

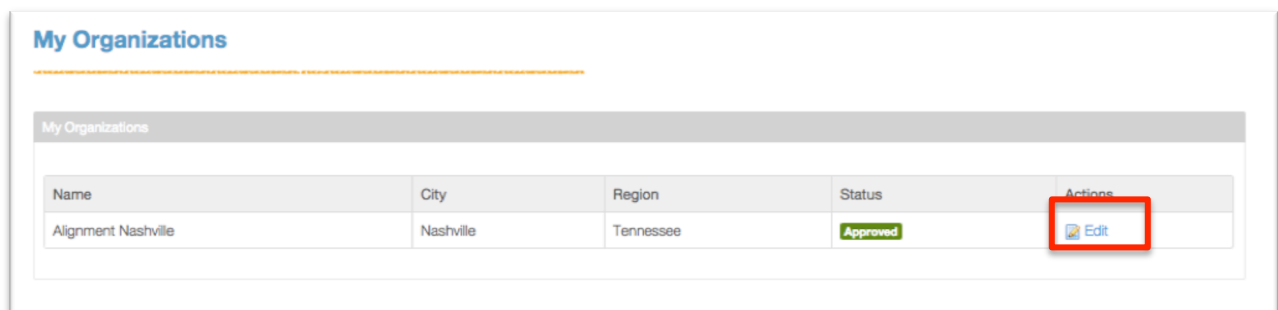
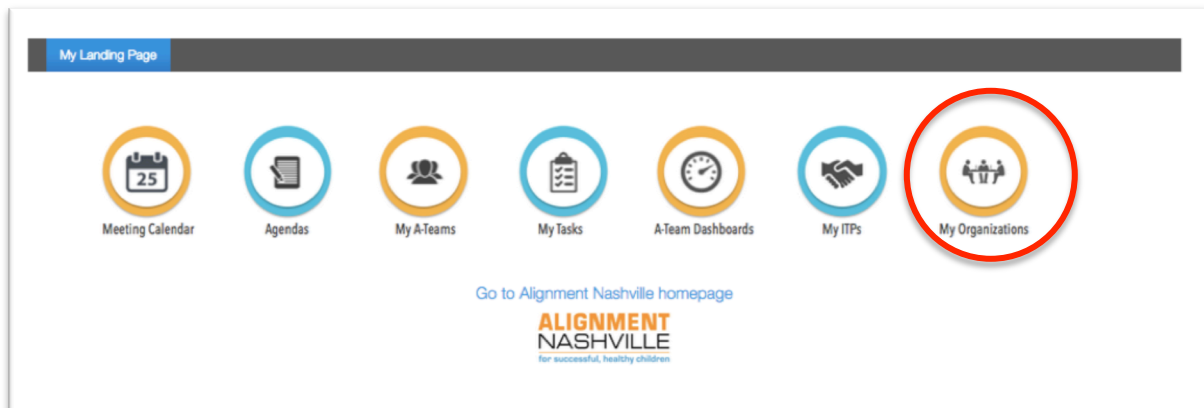


Alignment USA ComCo Portal Knowledge Base

How to Complete the Organization Profile

After creating a registered user account and submitting your organization's registration, you are on your way to responding to ITPs! You will receive an email from an Alignment staff member notifying you that your organization has been approved and the organization profile is ready for completion. To complete the organization profile, follow these steps.

1. Log on to ComCo with your registered user account. You will be automatically directed to your private Landing Page.
2. Click on the My Organizations button.
3. The organization will still be in **Draft** status until you complete the profile. Click **Edit** to complete the organization profile.





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4. Fill in all fields on the organization profile. *Note: when entering website, include "http://" in the webpage address.*

The screenshot shows the 'Edit organization' form with the following fields and red arrows pointing to them:

- Name (Required): Test for Editing
- Organization Mailing address
- City (Required)
- State: Alabama
- Zip (Required)
- Organization Phone

5. Several fields have a **Select** button – for those fields, simply click on the Select button and click all categories that apply for your services, resources, programs, etc.

The screenshot shows the organization profile form with the following fields and buttons:

- Primary Contact Phone: 6159707424
- Organization Mission: To Help
- Schools (Global): **Select** (circled in red with an arrow)
- Target Population (Global): **Select**
- Service schedule (Global): **Select**
- Service location (Global): **Select**
- Service list (Global): **Select**
- Professional roles (Global): **Select**
- Community Achieves pillars (Global): **Select**

Buttons: Accept, Back

The screenshot shows the 'Categories' selection screen with the following categories:

- Schools (Global)
 - Elementary School
 - High School
 - Middle School
 - Pre-K

Buttons: Search, X (circled in red with an arrow)

6. After selecting categories for your organization, click the grey "X" in the upper right corner to return to the organization profile. Your category selections will be saved.



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7. Click **Accept** when finished editing organization profile.

Q Select

Service location (Global)

Q Select

Service list (Global)

Q Select

Professional roles (Global)

Philanthropists x Program organizers x Program provider x

Q Select

Community Achieves pillars (Global)

Q Select

Accept Back

8. The organization will now be listed as **Approved**. You can come back and make changes to the profile as needed by clicking the **Edit** button.

Name	City	Region	Status	Actions
RG Test	NashVILLE	Tennessee	Approved	
Test Organization for Regina	Test Organization for Regina	Alabama	Approved	Edit
Test for Editing	Nashville	Tennessee	Approved	Edit