

Midwest Power Skills Green Job Education and Training Resources Web Site

<http://www.midwestpowerskills.net>

College Instructions

To begin entering your energy programs and courses, either click on the link above or enter the web site address into you web browser's address bar as shown in Figure 1 below.

Figure 1



Once you navigate to the Midwest Power Skills web site, a page similar to Figure 2 should appear. At the bottom left of the page, you will see a 'College Login' link like the one circled in red. Click on this link to log into the system or create a new user account.

Figure 2

A screenshot of the Midwest Power Skills Green Job Education & Training Resources web site homepage. The page has a green header with the site logo and navigation links: "ENERGY INFO | PROGRAMS/COURSES | ABOUT | RESOURCES". The main content area is divided into two columns. The left column is titled "RECENTLY ADDED PROGRAMS/COURSES" and lists five courses with details like location, course type, and credits/hours. The right column is titled "FIND AN EDUCATION COURSE / PROGRAM" and includes a search bar, a "Search" button, and "Browse By" filters for State, College, and Type. At the bottom of the page, there is a footer with copyright information, funding sources, and logos for IOWA WORKFORCE DEVELOPMENT, MCA, and MCTCC. A "College Login" link is circled in red in the footer.

Once you have clicked 'College Login', you will be taken to a page similar to the following. If you have already created a user account, enter your username and password to gain access to your college's information.

If this is the first time accessing this site, you will need to create a user account. Each college may have as many user accounts as they need to make sure that all areas and departments of the college can enter and maintain their energy related offerings. To create a new account, click on the 'Create New Account' link as shown in Figure 3 below.

Midwest POWER SKILLS | Green Job EDUCATION & TRAINING RESOURCES

ENERGY INFO | PROGRAMS/C

LOGIN

Username *

Password *

Login or Create New Account

[Forgot Your Password?](#)

Figure 3

To create a new account, you must enter your college’s password to both authenticate you as a user on the system, and link your user account to your institution. Your college’s password was sent to your CEO. Once you have your institution’s password, enter it as shown in Figure 4 and click the ‘Submit’ button.

NEW ACCOUNT AUTHORIZATION

Please enter your college password for new account authorization.

College Password *

Submit Back

Figure 4

After entering your institution’s password, a screen similar to the one in Figure 5 will appear. Enter your contact information and click ‘Submit’.

CREATE NEW ACCOUNT

College Des Moines Area Community College

Create Your Username *

College Contact Name *

College Contact Title *

College Contact Address 1 *

College Contact Address 2 *

College Contact City *

College Contact State * Select State

College Contact Zip * -

College Contact Phone *
(###-###-####)

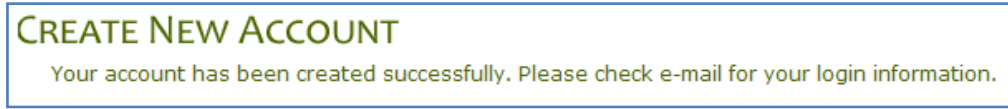
College Contact Email *

Submit Back

Figure 5

Once you have created your account you will see the message as seen in Figure 6 below directing you to check the email account given on the form above for your login information.

Figure 6



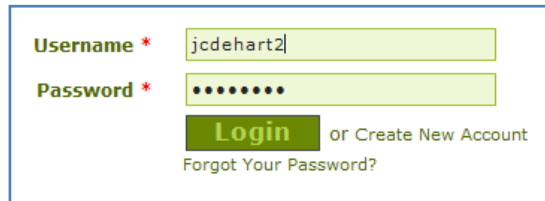
You should receive an email similar to Figure 7 below. In this email you will have the username and a temporary password.

Figure 7



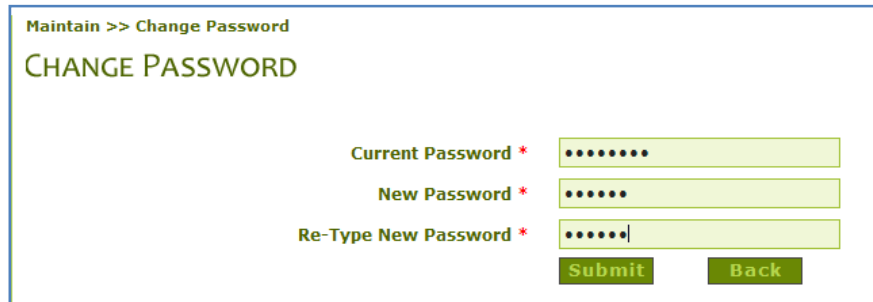
Return to www.midwestpowerskills.net and again click on the ‘College Login’ link and enter your username and temporary password from the email and click ‘Login’ as shown in Figure 8

Figure 8



The first time you log into the system, you will be prompted to again enter the temporary password emailed to you. Enter a new password twice as shown in Figure 9 below. Once you have this information entered, click ‘Submit’.

Figure 9



Now that you have created and verified your account on the website, you will be shown the main college screen similar to Figure 10 below. Once an account is established, logging in will bring you directly to this screen.

In addition to the three options, be aware that once logged in you may return to this screen from any page on the website by clicking on the ‘Maintain’ link in the upper right-hand corner as shown below with the arrow in Figure 10.

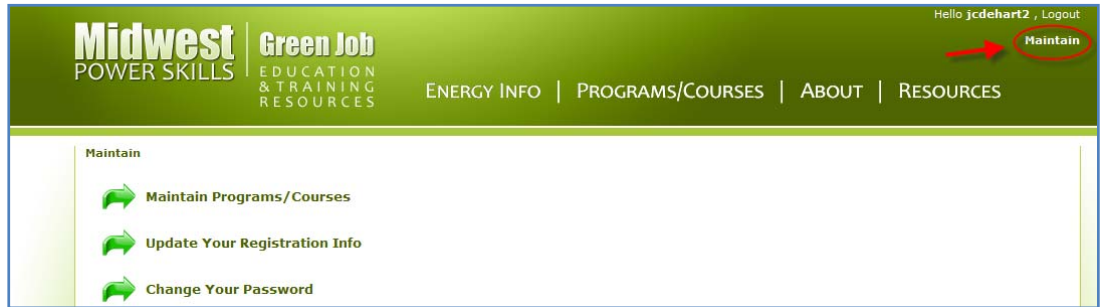


Figure 10

To enter new offerings, or edit offerings already on the site, click the ‘Maintain Programs/Courses’ link from the list above. This link will bring up a screen similar to Figure 11 below. If you have not entered any information into the system yet, the only option you will have is ‘Add new program/course’ identified as letter “C” in Figure 11.

If you have information already entered for your institution, a list of offerings will appear as shown below. The buttons as shown in group “A” below allow you to edit, delete or hide offerings in the system. To keep an existing offering in the system, but hide it to web site users, uncheck the ‘Published’ button. To edit an offering, click the icon. Clicking the icon will delete the offering from the system.

Maintain >> Maintain Courses

COURSES/PROGRAMS LIST - Des Moines Area Community College - Ankeny

Add new program/course **C**

Course Name	College Type	Credits/Hours	Created by	Modified by	Published
Green Building Course	Non-Credit	30	jnherrmann 3/4/2010 8:06:54 AM	sjocken 3/4/2010 8:57:42 AM	<input checked="" type="checkbox"/>
Biomass Operations Technology Certificate	Credit	17	sjocken 3/4/2010 8:40:51 AM	sjocken 3/4/2010 8:56:29 AM	A <input checked="" type="checkbox"/>
Biomass Maintenance Technologies AAS Program	Credit	66	sjocken 3/4/2010 8:52:42 AM		<input checked="" type="checkbox"/>
Wind Turbine Technician AAS Program	Credit	66	sjocken 3/4/2010 8:23:07 AM	sjocken 3/4/2010 8:32:49 AM	<input checked="" type="checkbox"/>
Introduction to Wind Energy Course	Credit	3	sjocken 3/4/2010 8:29:00 AM	sjocken 3/4/2010 8:32:25 AM	<input checked="" type="checkbox"/>

B

Figure 11

When you click ‘Add new program/course’ or the icon, you will see a screen similar to Figure 12.

The screenshot shows a web browser window with a form titled "COURSE/PROGRAM INFO". At the top right of the browser window, there is a link that says "back or Esc Key". Below the title, a red banner contains the instruction: "Please provide information below as specific as possible to the course or program being added including address, contact info and web address." The form fields are as follows: "College Name" with a dropdown menu showing "Des Moines Area Community College - Ankeny"; "College Address 1" with a text box containing "2006 Ankeny Blvd"; "College Address 2" with an empty text box; "College City" with a text box containing "Ankeny"; "State" with a dropdown menu showing "Iowa"; "Zipcode" with two text boxes containing "50023" and "3993"; "Course Name" with a reded-out text box; "Course Type" with a dropdown menu showing "Select Course Type"; "Credits/Hours" with an empty text box; "Contact Person" with a reded-out text box; "Contact Phone" with a reded-out text box and a placeholder "(###-###-####)"; "Contact Email" with a reded-out text box; "Course Web" with a reded-out text box. Below the "Course Web" field, there is a note: "Users should be able to navigate directly to information about this course/program." The "Description" field is a large text area. At the bottom left, there is a "Publish" checkbox which is checked. At the bottom center, there are two buttons: "Add" and "Cancel".

Figure 12

Please keep the following in mind when adding programs/courses to the system.

- Please make this information as specific as possible to the course or program being added. The goal is to get potential students the information they need as quickly and efficiently as possible.
- By default the college’s address, city, state and zip are filled in, but please change these according to where the specific offering is located. This will allow potential students to access programming closest to his or her home.
- In the ‘Course Name’ field, please include in the title whether the offering is a course or program. For example, enter ‘Wind Turbine Technology AAS Program’ or ‘Introduction to Wind Energy Course’. This will help potential students better understand what they are looking at.
- **Only enter courses and programs that new students can enroll in.** For example, I wouldn’t enter all of the courses in the Wind Energy Technician Program because students can only enroll in these once admitted to this program. I would enter the Wind Energy Technician Program only. I may enter in addition to the program, our ‘Introduction to Wind Energy’ course because it is part of the program, but also available to all students regardless of their status with the Wind Energy Technician Program. *It*

would be very frustrating for students to inquire about a course that they can only take in the second year of the Wind Energy Technician program.

- **Pay special attention to the web address.** Make it as specific to the program or course as possible so students have to do as little navigation as possible to find out about your offering. Sending them to the general college website is not all that helpful.

Once all of your information is added, click ‘Add’ to save this information. You will return to the ‘Courses/Programs List’ screen with your addition displayed in red similar to Figure 13 below.

Figure 13

Maintain >> Maintain Courses

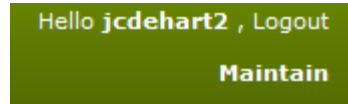
COURSES/PROGRAMS LIST - Des Moines Area Community College - Ankeny

▶▶ Add new program/course

Course Name	College Type	Credits/Hours	Created by	Modified by	Published	
Green Building Course	Non-Credit	30	jmherrmann 3/4/2010 8:06:54 AM	jcdehart2 3/4/2010 11:01:27 AM	<input checked="" type="checkbox"/>	
Biomass Operations Technology Certificate	Credit	17	sjocken 3/4/2010 8:40:51 AM	sjocken 3/4/2010 8:56:29 AM	<input checked="" type="checkbox"/>	
Biomass Maintenance Technologies AAS Program	Credit	66	sjocken 3/4/2010 8:52:42 AM		<input checked="" type="checkbox"/>	
Wind Turbine Technician AAS Program	Credit	66	sjocken 3/4/2010 8:23:07 AM	sjocken 3/4/2010 8:32:49 AM	<input checked="" type="checkbox"/>	
Introduction to Wind Energy Course	Credit	3	sjocken 3/4/2010 8:29:00 AM	sjocken 3/4/2010 8:32:25 AM	<input checked="" type="checkbox"/>	

To log out of the system, click on logout in the upper right hand corner as shown in Figure 14. You will be returned to the main page. If your entries are the most recent to be added to the web site, they will appear on the front page. Congratulations!

Figure 14



If you have any questions or need additional assistance, please contact Joe DeHart at jcdehart@dmacc.edu or (515) 964-6279.