**How to Enter and Update Personal Information**

1. **Please enter** [**pa-washington.evintotraining.com/volunteers**](http://pa-washington.evintotraining.com/volunteers) **to your browser address bar**. If you haven’t already done so, please bookmark at the Login Screen to access throughout training.

\*\*Tip to bookmark. For most browsers select the  icon (far right side of the address bar). A menu will appear, then name bookmark Optima Training Site, select the folder if you want one, and click *Done.*

1. **Your username is your firstname.lastname** ex: jeremy.smith
2. **Your initial password will be given at your training class**, and you can change to one you will remember.
3. **How to enter a training into Optima.**

Click on *Training Log* tab.

Click on Add button.

Enter Schedule Date: *Today’s Date*

Enter Complete Date: *Today’s Date*

Select *Drop Down Arrow* after Training Topic and select *Advocate Training*.

Select *Drop Down Arrow* after Training Format and select *Workshop*.

Select *Drop Down Arrow* after Trainer and select *Cindy Hestad*.

Hours: please enter *3.50*. (Always enter in quarter hour increments.

Ex. .25, .50, .75, 1.0, 1.25, 1.50, 1.75)

 Mileage: please enter *roundtrip amount*. We can print end of year reports.

 Notes: Please enter description of training or chapter number.

Click on *Create* button.

1. **You can edit a Training Log if still pending.**

Click on the *magnifying glass icon* to the right of entry you wish to update.

Click on the *Edit* button.

Enter additional information or delete and update information you wish to correct.

Click on the *Save* button.

1. **If you need to change anything on a Training Log that was already approved, please contact your supervisor with the information for them to update.**
2. **How to Update Personal Info.**

Click on *Personal Info***.**

First take a look at Demographics.

Click Edit Button.

Information here was populated from your CASA application. Please make any changes or additions.

Click Save Button.

Next take a look at Emergency Contacts.

Click Add Button.

Enter First Name.

Enter Last Name.

Enter Phone Number.

Enter Relationship to you.

Enter Email, optional.

Click Create Button.

Scroll down to the tabs at the bottom. Employment and About.

Select Employment.

Click Edit.

Select Career Type from *Drop Down Arrow*.

Select Employment Status from *Drop Down Arrow*.

Check the box if you have a Current Employer.

Enter the Company Name, Optional.

Enter Company Address, Optional.

Enter City, Optional.

Enter State, Optional.

Enter Zip, Optional.

Enter Title.

Enter Work Hours in text box.

The rest of information is optional to enter.

Click Save.