



CROSSROADS PRISON MINISTRIES

HOW TO REPORT STUDENT PROGRESS ONLINE

In February, Crossroads will be launching the new Crossroads mentor portal on the Crossroads Prison Ministries website. This will replace the current "Report a Score" page. The mentor portal will allow you to report students' progress directly to our database. Read on to learn how to activate your account and navigate the portal!

GETTING STARTED

Activating your portal account is easy. You will receive an email from Crossroads titled "Mentor portal invitation." The email will include a link. When you click the link, you will be taken to a web page with your invitation code supplied for you. Simply click the blue "Register" button (do not mark "I have an existing account") and you will be taken to a page where you can create a username and password.

From: Alaina Zwiernikowski
Sent: Wednesday, January 02, 2019 3:26 PM
To: Fred Smith <fsmith@fsmith.org>
Subject: Mentor portal invitation

You have been invited to our new mentor reporting portal. To redeem your invitation, please click the link below.

<https://crossroads.microsoftcrmportals.com/Register?returnurl=%2f&invitation=oqfHgtacotjowFi>

Sincerely,
Crossroads

NOTE: If you can't find the email in your inbox, don't forget to check your junk or spam mail. If you still can't find it, please call the office.

Be sure to write your username and password in a safe place, because you will need to use it every time you log in to the portal. If you forget your password, you can use the "Forgot Your Password?" link on the login page. When you click the link, you will be given instructions for resetting your password.

HOME

When you log in to the portal, the home page shows a list of all the lessons assigned to you waiting to be reported.

Lesson ID	Lesson	Student	Gender	Sent to Mentor	Reporting Status
436399	Who Are You L1	Eric Leatherwood	Male	9/25/2019	Report Received

Reporting status: Once you have submitted a progress report, the reporting status will change to "Report Received." If you need to edit your report, you can access it for 24 hours after submitting the original report.

Every lesson now contains a lesson ID number on the bottom left corner of the back cover. **Click on the lesson ID number to report your student's progress for that lesson.**

REPORT STUDENT PROGRESS

After you have clicked the lesson ID number, you will be taken to the reporting progress page.

COMPLETION *

Excellent

UNDERSTANDING *

Good

APPLICATION *

Needed Help

COMPLETION *

Needed Help

Good

Excellent

Use the drop-down menus to report your student's progress in the areas of completion, understanding and application.

Lesson-related comments (optional)

You also have the option to leave lesson-related comments in the box under the drop-down menus. Crossroads staff will review this information when making corrections and revising courses.

Submit

When you have finished filling out the form, you **MUST** click the blue "Submit" button. If you do not click this button, the report will not be saved in our database.

MY TIER 2/TIER 3 STUDENTS


Tier 2 and Tier 3 mentors will find a list of their active students on this page. It will include each student's current mailing address and date of birth.

Full Name	DOB	Institution	Student Status	Tier
Michael Watson	1/9/1967	Franklin Correctional Facility	Active	Tier 3


NOTE: If you only review Tier 1 lessons, you will not see a list of students here.

HOLD LESSONS

Begin Date

4/18/2019 

End Date

4/20/2019 

Reason

Vacation/Personal ▼

Additional Info

Mentor Status

On Hold

Submit

In order to schedule your vacation or other time off from receiving lessons, select the date your time off will begin and the date your time off will end. You will not receive any lessons between those dates. Remember to enter the reason you are taking time off by selecting an option from the drop-down menu. We ask that you submit this information **at least one week in advance**.

NOTE: Make sure to click the blue "Submit" button at the bottom of the page to submit your time off notice.

MY PROFILE

This is a new feature for mentors! On this page in the portal, you can update your contact information and change your password.

CHANGE PASSWORD

In order to change your password, simply click the "Change Password" box on the left side of the "My Profile" page. Enter your old password, then set your new password and click the blue "Change Password" button.

Username

fsmith123

* Old Password

* New Password

* Confirm Password

Change Password

NOTE: If you forget your password, use the "Forgot Your Password?" link on the login page to reset your password.

UPDATING YOUR CONTACT INFORMATION

Use the form to fill out the correct information. It will be updated automatically in our new database! Be sure to click the blue "Update" button at the very bottom of the page to save any changes you make.

First Name *

Home Phone

Last Name *

Mobile Phone

E-mail

Mentor Status

NOTE: When you first access your portal account, check to make sure your information is correct.

Address 1

Address 2

Current Mailing Address

Address 3

Current Mailing Address:

Be sure to select the address to which you would like your lessons sent right now.

Addresses 2 & 3: Use these address boxes to add alternative addresses to which Crossroads can send your lessons when you are away from your primary address.

Update

NOTE: Make sure to click the blue "Update" button at the bottom of the page to save your changes in the database.