ComPsych | GuidanceResources®

Getting the *most* from the ComPsych® ResourceCenter

The ComPsych ResourceCenter (CRC) is designed to keep you on top of and in touch with your GuidanceResources® program. The CRC puts all communications materials, promotional tools, reporting dashboards, and more right at your fingertips.

What can you do on the CRC?

- Download communications resources
- Access interactive engagement dashbaords
- Schedule trainings
- Contact account managers



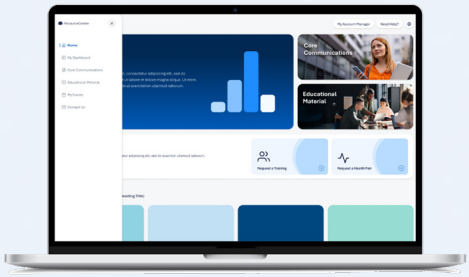
1 Logging in to the CRC

Access the ResourceCenter at: www.guidanceresources.com/customers

- **Current users:** Log on with your user name and password.
- **New users:** Contact your account manager for registration information.

Once on the page, click the links in the menu on the left to navigate the site.



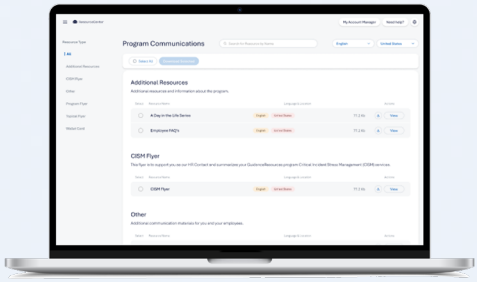


2 Employee communications materials

Access to employee materials is available via the Program Communications and the Educational Materials links.

The Program Communications link holds materials specific to your organization, such as program enrollment information, descriptions of program services, and contact information.

The Educational Materials link allows you to view and download featured educational pieces, including monthly titles listed on the annual Communications Calendar. Once on either of the pages, click on any number of files to download the PDFs.



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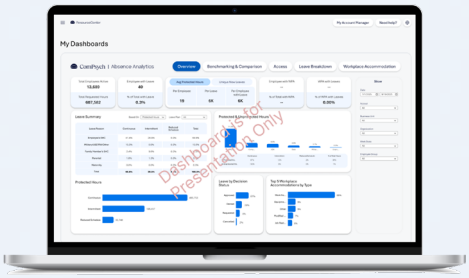
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3 Interactive engagement report

Access your ComPsych performance data anytime with our interactive dashboards.

- View population-level data on the main dashboards
- Delve deeper into program performance by applying filters within the navigation tool
- Click on any data chart to highlight specific areas of interest or to see additional details

For assistance with the dashboard, contact your account manager.

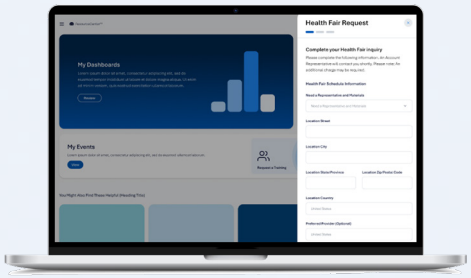


4 Training and heath fair requests

The CRC allows you to submit requests to schedule trainings offered by the ComPsych training department.

Once on the Training page, click on any of the PDF files for descriptions of available programs. When you have chosen a training, fill out the Training Request form and hit Confirm to submit it. Please remember that trainings require a 30-day notice for scheduling.

On the Health Fair Request page, you can submit requests for a ComPsych GuidanceResources representative to attend a health fair or, if you do not require a representative, for health fair informational materials to be provided to you. Once you have filled out and submitted the form, a representative will contact you to finalize details of your request.

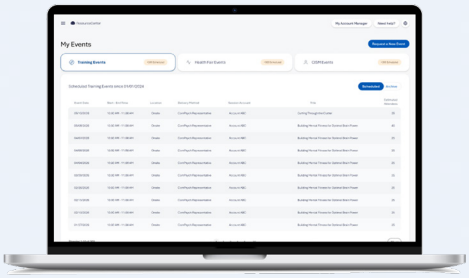


5 Events

This page allows you to see a record of past and upcoming trainings, health fairs, and CISM events provided by ComPsych for your organization.

Up to two years of past events are available. Please note that hours displayed are estimated based on the time of the counselor/facilitator claim submission.

New training and health fair requests can also be submitted on the events page.



Additional assistance

For help with any other issue, please click the button in the top right of the CRC homepage to contact your ComPsych account manager for assistance.

24/7 Live Assistance

Call: Your program's toll-free number
Online: guidanceresources.com
App: GuidanceNow℠

Scan for more resources

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