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|  | **NEDP Implementation Training*****T Trainer Diagnostics*** |
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To better understand the NEDP Diagnostic Phase, you will use the NEDP training site to

* enter a new client into the NEDP system,
* log in as a client to complete responses for three open diagnostics,
* submit your results,
* view or save reports as staff.

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| **T Trainer- enroll a new client**1. Go to [**https://training.nedp.org/**](https://training.nedp.org/) and log in as staff, using the ***Staff Username*** and ***Password*** below.

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| ***Your T Trainer Staff Name*** | ***Staff Username*** | ***Staff Password*** |
| T Trainer NAME | ta####@nedp.org | PA#### |

1. Click “clients” to enter new or access existing client records. Your agency’s client roster will appear.
2. Click “Add New Client” at the bottom of the page
3. Fill in all client demographic information. Normally, this information will come from the NEDP Registration Agreement Document, but for this activity, make up the information. Fields with asterisks are required.
4. Select yourself as the Advisor. Do not assign other staff at this time.
5. Click “OK” to enroll the client.
6. IMPORTANT: the client’s username and password will appear on the screen
	1. The username is always the client’s email address
	2. The password will appear only once, and you won’t be able to access it again. Write it down or take a screen shot to save it!!
	3. If you forget to save the password, you’ll have to regenerate the password on the same tab (Update tab -> “regenerate password”)
7. Click the Diagnostics tab to input Reading and Math Scores
	1. Click “add diagnostic result”
	2. Math form 917M scale score 228 on 9/1/2020
	3. Reading form 907R scale score 234 on 9/8/2020
	4. Click “OK” to save
8. Log Out

**T Trainer Client- Complete Open Diagnostic Instruments**1. Go to [**https://training.nedp.org/**](https://training.nedp.org/) and login using the ***Client Username*** and ***Password*** below.

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| ***Your T Trainer Client Name*** | ***Client Username*** | ***Client Password*** |
| T Trainer NAME | tt####@nedp.org | PC#### |

1. Review the client demographics. Use the arrows to navigate to the next screen.
2. Answer the “how did you hear about us?” question.
3. Electronically sign the *NEDP Client Agreement* and click **Continue**.
4. Click **Diagnostics**.

**Note:** Steps 2-4 are only required on the client’s first login.Work through the following steps to complete the open diagnostic instruments:1. Click on one of the Diagnostic instruments.
	1. Self-Assessment Checklist (SAC)
	2. Technology Self-Assessment Checklist
	3. O\*NET
	4. College and Career Competency Inventory
2. Answer all questions.
3. Click **Save and Exit** if you choose not to complete the diagnostic in one sitting.
4. Click **Save and Submit** when completed.
5. Repeat with each open Diagnostic instrument.
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| After completing all four Diagnostic instruments, log out and log back in using the ***Staff*** credentials below.**T Trainer Staff**1. Go to [**https://training.nedp.org/**](https://training.nedp.org/) and login using the ***Staff Username*** and ***Password*** above.
2. Click **Reports**.
3. Click **Client Diagnostic Reports**.
4. Click **Client O\*NET Report**. Find your client’s name in the Client drop-down menu.
5. Click **Generate**.
6. At this point, you may **view** the report or click **Export to PDF** and save on your computer.
7. Repeat with the **CCCI**, **Self-Assessment Checklist Report,** and **Technology Self-Assessment Checklist Report**. With the self-assessment reports, you must check one or more “ability” boxes (e.g. “I don’t know this”) before generating the report, or the report will be blank. It’s best to click all four levels to view a full report.
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