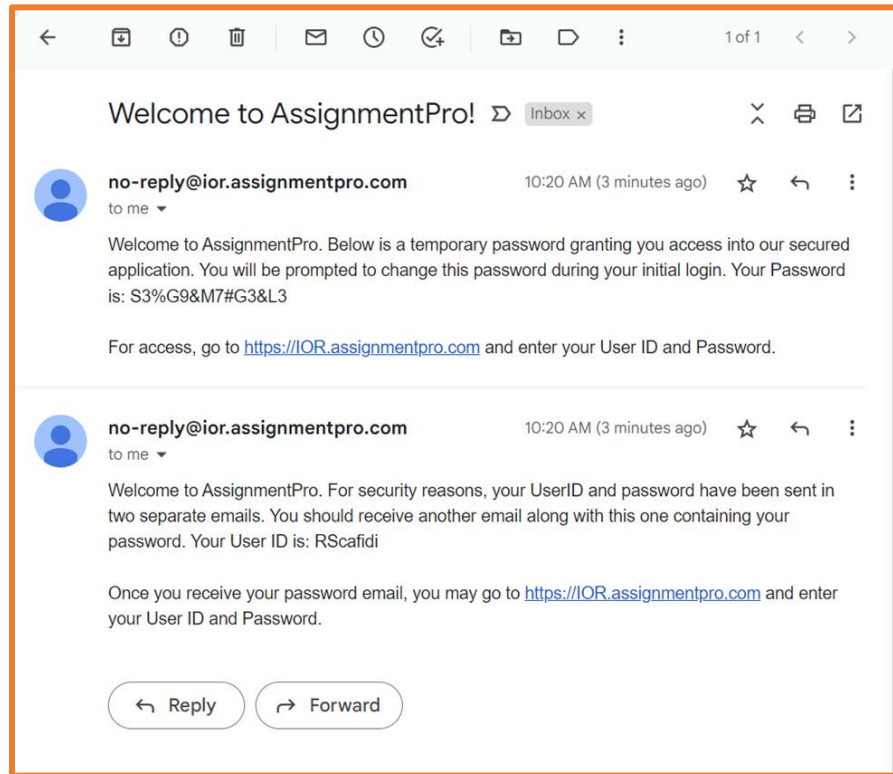


## Assignment Pro 101 - Logging in For the First Time as a Language Trainer

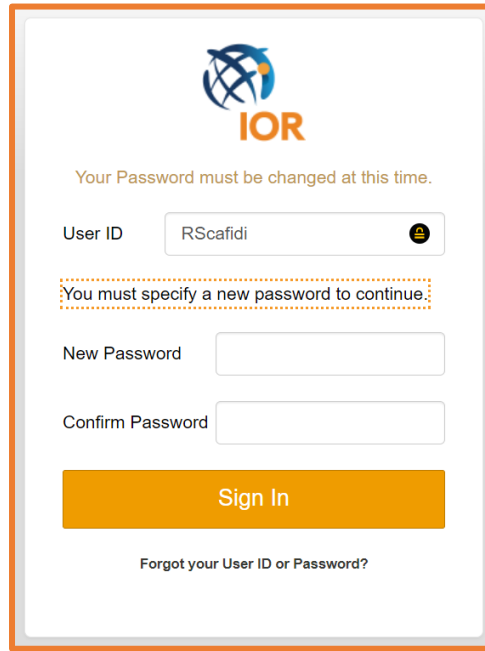
- 1) When you are invited to Assignment Pro, you will receive two emails. One will contain your User ID and the other will contain your password:



- 2) Visit <https://IOR.assignmentpro.com> and enter the User ID that was emailed to you (your User ID is not your email address) and the password provided in the email. Click Sign In.

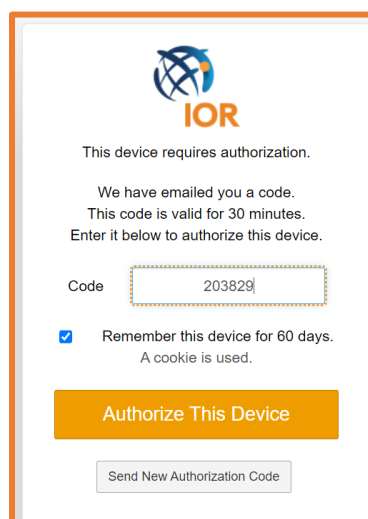
A screenshot of the IOR login page. At the top is the IOR logo, which consists of a blue globe icon and the letters 'IOR' in orange. Below the logo, the text 'Enter your User ID and Password to sign in.' is displayed. There are two input fields: 'User ID' with the value 'RScafidi' and 'Password' with masked characters '.....'. Below these fields is a large orange 'Sign In' button. At the bottom of the page, there is a link that says 'Forgot your User ID or Password?'.

- 3) Once you've entered the correct credentials, Assignment Pro will immediately request that you change your temporary password. Create your own password that meets these requirements:
- a. Minimum of 14 characters
  - b. Minimum of 1 numeric character
  - c. Minimum of 1 special character



The screenshot shows the IOR login interface. At the top is the IOR logo. Below it, a message states: "Your Password must be changed at this time." The "User ID" field contains "RScafidi". A red dashed box highlights the message: "You must specify a new password to continue." Below this are two empty input fields for "New Password" and "Confirm Password". A large orange "Sign In" button is at the bottom, with a link "Forgot your User ID or Password?" underneath it.

- 4) Once you've changed your password, click Sign In. You will need to reset your password every 180 days (this will be prompted by Assignment Pro)
- 5) Assignment Pro will now ask that you verify your device. You will need to do this every 60 days. You will need to use an authenticator **app** to do this, we suggest Microsoft Authenticator. Please note that the code will NOT be emailed to you, it will only be sent to the authenticator app of your choice. Authenticator apps must be downloaded onto a mobile device (phone or tablet) and will not function from a laptop or computer.



The screenshot shows the IOR device authorization screen. At the top is the IOR logo. Below it, the text reads: "This device requires authorization." followed by "We have emailed you a code. This code is valid for 30 minutes. Enter it below to authorize this device." The "Code" field contains "203829". There is a checked checkbox for "Remember this device for 60 days. A cookie is used." Below this is a large orange "Authorize This Device" button, and at the bottom is a smaller button labeled "Send New Authorization Code".

- 6) Congratulations! You're now logged into Assignment Pro! Please take a moment to review your personal information and email [languages@iorworld.com](mailto:languages@iorworld.com) with any necessary changes.

The screenshot displays the Vendor Portal interface for Rita Scafidi. The top navigation bar includes the IOR logo and the user's name. A sidebar on the left contains links to Dashboard, Announcements, My Service Orders, and Assignment Information. The main content area is titled "Welcome to the Vendor Portal" and features several sections:

- Vendor Information:** A table with fields for Name, Main Phone, Email Address, Service Area, Address, Languages Taught, and Countries of Expertise. The data for Rita Scafidi is shown.
- Assignments:** A section with a "Go" button and a list of assignments.
- Open Service Orders:** A table with columns for Employee Name, Attendee's Name, Status, Order Date, Services Authorized 1, Services Authorized 2, Services Authorized 3, Program Manager, and View Assignment. Two orders are listed.
- Closed Service Orders:** A section indicating there are no records to display at this time.
- Vendor Bio:** A section with fields for Name and Vendor Bio. The bio for Rita Scafidi is displayed.

**Vendor Information Table:**

Name	Main Phone	Email Address	Service Area	Address	Languages Taught	Countries of Expertise
Rita Scafidi		ritahess1@gmail.com			English, Spanish, Italian	

**Open Service Orders Table:**

Employee Name	Attendee's Name	Status	Order Date	Services Authorized 1	Services Authorized 2	Services Authorized 3	Program Manager	View Assignment
Jack Dawson	Jack Dawson	Ordered	19 Oct 2022	LT - Individual Training				View/Edit
Jack Dawson	Rose DeWitt	Ordered	19 Oct 2022	LT - Individual Training				View/Edit

**Vendor Bio:**

Name	Vendor Bio
Rita Scafidi	BIO: Rita Scafidi is a Chicago-area language trainer focusing on teaching expats English, Spanish, and Italian. She attended Illinois State University and earned her Master's degree there studying Spanish Linguistics and Pedagogy.