

## **CIM Online Agency Admin Instructions**

Greetings from The Center for Divorce Education. and thank you for your interest in our online divorce education program. I have created your account and set your login and password (these appear on your confirmation email). If you have misplaced this information, please contact me at the email or phone number at the bottom of this document.

### **Logging On**

To manage your account, you can now go to <http://www.divorce-education.com/online/admin/login.php> (If you downloaded these instructions from the website, then you are already on the login page). Next, enter your email and password in the space provided, and hit the "Login Now" button.

### **Creating Users**

Once logged in, you can create new users by clicking the "Manage Users" button on the left-hand side. You then click the "add a new user" button on the upper right corner. You can then enter as much info as you want about your clients. Make sure to click the "Active user" box at the top, and to fill in the user's email and password (you can create whatever password you wish for each user). If the clients don't have email addresses, you can encourage them to get them or just make up any login you choose (If they don't have email, however, we will be unable to send them user instructions and you will have to print out a copy from the login page or have them contact us at 541-941-2049 or [lombard@familyworksinc.com](mailto:lombard@familyworksinc.com)). Once you've entered all of their data, click the "Teenagers Edition" under "Available Programs" in the bottom right corner to activate the program for them (Eventually all of the programs will be available in the online format). Now, click "create user" to finalize the process. Emails will automatically be sent to the clients' email addresses informing them of their login and password and directing them to the website.

### **Tracking Results**

Each time clients come in, you can create a unique login and password for them. You can then keep track of how they are doing by clicking the "View Reports" button on the left side of the post-login page. This tells you what sections they have completed, how they did on the tests, and how long they used the program.

### **Changing Your Password, Login, or Contact Info**

Select "Edit my info" from the options along the upper left of the post login screen. Simply modify any field that you wish to change (make sure to keep track of your new password if you change it). Click "save

changes” to finalize the process. Please, explore the webpage and discover the various features. If you run into problems or have any questions, feel free to contact our support agent, Weston, at 541-941-2049 or email him at [lombard@familyworksinc.com](mailto:lombard@familyworksinc.com).

Thank you for your business. We look forward to helping you better serve your clients.

Sincerely,  
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