

FOR LEADERS

How to Grant Signs of Grace Content Access on the LEAD Platform

➡ Remind parents to onboard only those children participating in sacramental preparation.

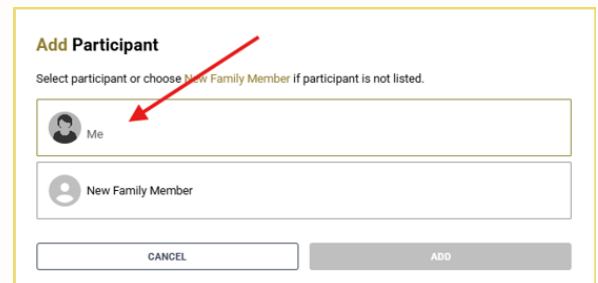
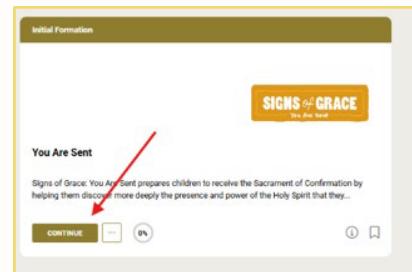


Section 1: Grant Yourself Access to Content (Groups)

You can give yourself access to *LEAD for Leaders* and any program your students or parents will use.

1. Click your **profile picture** (top right).
2. Select **Edit Profile** → **Groups**.
3. Check the programs you want, then click **Submit**.
4. Return to your dashboard by clicking the **LEAD logo** (top left).
5. Click the gold **Continue** button on the program.
6. Select **Add Participant** → **Me**.

✓ The program status will update from Registration in Progress to Initial Formation.

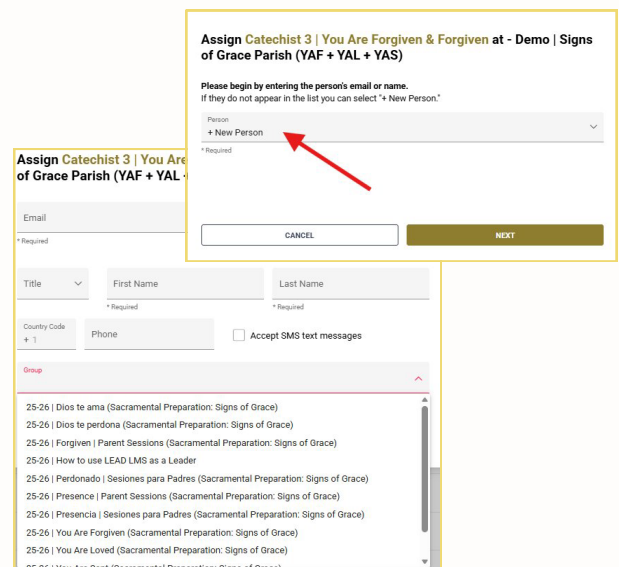


Section 2: Grant Your Team Access

Method 1 (Recommended)

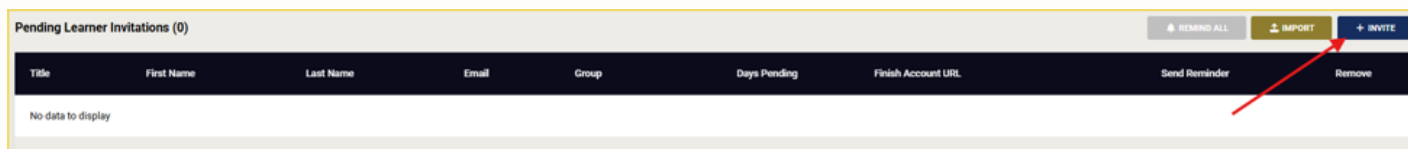
1. Go to your **Leader Dashboard** (via the gear icon).
2. Scroll to **My Team**.
3. Select the appropriate **role row** (e.g., Pastor, Catechist).
4. Enter the individual's details.
5. Assign the correct **Group** from the dropdown.

✓ This automatically sends an invitation and grants access.



Method 2

1. In Pending Learner Invitations, click Invite.



2. Enter required information and assign the correct **Group**.
3. Scroll to **My Team** and confirm the role is correct.
4. If needed, edit using the eye icon to update role or group assignment.

Section 3: Grant Parents (and Children) Access

1. On the **Leader Dashboard**, click **Invite** in the Pending Learner row.
2. Enter the parent's information and to assign the correct **Group**.
Best practice: Invite families to one sacrament at a time.
3. Click **Invite**.
 - o The parent will receive an email
 - o You can resend it from your leader dashboard or copy the **Finish Account URL** and send via your email.
4. Once accepted, the parent moves to the **Learner** section.
5. Assign the correct **Group** from the dropdown.



Important: Parents must still:

- o Log in
 - o Click **Continue on the child's program**
 - o Register their child
6. Share the document **LEAD for Parents** to guide them through registration.
 7. You may track status in the **Learner** section:
 - o **Blue** = Course access granted
 - o **Gold** = Course in progress
 - o **Green** = Course completed

Register for a workshop to ensure a smooth start: augustineinstitute.org/success.

Questions? Contact productteam@augustineinstitute.org.