review the event information and add the date of the event.



The screenshot shows the 'Clone' form for the 'Test Event'. The 'Event Name' field is populated with 'Test Event'. The 'Event Date' field shows a calendar for July 2019, with July 8th selected. The 'End Time' field is set to '02:00 PM'. The 'Add Spanish Translation' section has 'YES' selected. The 'Languages' section lists various languages with checkboxes: English (checked), Spanish (checked), Vietnamese, Korean, Russian, Armenian, Farsi, Hmong, Khmer, Tagalog, Punjabi, Hindi, Ukrainian, and Other.

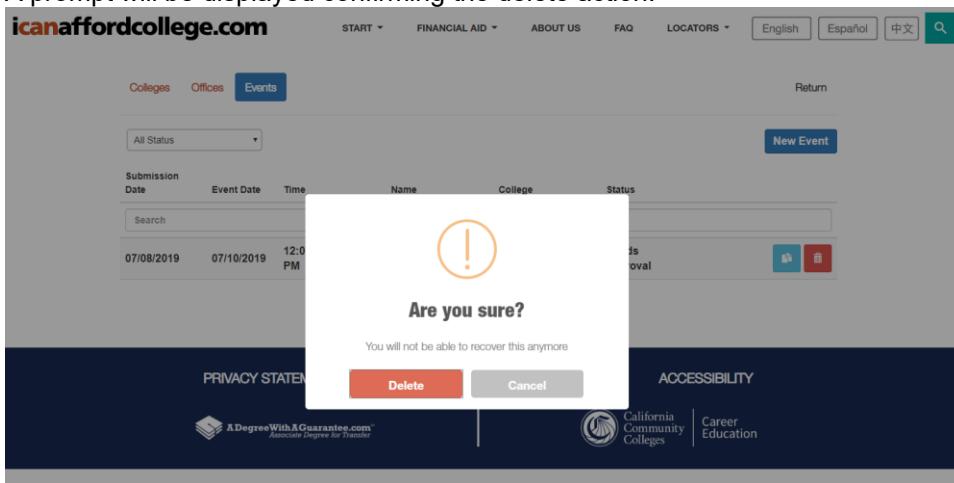
## Event Actions: Delete

1. To delete an event, select the red trash can icon.



The screenshot shows the 'Events' section of the iCanAffordCollege.com website. At the top, there are navigation links: START, FINANCIAL AID, ABOUT US, FAQ, LOCATORS, and language options (English, Español, 中文) with a search icon. Below the header, there are tabs for Colleges, Offices, and Events, with Events selected. A dropdown menu for 'All Status' is open. A 'New Event' button is visible. The main content area displays a table with columns: Submission Date, Event Date, Time, Name, College, and Status. A search bar is present above the table. In the 'Status' column, the last row shows 'Needs approval' with a blue trash can icon, which is highlighted with a red box.

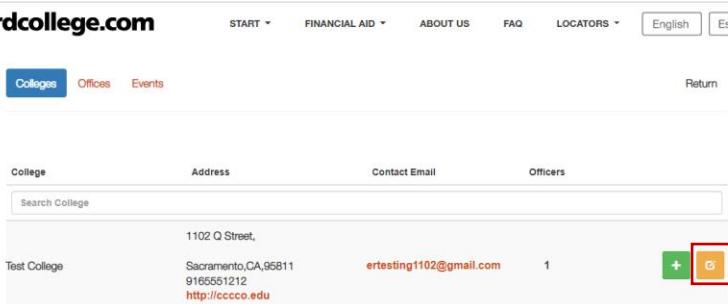
2. A prompt will be displayed confirming the delete action.



The screenshot shows the same Events page as the previous one, but with a modal dialog box in the center. The dialog box has a large orange exclamation mark icon at the top. Below it, the text 'Are you sure?' is displayed. Underneath that, a note says 'You will not be able to recover this anymore'. At the bottom of the dialog are two buttons: a red 'Delete' button and a grey 'Cancel' button. The background of the page is dimmed to indicate the modal is active.

## Edit Campus Details

1. To edit campus details, select the yellow edit icon.

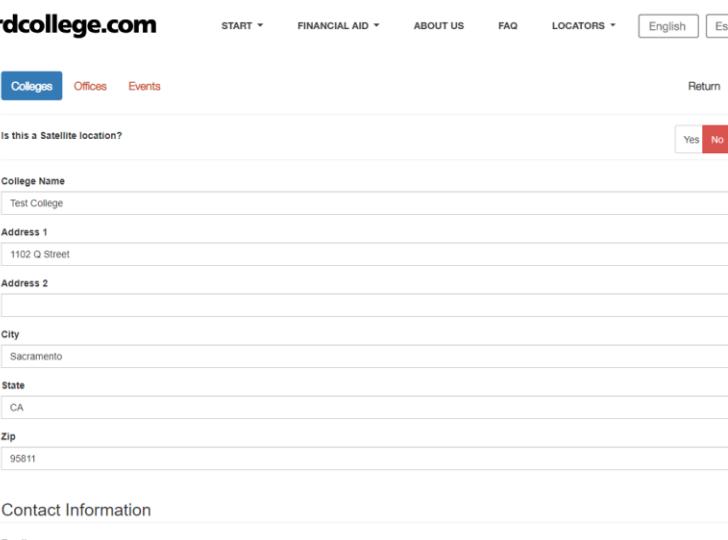


The screenshot shows a table with the following data:

College	Address	Contact Email	Officers
Test College	1102 Q Street, Sacramento, CA, 95811 9165551212 <a href="http://ccccc.edu">http://ccccc.edu</a>	eresting1102@gmail.com	1

At the bottom right of the table, there is a yellow square icon with a white pencil, which is the edit button. It is highlighted with a red box.

2. Review the college information and make any edits needed.



The screenshot shows a form with the following fields:

- Is this a Satellite location? (Yes/No button, Yes is highlighted with a red box)
- College Name: Test College
- Address 1: 1102 Q Street
- Address 2: (empty)
- City: Sacramento
- State: CA
- Zip: 95811

Below the form, there is a section for Contact Information with an Email field.

**Note:** Any edits will be submitted for approval to the I **Can** Afford College program manager.