

Navigating the SRE Coordinator Community

When you log in to the SRE Coordinator Community you will come to the SRE Coordinator Dashboard. There are several things that you will see on this page.

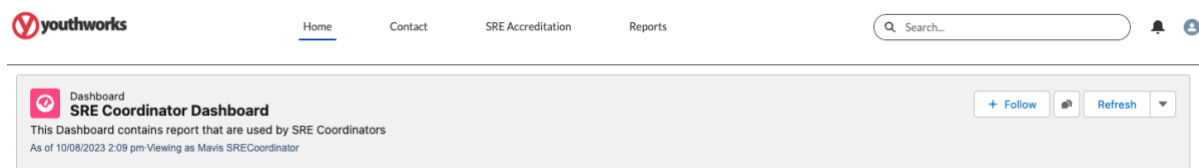
At the top of the page you will see four links to the pages you may use as you coordinate SRE.

Home – link to this page.

Contact – A list of all of you SRE teachers/helpers.

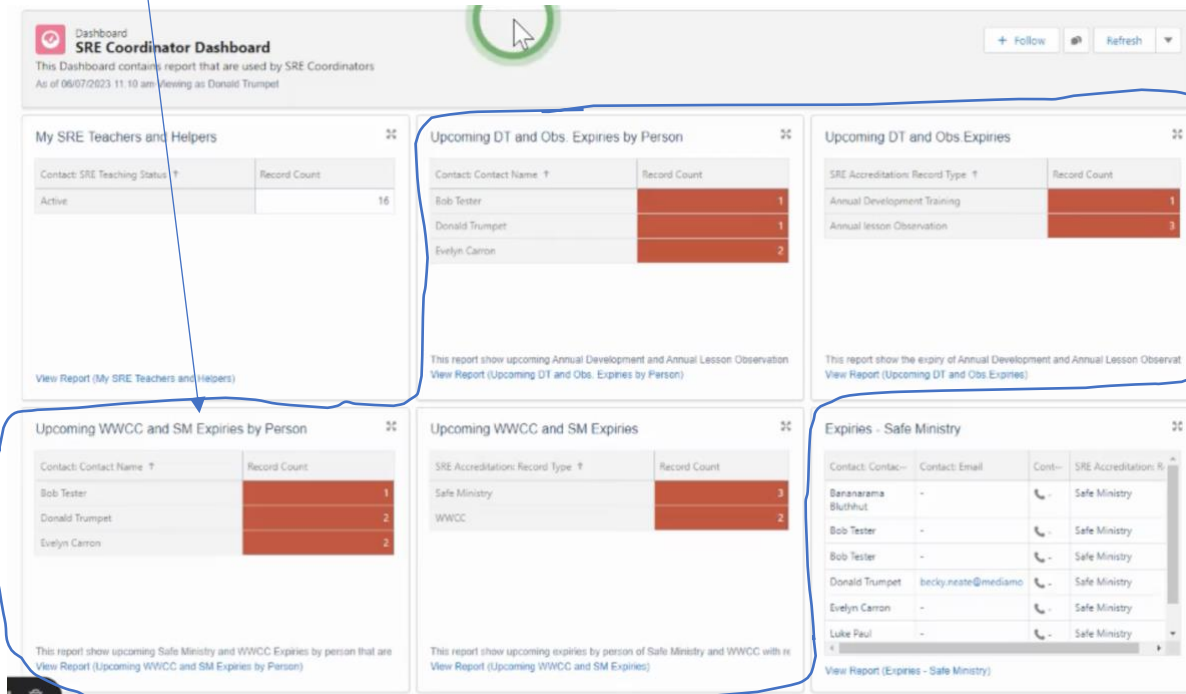
SRE Accreditation – A list of each individual accreditation record for you teachers.

Reports – This is where you will see the reports that have been created of the relevant information for you SRE teachers/helpers.

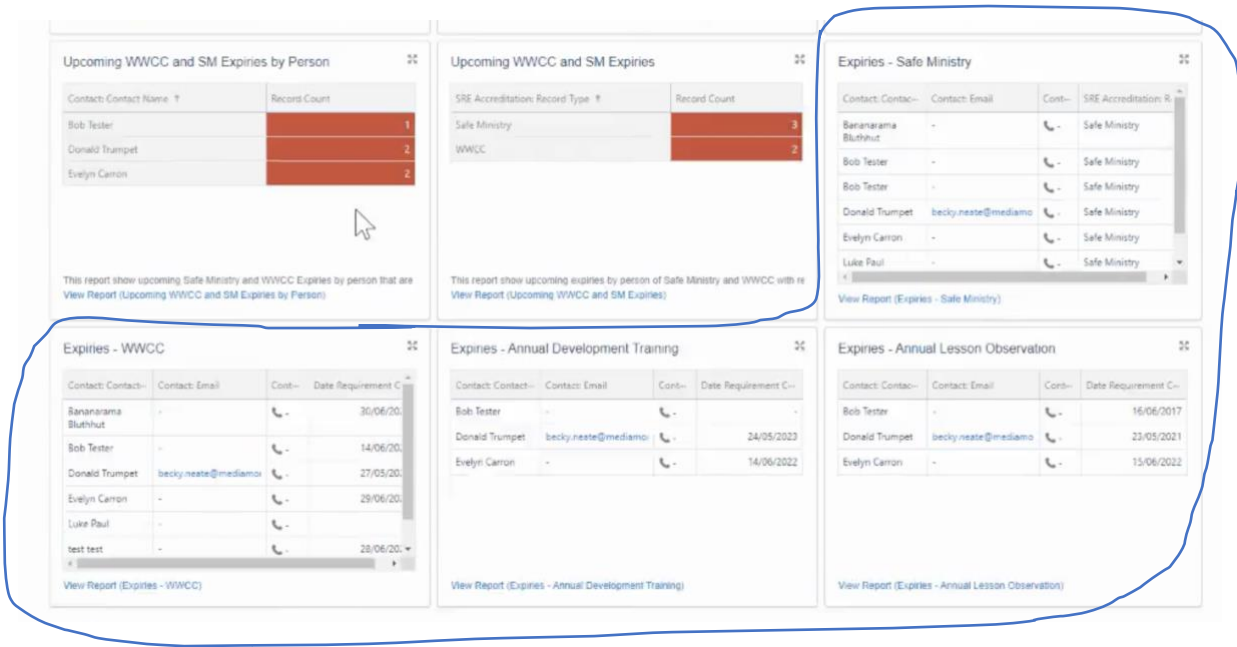


On the home page itself there are several squares of information for you as a coordinator. These have been built to be the first point of call for what you need to do as an SRE Coordinator. There are three sets to work through.

Then first is a link to the report of all the current SRE teachers that your parish has approved to teach.



The second set of four dashboards are your 'need attention' alerts. There are showing teacher who have an accreditation requirement expiring soon or have a requirement that has expired.



The third set of dashboards are links to reports that show the different accreditation requirements for all of your teachers and including expiry and other relevant details.

By clicking on one of the blue links at the bottom of each square which starts with "View Report..." you will be taken to the report that holds the information for that accreditation type and more information that you may need to follow up your teacher/helper.

At the bottom of the page, you will see the form for adding a new SRE teacher/helper.

SRE Community - Screen flow to create new teacher

* First Name

* Last Name

* Email

* Teacher Type

[Next](#)