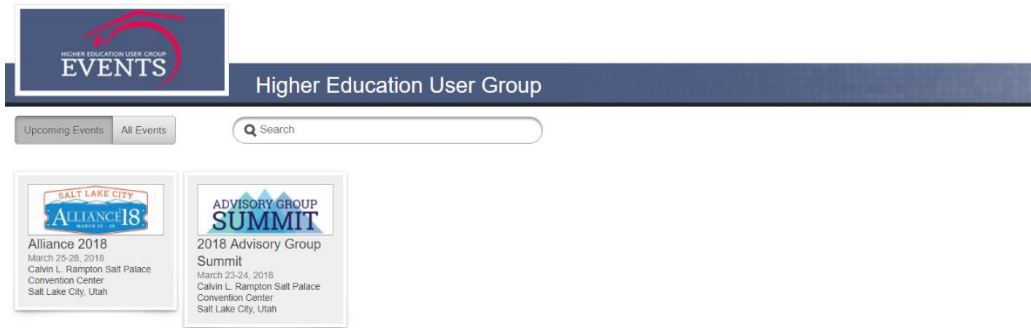


1. Visit, <https://heug.eventsential.org/Home/Details/117>



2. Create/Log in with your Eventsential Account information.

The screenshot shows a 'Log In' page. At the top is a dark blue header bar with the text 'Log In' in white. Below the header, there is a message: 'You've selected a restricted event. Please log in or create your Eventsential account to proceed.' Below this message is a paragraph: 'If you have already created an account on any of your devices simply log in. If this is your first time using Eventsential, you can create an account to enable the following features:'. Below the paragraph is a bulleted list: '• Access restricted events', '• Automatically synchronize your agenda across devices', and '• Manage your social profile'. To the right of the list is a login form. The form has two input fields: 'Email Address' with the placeholder text 'user@example.com' and 'Password' with the placeholder text 'password'. Below the password field are two links: 'Forgot your password?' and 'Need an account?'. To the right of these links is a blue button with the text 'Log In'.

3. Select **Schedule**.

The screenshot shows the 'Event Details' page for the Salt Lake City Alliance 18 event, held from March 25-28, 2018, at the Calvin L. Rampton Salt Palace Convention Center in Salt Lake City, Utah. The page features a sidebar with navigation links: Schedule (highlighted with a blue bar and a hand cursor), Notifications, Speakers, Exhibitors, Event Information, Maps, Event Details, Social Media (Twitter, Facebook), and a footer with the URL 'ial.org/Sessions/Index/11433'. The main content area includes the event title, location, and a paragraph describing the event as a networking and learning experience for over 3,500 colleagues.

SALT LAKE CITY
Alliance 18
MARCH 25 - 28

My Profile

Event Details

March 25-28, 2018
Calvin L. Rampton Salt Palace Convention Center
Salt Lake City, Utah

Where else can you go to network with more than 3,500 colleagues from around the world for a one-of-a-kind learning experience! At Alliance 2018, you'll be able to do just that! You will learn from over 350 user-driven sessions about implementation, use of applications, and knowledge sharing. You will also hear firsthand about future enhancements. With all of this at your fingertips at one event, Alliance is a wonderful investment! Don't miss out on an opportunity to better yourself and your institution.

ial.org/Sessions/Index/11433

4. Select the date/day that you wish to view sessions for.

The screenshot shows the 'Schedule' page for the Salt Lake City Alliance 18 event. The page features a sidebar with navigation links: Schedule (highlighted with a blue bar and a hand cursor), Notifications, Speakers, Exhibitors, Event Information, Maps, Event Details, Social Media (Twitter, Facebook), and a footer with the URL 'ial.org/Sessions/Index/11433'. The main content area includes a search bar, a date selector (Sunday Mar 25, Monday Mar 26, Tuesday Mar 27, Wednesday Mar 28), and a list of sessions. The sessions are categorized by topic: Conference Activities, Reporting and Business Intelligence, Innovations/New Technology, Technical, and Student Records. The sessions are listed with their times and locations, and a hand cursor is shown hovering over the 'Monday Mar 26' date selector.

SALT LAKE CITY
Alliance 18
MARCH 25 - 28

My Profile

Schedule

+ Add Appointment

Search Filter My Schedule All Sessions

← Sunday Mar 25 Monday Mar 26 Tuesday Mar 27 Wednesday Mar 28 →

☒ **Check-in at East Registration (East Entrance) and South Foyer**
7:30AM-8:00PM, East Registration (East Entrance) [Conference Activities](#)

☒ ***Fee Required* Anyone Can Design Reports Now: Hands-on with BI Publisher, Queries, & Connected Query**
10:00AM-2:00PM, 255 B [Reporting and Business Intelligence](#)

☒ ***Fee Required* Methods and Techniques for Successfully Launching a Cloud Implementation Project**
10:00AM-2:00PM, 255 A [Innovations/New Technology](#)

☒ ***Fee Required* PeopleSoft Update Image (and DPK): Soup to Nuts**
10:00AM-2:00PM, 255 D [Technical](#)

☒ ***Fee Required* PS Query Can Do Much More Using Subqueries, Expressions, and Drilling URLs**
10:00AM-2:00PM, 255 E - F [Reporting and Business Intelligence](#)

☒ ***Fee Required* User Experience in 8.55/9.2 Fluid: Align Functional Training with New Functionality**
10:00AM-2:00PM, 255 C [Student Records](#)

ial.org/Sessions/Index/11433

Professionals Group Forum

5. Select the session you wish to add to your agenda.

The screenshot shows a web application interface for an event agenda. On the left is a sidebar with social media links (Twitter, Facebook, LinkedIn), utility links (Weather, Visit Salt Lake City, Travel Information), and a 'Back to All Events' button. The main content area displays a list of sessions, each with a calendar icon, a title, time, location, and a 'Select Session' button. The sessions include:

- *Fee Required* User Experience in 8.55/9.2 Fluid: Align Functional Training with New Functionality (10:00AM–2:00PM, 255 C) - Student Records
- Young Professionals Group Forum (2:00PM–3:00PM, 155 B - C) - Special Sessions
- Academic Advisement Community Mingle (3:00PM–4:15PM, 155 A) - Community Mingles
- Admissions Community Mingle (3:00PM–4:15PM, Ballroom E) - Community Mingles
- Budgeting and Planning Community Mingle (3:00PM–4:15PM, 151 D-F) - Community Mingles
- Campus Community Mingle (3:00PM–4:15PM, Ballroom D) - Community Mingles
- Contributor Relations Community Mingle (3:00PM–4:15PM, 251 C) - Community Mingles
- CRM Community Mingle (3:00PM–4:15PM, 251 D) - Community Mingles
- Financial Aid Community Mingle (3:00PM–4:15PM, Ballroom F) - Community Mingles
- General Ledger Community Mingle (3:00PM–4:15PM, 151 G) - Community Mingles

The URL at the bottom is tial.org/Sessions/Details/338922.

6. On the upper-right-hand corner **Select Session** will allow you to add the session to your schedule.

The screenshot shows the details for the 'Admissions Community Mingle' session. The header includes the Salt Lake City Alliance 18 logo and a 'My Profile' link. The session title 'Admissions Community Mingle' is prominently displayed, along with a 'Select Session' button. Below the title, a 'Back to Schedule' button is visible. The session details include:

- Admissions Community Mingle**
- Sunday, March 25
- 3:00 PM–4:15 PM
- Location: Ballroom E
- Days: Sunday, 25 March
- Session Type: Community Mingle
- Track: Community Mingles
- Admissions Community Mingle

The 'Speakers' section lists Adam Stout. There are also sections for 'Resources' and 'Survey'. The URL at the bottom is tial.org/Sessions/Details/338923?interestLevel=1&returnURL=https%3A%2F%2Fheug.eventsential.org%2FSessions%2FIndex%2F11433.

7. You can check your schedule by going back to **Schedule** on the left-hand tabs and select **My Schedule** above the date navigation bar. This again will allow you to view your session selection day to day.

SALT LAKE CITY
Alliance 18
MARCH 25 - 28

My Profile

Schedule [+ Add Appointment](#)

Search Filter **My Schedule** All Sessions

← Sunday Mar 25 Monday Mar 26 Tuesday Mar 27 Wednesday Mar 28 →

☒ Check-in at East Registration (East Entrance) and South Foyer
7:30AM–8:00PM, East Registration (East Entrance) [Conference Activities](#)

☒ *Fee Required* Anyone Can Design Reports Now: Hands-on with BI Publisher, Queries, & Connected Query
10:00AM–2:00PM, 255 B [Reporting and Business Intelligence](#)

☒ *Fee Required* Methods and Techniques for Successfully Launching a Cloud Implementation Project
10:00AM–2:00PM, 255 A [Innovations/New Technology](#)

☒ *Fee Required* PeopleSoft Update Image (and DPK): Soup to Nuts
10:00AM–2:00PM, 255 D [Technical](#)

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10:00AM–2:00PM, 255 E - F [Reporting and Business Intelligence](#)

☒ *Fee Required* User Experience in 8.55/9.2 Fluid: Align Functional Training with New Functionality
10:00AM–2:00PM, 255 C [Student Records](#)

ial.org/Sessions/Index/11433?mode=Mine&selectedDate=0&Selected... Professionals Group Forum

8. You can remove a session from your schedule by going back into the session and selecting **Deselect Session**.

SALT LAKE CITY
Alliance 18
MARCH 25 - 28

My Profile

Admissions Community Mingle [Deselect Session](#)

[Back to Schedule](#)

[Community Mingles](#)


Admissions Community Mingle
Sunday, March 25
3:00 PM–4:15 PM

Location: Ballroom E

Days: Sunday, 25 March
Session Type: Community Mingle
Track: Community Mingles

Admissions Community Mingle

Speakers

 Adam Stout

Resources

Survey

ial.org/Sessions/Details/338923?interestLevel=0&returnURL=https%3A%2F%2Fheug.eventsential.org%2FSessions%2FIndex%2F11433