YouthWorks

How to Enter Participant Information in the YouthWorks Learning Management System (LMS)

Description: This job aid provides information on how to accurately set up a Participant Profile in the LMS to ensure consistency across all YouthWorks partners.

Once in the LMS navigate to the Profile section to begin.

Follow the steps below to create the Participant Profile:

Field	Action
First Name	Enter Participant First Name
Last Name	Enter Participant Last Name
Username	Enter Participant e-mail address
Department:	Select appropriate Region or site
Active	Ensure the Active button is "On". It should be **Blue**
Learner	Ensure the Learner button in "On"
Location	Select appropriate Region or site
Supervisor	Enter assigned Case Manager name
Program	See the **Program Naming Convention Chart** below to determine correct naming convention to use
User Type	Select Participant
YouthWorks Tier	Select the appropriate Tier; Tier 1, Tier 2, Tier 3 or Tier 4

Program Naming Convention Chart

Site or Region Department Name	Program Naming Convention
Berkshires	Berkshires
Boston ABDC	ABCD
Boston Apprentice Learning	Apprentice Learning
Boston Brighter Boston	Brighter Boston
Boston Digital Ready	Digital Ready
Boston Fresh Films	Fresh Films
Boston OYEO	OYEO
Boston PIC	PIC
Boston Wentworth	Wentworth
Boston YOU	YOU
Bristol Associates for Human Services	Associates for Human Services
Bristol Attleboro	Attleboro

Bristol Youth Connections	Youth Connections
Cape and Islands	Cape and Islands
Central Blackstone Valley Hub	Blackstone Valley Hub
Central Center of Hope Foundation	Center of Hope Foundation
Central Milford Youth Center	Milford Youth Center
Central Worcester Community Action Council	Community Action Council
Franklin Hampshire	Franklin Hampshire
Greater Brockton	Brockton
Greater Lowell	Lowell
Greater New Bedford	New Bedford
Hampden Holyoke	Holyoke
Hampden New England Farmworkers Council	New England Farmworkers Council
Hampden Valley Opportunity Council	Valley Opportunity Council
Merrimack Valley	Merrimack Valley
Metro North City of Cambridge	Cambridge
Metro North City of Everett	Everett
Metro North City of Revere	Revere
Metro North City of Somerville	Somerville
Metro North Community Work Services	Community Work Services
Metro North La Colabortiva	La Colabortiva
Metro North Sasaki Foundation	Sasaki Foundation
Metro SouthWest Waltham	Waltham
Metro SouthWest Youth Connections	Youth Connections
North Central	North Central
North Shore Gloucester	Gloucester
North Shore Lynn	Lynn
North Shore Peabody	Peabody
North Shore Salem	Salem
South Shore Middleboro	Middleboro
South Shore Plymouth	Plymouth
South Shore Quincy	Quincy
South Shore Randolph	Randolph