

Getting Started User Guide



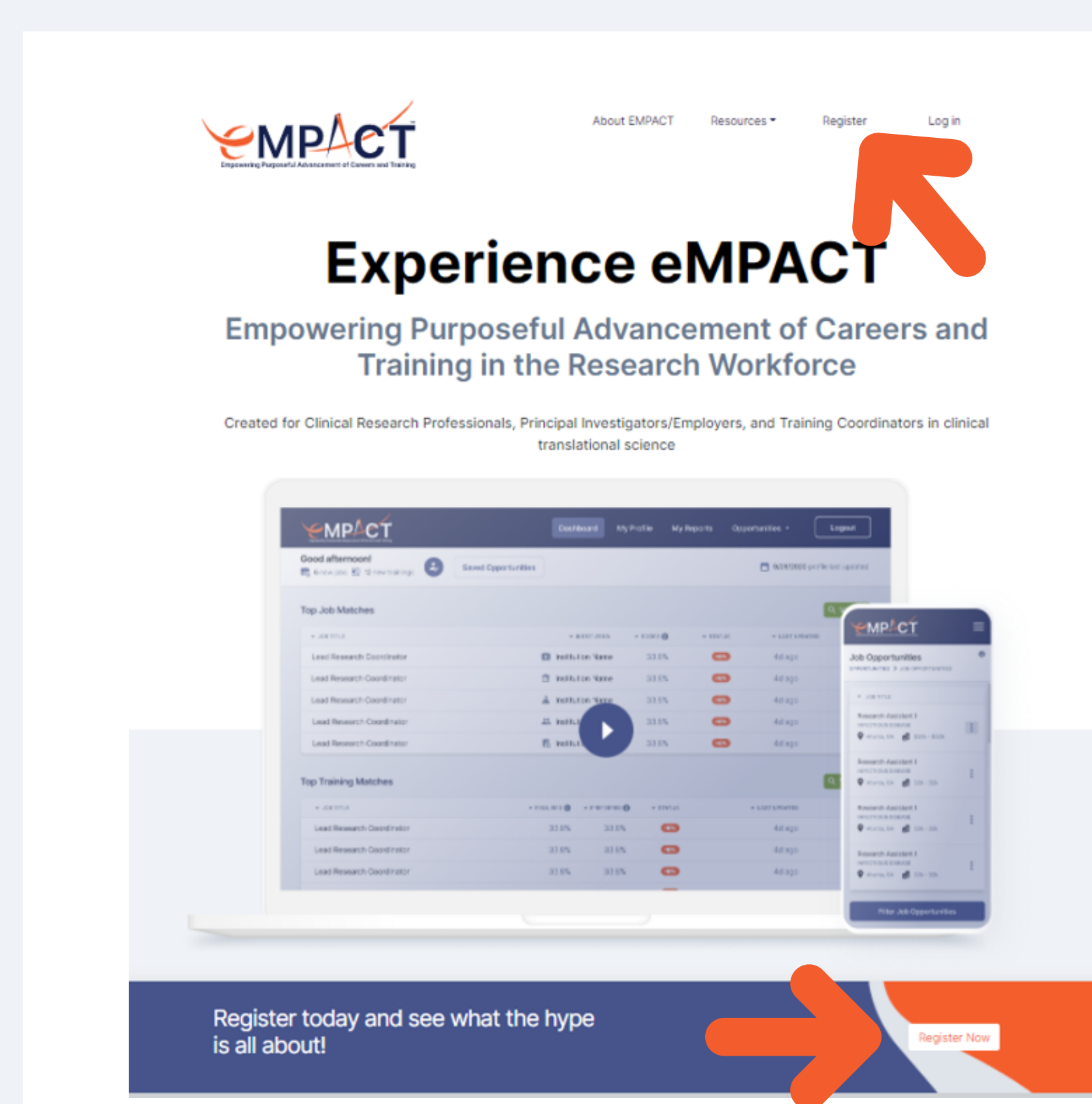
This guide explains the basic design of eMPACT and covers common operational steps you can follow to help you get started on using the platform. To learn how to take full advantage of all the features eMPACT has to offer, we strongly recommend you read the **eMPACT User Guide**.

This document is intended for the Clinical Research Coordinators (CRCs).

1 Creating Your Account

In order to use eMPACT, you must have an active account.

1. Go to <https://empactcareers.org>.
2. Click **Register** on top or **Register Now** on the landing page.
3. Provide the required information:
 - Email: A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.
 - Password
 - Your Role in clinical translational research
4. Click **Create New Account**.

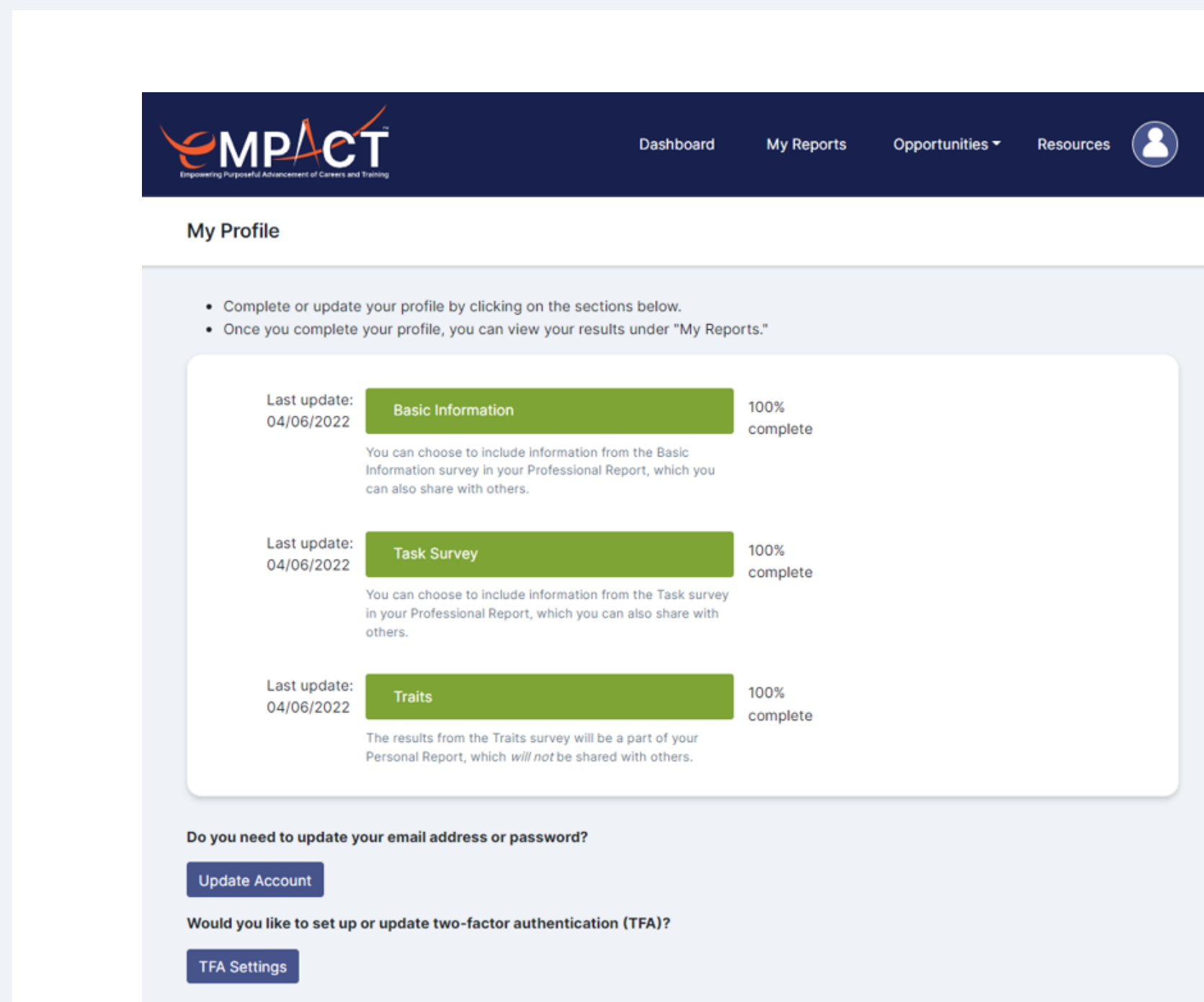


2 Signing In

1. Log in at <https://empactcareers.org>.
2. Enter the email address for eMPACT.
3. Enter your account password and then click **Sign in**.
4. If prompted, verify your login.

3 Setting Up Your Profile

1. Go to **My Profile**.
2. Click on **Basic Information** and fill in your information following the prompts.
3. Return to **My Profile**, and this time click on **Task Survey**. Use the scale definitions provided at the top to answer the survey items below.
4. *Optional*
Return to **My Profile**, and click on **Traits**. Fill out the information and check how you compare with your peers by accessing your **Personal Report**.



4 Navigating eMPACT



Dashboard

Your dashboard will show your **Top Job Matches** and **Top Training Matches** based on the results of the survey items in STEP 3.

- **Top Job Matches**
These are your top job recommendations based on your current skills and experiences.
- **Top Training Matches**
These are training recommendations for your career development.



Opportunities

- **Job Opportunities**
This is where you can search all available jobs in the system according to location, salary, job levels, and more. When you see a job you're interested in, click the **Save** button on the far right column.
- **Training Opportunities**
This is where you can search all available trainings in the system. Flip through the Target Job Level options on the left to see a list of recommended trainings for jobs that fall into each category. If you want to save a training opportunity for later, click on the **Save** button on the far right column.
- **Saved Opportunities**
Access your saved job and training opportunities here.



My Reports

- **My Professional Report**
Review your competency scores with core tasks of your profession here. You can focus on your individual scores or compare your scores/profile with your peers.

5 Getting Further Help

If you need further support or have questions about using eMPACT you can always get in touch with the following email or refer to more self service resources:



Technical & "How to" Support

Email empacthelp@uga.edu to ask about any technical queries you may have.



Self Service Help

Browse our knowledge base for helpful videos that will help you learn more about eMPACT.