MCFD Admin Console Cheat Sheet

► About the Admin Console

The Administration Console is a component designed to help diocesan and parish administrators manage users and check on progress. The Administration Console allows for management of catechists and certifications.

► Accessing the Admin Tool

Administering your users and certifications is easy. To get started, log in with your username and password at mycatholicfaithdelivered.com. On the dashboard, click the blue admin button in the left-hand toolbar and select your Group.

> **ⓘ Tool Tip**
>
> *The top of the admin console shows where you are. To go back to a previous screen, click the name of the screen.*

► Adding Users

1. Click the **Users** tab
2. Click **Add Person**
3. Search for an existing user or click **Create Person**
4. If creating a user, fill in the information, select a password and click **Add New User**

► Resetting a Password

1. Click the **Users** tab
2. Click on the user in the list
3. Click the **Password** tab
4. Click **Reset Password**
5. Select a new password and click **Submit**

► Checking Progress

Administrators and instructors have access to reports for the users they manage. This includes seeing progress in a lesson as well as the pre and post-assessment scores and answers.

1. Click on **my Reports**
2. Click the product
3. Click the class/grade
4. Click **All Learners** for an overview
5. Click the individual lesson/chapter for user results

► Adding Instructors

1. Click the **Users** tab
2. Click the person to be marked as an instructor
3. Click the **Curriculum** tab
4. Next to the appropriate class, click the **Instructor box** *(in development)*
5. Click **Update**

► Adding Administrators

1. Click the **Users** tab
2. Click the person to be marked as an administrator
3. Click the **Roles** tab
4. Click the **User Admin box**
5. Click **Update**

► Adding Groups

1. Click the **Properties** tab
2. Click the **SubGroups** tab
3. Click **Add**
4. Click the *(in development)*

► Creating a Certification

1. Click the **Certifications** tab
2. Click **Add Certification**
3. Type in a certification name, verbiage, name on the certificate and number of hours
4. Click whether to specify users or no to apply the certification to all users
5. Click **Add**

► Adding Requirements to Certifications

Certifications are only fulfilled when the requirements for that certification have been met. After following the steps for creating a certification, follow the instructions below.

1. Find your new Certification in the **Requirements** tab
2. Click **Add Requirement**
3. Type in the requirement name and hours
4. Select **Standard Item** for an online course and select the required course
5. Select **Non-Standard Item** for another requirement needed that is not an online course
6. Type in the Hours from the item and the order the requirement should be displayed
7. Click **Add**