



## INSTRUCTOR TRAINING SITE PREFERENCES

(Adding or Removing Travel Sites)

Instructors can choose specific sites to which they are willing to travel. For selected sites instructors can also choose to waive miles, meals or lodging to reduce their overall cost and increase their chances of getting a travel assignment.

## 1) To access Training Site Preferences:

a. From your Instructor Zone dashboard, click on Profile then Training Site Preferences.

	Instructor Zone							Idle			
			1	Welcome	, Fred Fl	intstone!		Office200	7	*	
Version 1.1	1.1.2		To	oday's Date:	in: 02/04/2	015 10:01 AM					
Home	Profile	•	Classes	Schedule	Reports	Instructor Reso	urces	Help	Log Out		
Home >	G	oal									
Lagand	Т	raini	ng Site Pre	ferences				Add/Remo	ua Traval Sitar		
Legend	P	ayro	11					Add/Kellio	ve travel sites		
Home 2	U	pda	te					N	1/1		
Travel S		16.61	and to opo	one momenters					$\Delta / \Delta$		

## b. You will see two lists:

- Training Site Preferences: Home Zone and any site to which you are willing to travel.
- Available Training Sites: Sites to which you are unwilling to travel.

Trai	ning Site Pre	eferences	Available Training Sites						
=	Site	Home Zone	Miles	Waive Miles	Waive Meals	Waive Lodging	=	Site	Miles
1	ROSEBURG	ROSEBURG	4	Ð	B	6	1	EUGENE	67
2	COOS	COOS BAY	89			0	2	GRNTPAS	74
3	CORVAL		116			8	3	ALBANY	109
4	HDPAR	PORTIAND	171	-		10)	4	CANBY	160
-	LINCAL	CALCO I				-	5	HDBEND	178
2	HDSAL	SALEM	135			0	6	KFALLS	178
6	MCMINN	MCMINNVL	160			<u>a</u>	7	BEND	181
7	MED-ART	MEDFORD	102		1	0	8	HISPEED	183

- c. You are only considered for sites in your Training Site Preferences.
- d. Selecting a travel site does not guarantee you will teach at that location, but doing so allows you to be considered.

- e. To remove a site from your Training Site Preferences:
  - Click on a row to highlight the site on your Training Site Preference list.
  - Click the Add/Remove arrow at the upper-right (see below).
  - This will move the site to the Available Training Sites list.
  - Note: You cannot edit your Home Zone sites. If there are sites in your zone (example: Portland) that you do not wish to teach at, contact Sara to remove them.

		I	nstr	ucto	r Zo	ne	I	dle		
		We		Office2007						
/ersion 1.1.0.2 Today's Date: 2/4/2015 Last Logged In: 02/04/2015 09:09 AM										
Home Profile Classes Schedule Reports Instructor Resources Help Log Out										ut
Hom	ne > Training Site	e Preferences								
Leg	gend						A	dd/Remo	ve Travel	Sites
Но	me Zone - Not e	editable by inst	ructor							
Tra	vel Sites - Select	t site to update	travel co	osts						
	Add Travel Site	to Training Site	e Prefere	nces			1			
Remove Travel Site from Training Site Preferences										
	Remove Travel	Site from Train	ing Site F	Preferenc	es		11			
•	Remove Travel	Site from Train	ing Site F	Preferenc	es					
► ·	Remove Travel	Site from Train	ing Site F	Preferenc	es		Av	ailable	Trainin	g Sites
► -	Remove Travel	Site from Train ferences Home Zone	ing Site F	Preference Waive Miles	es Waive Meals	Waive Lodging	Av	ailable Site	Trainin	g Sites Miles
► · Trai #	Remove Travel ining Site Pre Site ROSEBURG	Site from Train ferences Home Zone ROSEBURG	Miles	Waive Miles	Waive Meals	Waive Lodging	Av	site EUG	Trainin	g Sites Miles 67
► - Trai # 1	Remove Travel ining Site Pre Site ROSEBURG COOS	Site from Train ferences Home Zone ROSEBURG COOS BAY	Miles 4 89	Waive Miles	Waive Meals	Waive Lodging	Av	Site EUGI	Trainin ENE TPAS	g Sites Miles 67 74
► - Trai # 1 2	Remove Travel ining Site Pre Site ROSEBURG COOS CORVAL	Site from Train ferences Home Zone ROSEBURG COOS BAY	Miles 4 89	Waive Miles	es Waive Meals	Waive Lodging	Av # 1 2 3	Site Site GRN ALBA	Trainin ENE TPAS INY	g Sites Miles 67 74 109
► - Trai # 1 2 3	Remove Travel ining Site Pre Site ROSEBURG COOS CORVAL	Site from Train ferences Home Zone ROSEBURG COOS BAY	Miles 4 89 116	Vaive Miles	es Waive Meals	Waive Lodging	Av # 1 2 3 4	ailable Site EUGI GRN ALBA CAN	Trainin ENE TPAS INY BY	g Sites Miles 67 74 109 160
+ - Trai	Remove Travel rining Site Pre Site ROSEBURG COOS CORVAL HDPAR	Site from Train ferences Home Zone ROSEBURG COOS BAY	Miles 4 89 116 171	Waive Miles	Waive Meals	Waive Lodging	Av # 1 2 3 4 5	Site Site EUGI GRN ALBA CAN HDB	Trainin ENE TPAS INY BY END	g Sites Mile: 67 74 109 160 178
► - Trai # 1 2 3 4 5	Remove Travel rining Site Pre Site ROSEBURG COOS CORVAL HDPAR HDSAL	Ferences Home Zone ROSEBURG COOS BAY PORTLAND SALEM	Miles Miles 4 89 116 171 135	Waive Miles	Waive Meals	Waive Lodging	Av = 1 2 3 4 5 6	Site Site GRN ALBA CAN HDB KFAL	Trainin ENE TPAS INY BY END LS	g Sites Miles 67 74 109 160 178 178
► - Trai 2 3 4 5 6	Remove Travel ining Site Pre Site ROSEBURG COCS CORVAL HDPAR HDSAL MCMINN	Ferences Home Zone ROSEBURG COOS BAY PORTLAND SALEM MCMINNVL	Miles Miles  4  89  116  171  135  160	Waive Miles	Waive Meals	Waive Lodging	Av # 1 2 3 4 5 6 7	ALBA CAN HDB KFAL BENI	Trainin ENE TPAS INY BY END LS D	g Sites Miles 67 74 109 160 178 178 181

- f. To add a site to your Training Site Preferences:
  - Click on a row to highlight the site on the Available Training Sites list.
  - Click the Add/Remove arrow at the upper-right (see above).
  - This will move the site to your Training Site Preferences list.
- g. To waive reimbursement for a travel site:
  - Click on the site hyperlink in your Training Site Preferences list.
  - This will bring up a dialog box with the list of travel reimbursements.
  - Check any reimbursement you would like to waive for that site, then click **Update**.

2	COOS	COOS BAY	89				2	GRNTPAS	74
3	CORVAL	-,	116		1		3	ALBANY	109
4	HDPAR	PORTIAND	171	1			4	CANBY	160
-	1100 MIL	- Control - Control	±7 ±				5	HDBEND	178
5	HUSAL	Update Trav	vel Cost	Factors	-CORVA	L.	6	KFALLS	178
6	MCMINN	I Waina Mi	4.5				7	BEND	181
7	MED-ART	Vvalve Mil	es	8	HISPEED	183			
8	MEDFORD	Vaive Me	als	9	PORTWOOD	194			
9	PORTCAP	Waive Lo	dging				10	TILL	207
10	PORTORC	Comment	- 70 - 70				11	ASTORIA	262
11	PORTSWA	connent					12	DALLES	262
12	PORTSVI						13	PENDLETN	388
12	CHICH	Update Ca	ncel				14	LAGRANDE	439
13	SALEM						15	ONTARIO	453
14	WOODBUR	<u>8N</u>	150				16	BAKER	475