

## Teen Dashboard Overview

*Program Staff & Instructor Use Only*

The Teen Dashboard (formerly the Teen Pay & Stipends page) is the one-stop-shop for After School Matters applicants and participants. To access the Teen Dashboard, teens can log into their application using their Application ID and select the Teen Dashboard section on the left hand navigation pane. The Teen Dashboard consists of the following sections:

### Application Status

- This section is available to all teens who have completed an application this session
- Lists all programs on application, along with their status
  - **Not Enrolled** – default status after application is submitted
  - **Accept / Decline** – There is an offer requiring teen response
  - **No Offer** – The enrollment period is over and teen as not been placed
- Download Application Confirmation PDF
- Review next steps and contact information for the Applications team

### Application Status

Program	Instructor & Contact Info	Status
## Fall 2020 Test Activity	Instructor Test-Sample / x / melissa.robinson@afterschoolmatters.org	<a href="#">Accept/Decline</a>
Digital Imagination	Gregory Porter / (708) 898-0221 / Gregory.Porter@asmprograms.org Steve Bogan / Phone NA / Steve.Bogan@asmprograms.org	Not Enrolled

*All programs are listed as Not Enrolled until an offer is presented. All final decisions will be posted by September 17.*

[Download Full Application Confirmation](#)

**What do I do next?**  
Reach out to the instructors and express your interest in scheduling an interview or audition! Please keep in mind that ASM receives many applicants so not all teens will be offered the opportunity to interview or audition for a program.

Have a question? Reach out to the Applications team!

[applications@afterschoolmatters.org](mailto:applications@afterschoolmatters.org)

### Google Classroom

- This section is only available to teens whose ASM Google account has been created
- If the teen is just receiving their new ASM Google account this session, their initial password will be posted here
- If the teen has used their ASM Google account in a past session, the first temporary password field will be hidden
- Teens can also access the Google Classroom login instructions and find the contact information for our ASM Google Support team

## Google Classroom

My ASM Email	Melissa.ASMTest@asmprograms.org	<b>Have a question? Reach out to our Support team!</b> <a href="mailto:support@asmprograms.org">support@asmprograms.org</a>
Password for First Login*	1stpw	
Login Here	<a href="https://accounts.google.com/">https://accounts.google.com/</a>	

*\*If you have already logged in once, you will have been prompted to change your password and this one will no longer work*

[Login Instructions](#)

## Teen Pay & Stipends

- This section is only visible to teens who are enrolled in a program
- This section contains all the same information that was displayed on the former Teen Pay & Stipends page
  - Review status of Teen Checklist
  - Sign up for Direct Deposit and review Wisely information
  - See the session's attendance policy and stipend information (coming soon)
  - Contact information for the Teen Stipends team

## Teen Pay & Stipends

Am I cleared to be paid? **No. There are outstanding items on your checklist**

Checklist	Notes	How do I get paid?
✓ Legal Name Entered	Melissa ASM Test	Your paycheck will be automatically loaded to your bank account via direct deposit on pay day. If you do not sign up for direct deposit, you will receive your paycheck on a Wisely Pay card.  <a href="#">Sign up for Direct Deposit</a>  <a href="#">Learn more about the Wisely Pay card</a>
X SSN / ITIN	Not Entered. Please proceed to step 4 and enter your SSN. <a href="#">Enter SSN/ITIN</a>	
✓ Valid Address	66 E RANDOLPH Street Chicago, IL 60601	
✓ Teen Program, Acknowledgement, Consent and Release (PACR)	Submitted	
X Parent Program, Acknowledgement, Consent and Release (PACR)	Your parent or guardian needs to sign this waiver. They can find the link to sign in the email they received verifying your application was submitted.	

**Have a question? Reach out to our Teen Pay & Stipends team!**  
[teenstipends@afterschoolmatters.org](mailto:teenstipends@afterschoolmatters.org)

### Attendance Policy

All teens must meet the attendance requirements in order to receive their stipend. Talk to your instructor or contact the Teen Stipends team if you have any questions.

<b>Traditional Apprenticeships &amp; Internships</b>	You are only allowed to miss 3 days of program for the entire session
<b>Saturday Only (6 week)</b>	You are only allowed to miss 1 day of program for the entire session
<b>Saturday Only (12 week)</b>	You are only allowed to miss 2 days of program for the entire session

## Enrollment

- This section only appears when a teen is enrolled in a program and an enrollment offer email has been sent
- Teens can use the Accept/Decline Offer button to respond to their offer (it is the same link as listed in the enrollment offer email)
- If a teen did not receive their offer email, you can direct them here to submit their response
- Once a teen accepts or declines their offer, the button will change to display the Accepted or Declined status
- If a teen declines an offer, they will ultimately be un-enrolled from that program. Once a teen is un-enrolled the history of this past offer will not appear on their dashboard

### Enrollment

Congratulations! You have been offered the opportunity to participate in the program below. Please accept or decline your placement

Program	Instructor & Contact Info	Schedule	Status
## Fall 2020 Test Activity	Instructor Test-Sample / x / melissa.robinson@afterschoolmatters.org	10/5/2020 - 10/5/2020 [M]	<div style="background-color: #4a4a8a; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Accept / Decline Offer</div>

**What's Next**

- Navigate to the Teen Pay & Stipends section to confirm you have completed your checklist
- If you do not yet have an ASM email address:** After September 21st you will receive an email with your new After School Matters email address that will be linked to your program's Google Classroom. Please follow the steps outlined in that email to activate the account.
- If you already have an ASM email address:** Before October 5th you will receive an invite to your fall session Google Classroom. This email will be sent to your ASM email address so continue to check your inbox for the most up-to-date information about your program. If you rolled-over from a summer program you will still receive an invite to a new Google Classroom for the fall session.