

Online User Guidelines

The entire Selections Process for the LEAD Atlanta Class of 2025 will be online. With that said, you will need some type of computer device (laptop, tablet, desktop, etc.) to perform the following tasks:

- Login to the Leadership Atlanta website (*username and password*).
- Test logging in and logging off the website before you begin reviewing applications.
Website: www.leadershipatlanta.org
 - *Your Username: XXXXXXXX*
 - *Your Primary Email Address: XXXXXXXXXX*
 - *Your Password: (if you have never logged in, have not created a password, or have forgotten the password, please click Reset to have a new password created.)*
- Read the applications.
- Score the applications.
- SAVE/SUBMIT scores electronically.

Please review the following and take necessary actions BEFORE starting. This will ensure a quick start and an optimum user experience! We encourage you to bring your computer device to this meeting.

Company Owned or Personal Computer Devices

Company Most businesses have well-defined policies and procedures in place regarding Company devices. Corporate IT protocols may purposefully restrict an employee's ability to use the web in certain ways.

- Please review **III. Access the Leadership Atlanta Website** below with your company's IT department. They will be your resource to ensure the device is configured properly, and your source for help with any feature issues you may experience (such as LOGIN and SAVE/SUBMIT scores).

Personal Please review **III. Access the Leadership Atlanta** website below and take action if required.

I. Internet (Wireless, Wired, or other connective means)

- Personal (wired, wireless) internet – recommended.
- Company internet / network – Restrictions may apply to protect its network and content; check w the IT department if planning to use its connection.
- Wireless? Must be a secure Wi-Fi with password protection. Don't recommend using open Wi-Fi (as it doesn't encrypt data).
 - If Corporate Wi-Fi, check with your IT department to understand potential restrictions.

II. Access the Leadership Atlanta Website (and Ability to Use its Functionalities)

- Web Browser – Recommend using the **latest** version of one of the four supported browsers: Internet Explorer, Firefox, Safari, or Chrome.
 - a. An older or non-compatible browser will cause technical problems.
 - b. Cookies and JavaScript – MUST be enabled in the Web Browser preferences.
 - c. Pop-Up Blockers – must be disabled in preferences; they may block certain functions on the site.
 - d. If using a Company device, the IT team may provide additional guidance