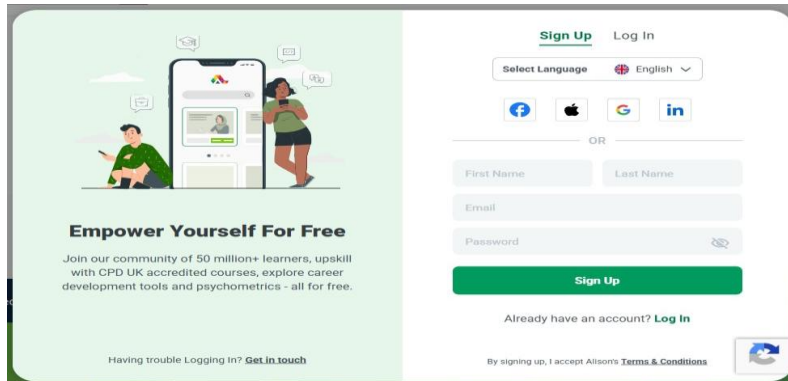


ALISON LEARNER REPORT SUBMISSION GUIDE

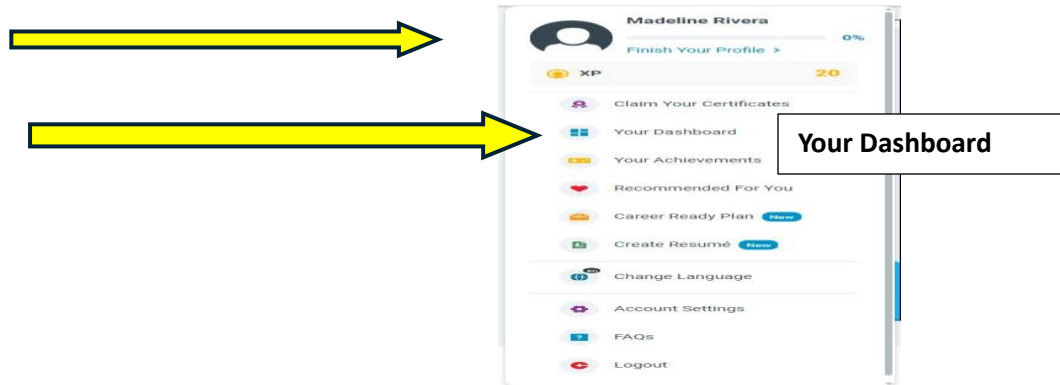
Step 1: Log in to Alison

Go to Alison.com and sign in to your account.



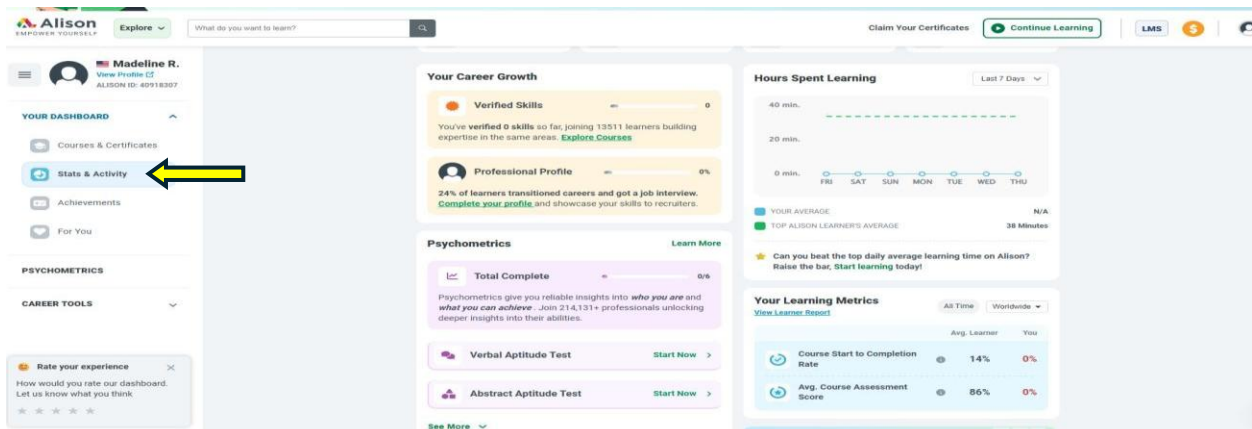
Click your profile icon and select 'Dashboard'. At the **top-right corner**.

Select "Dashboard" from the drop-down menu in the top-right corner.

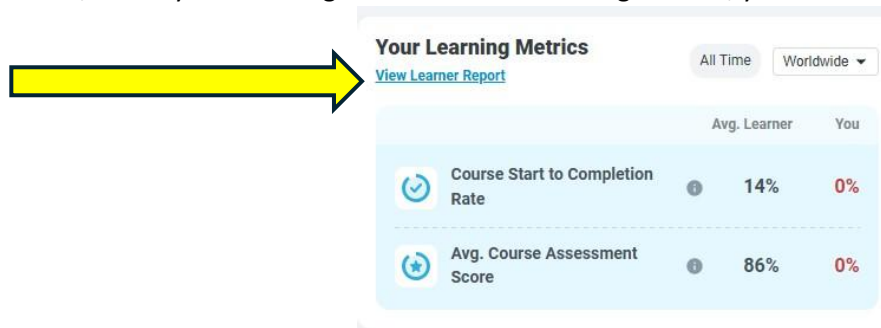


Step 2: Access Your Learner Report

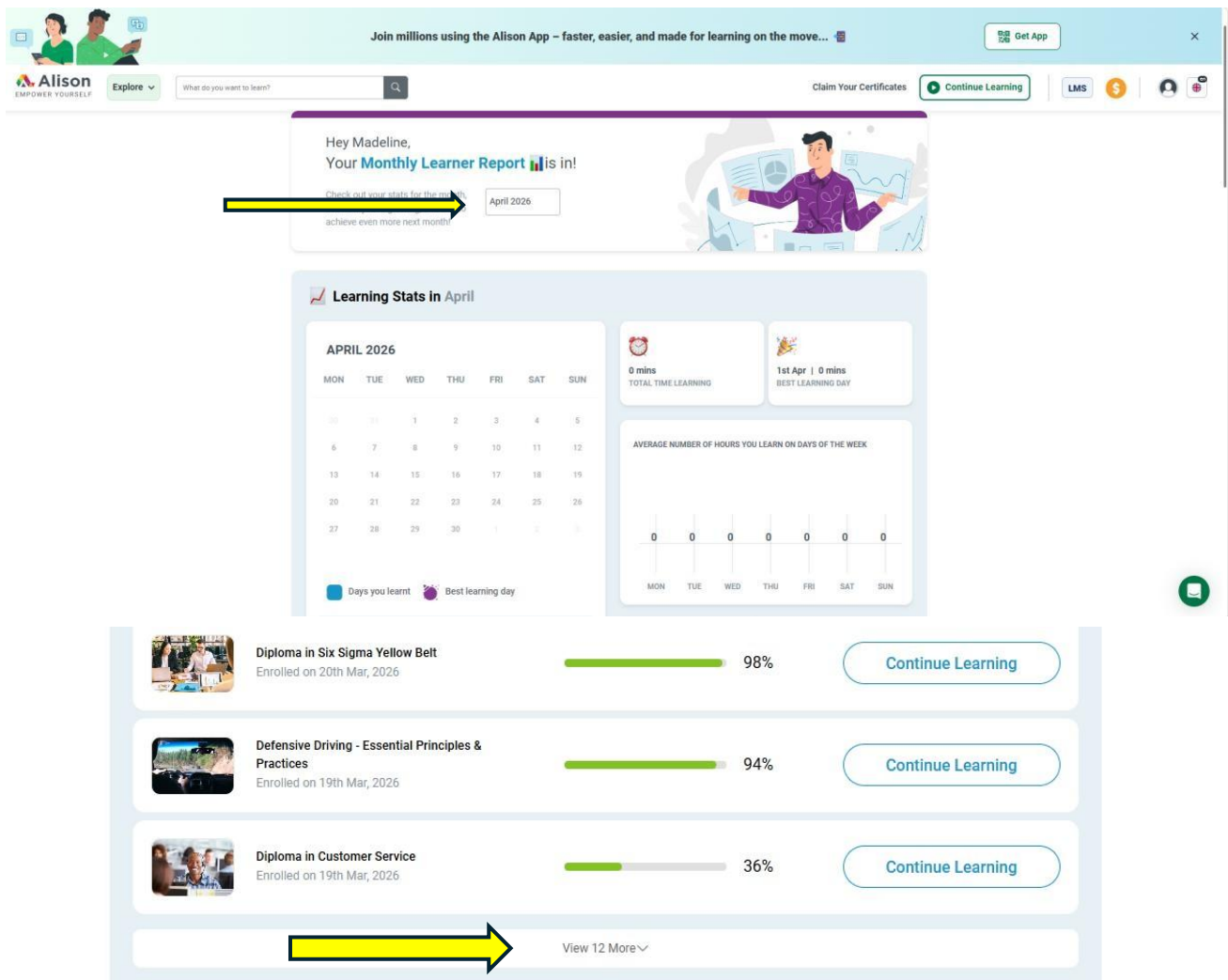
Click 'Stats & Activity' and locate Learning Metrics.



On the screen, locate your Learning Metrics. Under Learning Metrics, you will be able to view your Learner Report.

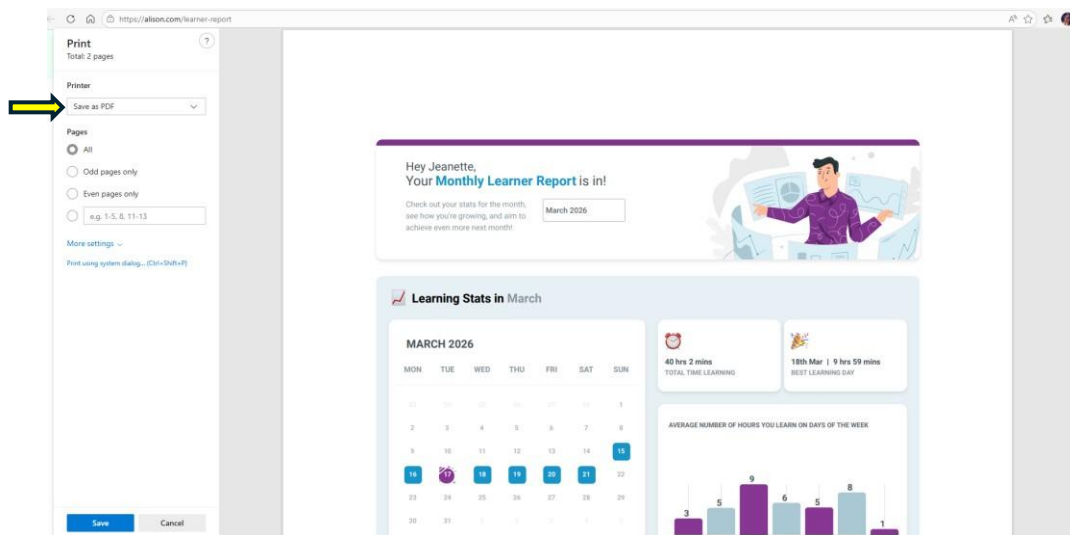


Click 'View Learner Report'. **Make sure you select the current month and expand all courses using “View More”.** The learner report must include **all completed courses**. If all complete courses are not expanded and visible, **the learner report cannot be accepted**.



Step 3: Save Your Report

On your keyboard, Press CTRL + P and choose 'Save as PDF'. Then, change the destination from **Print** to **Save as PDF** to save your learner report. **Save your learner report**



Step 4: Instructions for Submitting Your Alison Report:

- Download and attach your **Alison Learner Report in PDF format**. Please ensure you are submitting the report for the correct month.
- The email subject line must include your Case Number and Name. Example: Case #123456789 – John Smith
- In the body of the email, include: Your assigned CareerSource worker's name and the month for which you are submitting the report.
- Be sure to submit your report by the assigned deadline to receive credit for your participation hours.
- **Send the email to the appropriate address based on the county where you reside.**

Osceola County email address is OsceolaSNAP@careersourcecf.com

West Orange County office email address is WestSNAP@careersourcecf.com

South Orange County office email address is SoutheastSNAP@careersourcecf.com

Lake County email address is LakeSNAP@careersourcecf.com

Seminole County email address is SeminoleSNAP@careersourcecf.com