TRAINING GUIDE

Welcome | Login

Changing Agreement Information

Once you have uploaded your signed Agreement and associated Exhibits, you can manage all your resources from the SDPC Resource Registry.

Log in to the SDPC Resource Registry: https://sdpc.A4L.org/login.php

Go to 'Your District's Agreement' > 'Manage Agreements'.

> Clicking this option pulls in all the Agreements from your District.

> You can sort the list by any of the headers at the top of the table.

> You can also use the Search bar to find a specific Agreement.

For each agreement you can change specific information:

1. Agreement
    a. Change Agreement Type
        i. You can change the originally specified Agreement Type after upload.
        ii. Clicking this option takes you through the original process so you can select the correct Agreement Type.
    b. Edit Other Info
        i. Click this option to update metadata for your Agreement – Grades, Content Areas, Dates, Requester info etc
    c. Copy
        i. Use this option if your Agreement has expired, but you would like to get a new Agreement signed with the vendor. This will copy over all information from your original Agreement, and you can select Status option 'Renewal: Pending'
    d. Delete

> ! Please be careful selecting this option as it cannot be undone.
>
> Once you click 'Yes', your Agreement will be permanently deleted and removed from the SDPC Resource Registry.

2. Data Elements
   a. Edit
      i. Select this option to edit your list of data elements for the Agreement
   b. Add
      i. Select this option to add data elements to your Agreement
3. Progress Log
   a. Add
   b. View