

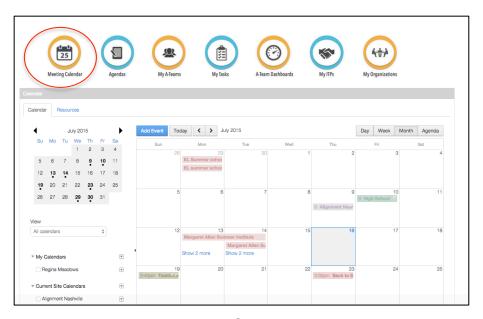
How to Navigate My Landing Page

Every Alignment registered user has a their own private landing page. You can access this page by signing into ComCo. Click on **Sign In** in the blue bar at top of screen using your email and password.

On the Landing Page, click on any of the navigation icons to be directed to the corresponding personalized pages.



• Meeting Calendar will take you to a calendar that displays all of your team's upcoming meetings. Click on the event for more details.



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• The **Agendas** page will list the upcoming meetings for your teams. Click the blue Agenda button to view the agenda for a specific meeting.



- The My A-Teams page will display all your A-Teams. Click on the team name to go to the A-Team page.
- My Tasks will display all tasks that are assigned to you. Click on the Title of the task for more details, click the team name to go to that A-Team's page, or click the Wiki link to go directly to the wiki (notes) for the task.
- **Dashboard** will show progress towards tactics for all A-Teams.
- **My ITPs** page will list all the ITPs you have responded to. You can go back and view your ITP submissions at anytime.
- The My Organizations page lists the organization in which you are a member. You can edit your
 organizational profile from this page by following the steps on the <u>How to complete the</u>
 organization profile Knowledge Base Article.

You can always return to your Landing Page by clicking on **My landing page** in the drop-down menu under your name.

