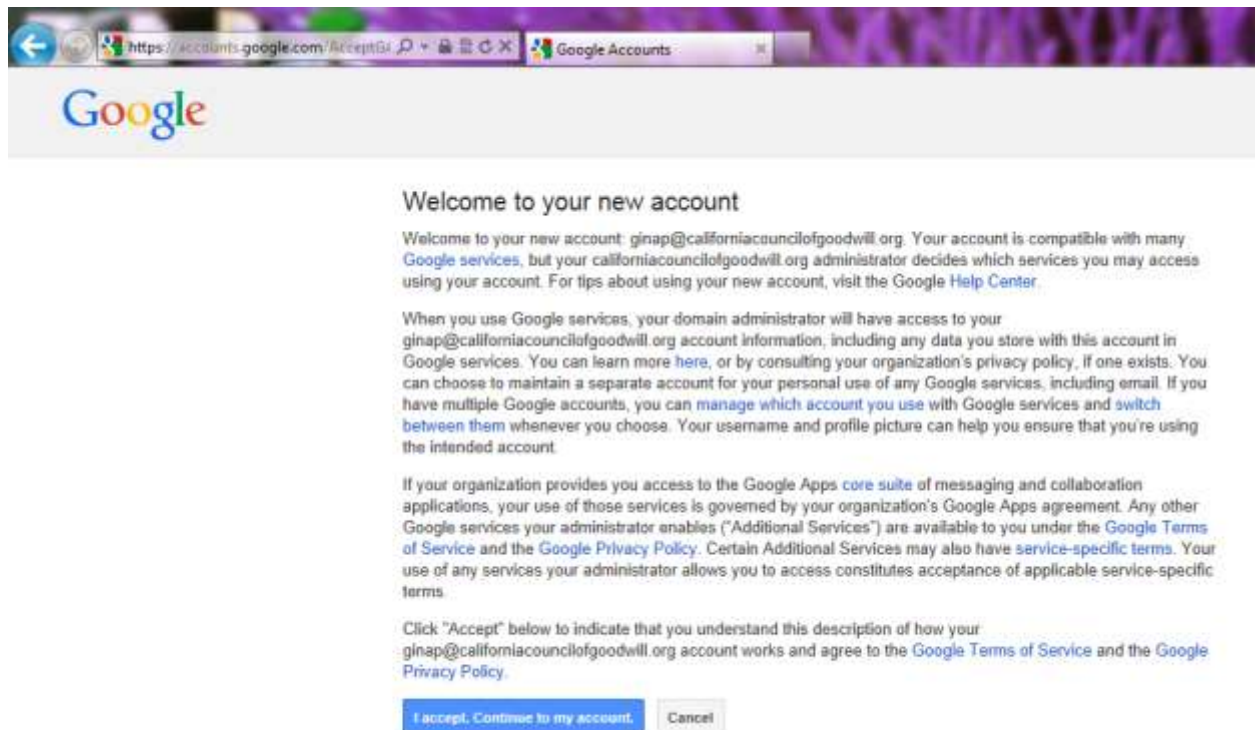


California Council Portal Instructions

Initially you will be sent an e-mail from the portal website with a temporary password to sign in. Click on the link in the e-mail to go to the sign in page and then enter the temporary password which will then enter you into the portal and then accept the terms



This will then prompt you to change your password



Please change your password

Please choose a new password to finish signing in.
Read some tips on [creating a secure password](#).

New password

Re-enter new password

Once you change the password at the bottom of the screen you will have the option for the browser you are on i.e. Explorer to remember this password.

You are now set up to enter into google docs. To be able to go directly to the Portal you should bookmark the following link to your browser

<https://sites.google.com/a/californiacouncilofgoodwill.org/california-council-of-goodwill/>

When you click on this link in future it will take you directly into the portal without needing to reenter your password as long as you remembered the password per the instructions above.

Once in the portal you can then navigate to your relevant portal page. The Home Page contains Financials and Contact information.

HOME CEO FINANCE IT COUNCIL STRATEGIC INITIATIVES HUMAN RESOURCES WORKFORCE RETAIL PILLAR

Home

Go to our Calendar >> 31

View our Contact Info >>

File Cabinet >>

TITLE	LAST MODIFIED
990 Information	11/25/14 nander fejer
Council Monthly Accounts	12/1/14 christopher baker
California Council CEO Contact roster 020615.pdf	Feb 17 christopher baker
Pillar Contact Information - Feb 2015.xlsx	Apr 9 christopher baker
Open Cal Council Accounts	

SAME STORE SALES

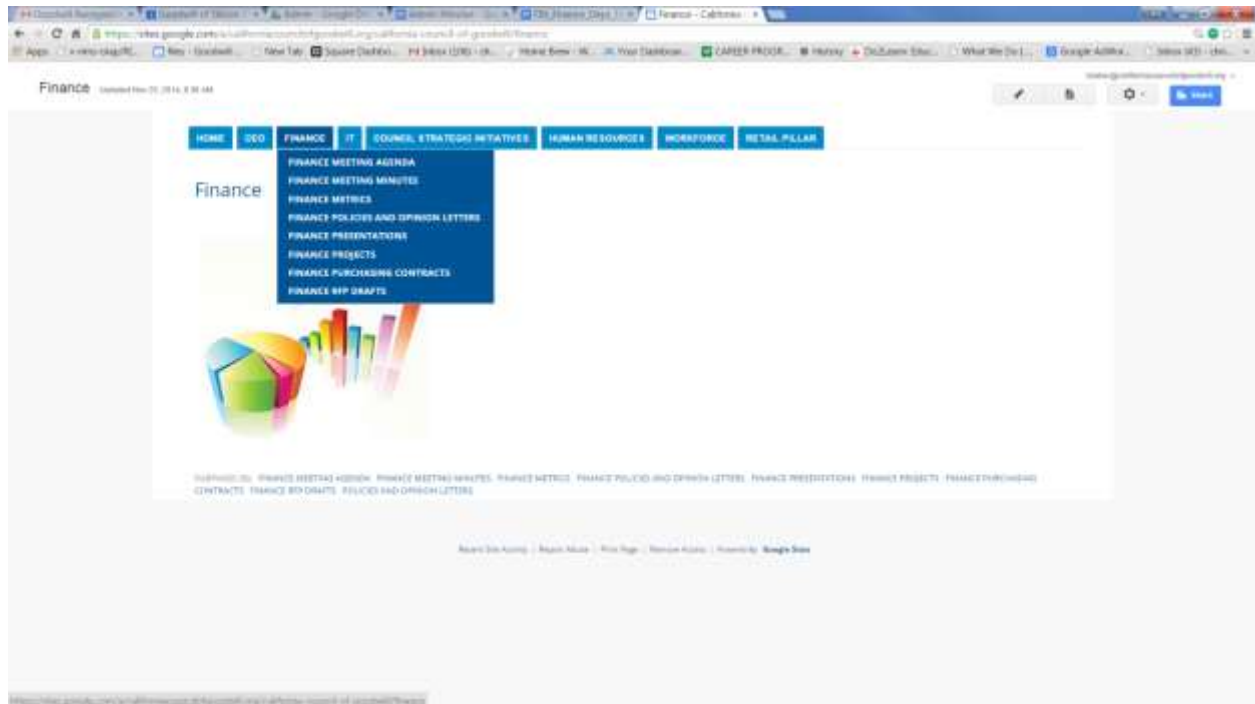
Same Store Sales YOY % Change

Left vertical axis: %

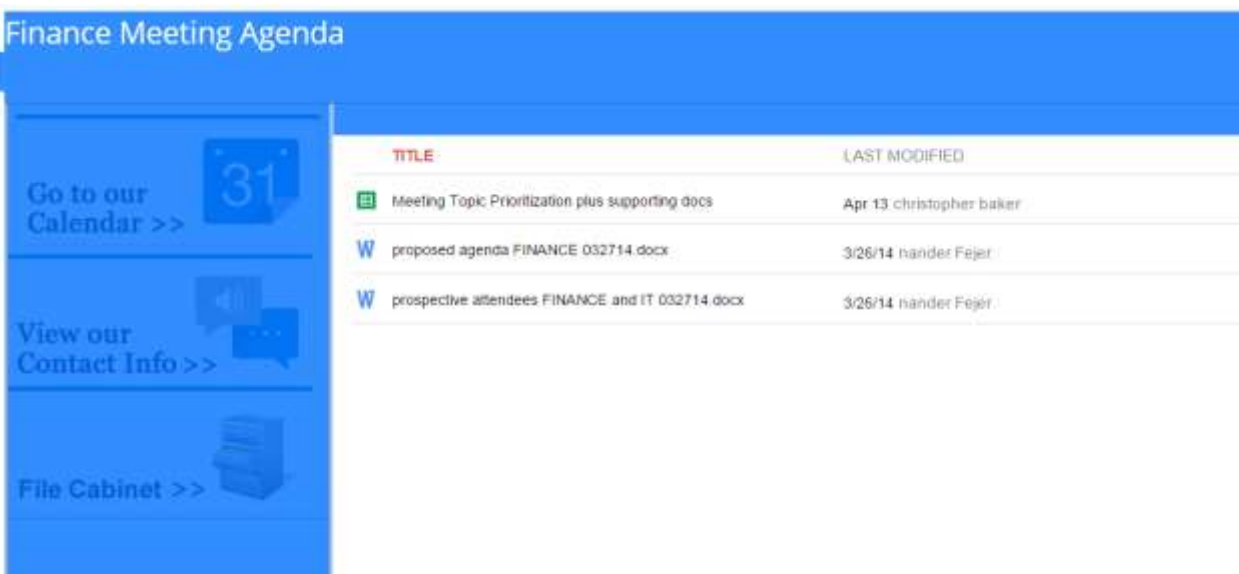
Legend:

- South
- Long B
- Souther
- Souther
- Ventura
- San Die
- San Fr
- Goodell
- Orange
- Santa

Your Portal Page when you click on the top line header should then show the file structure as defined by your group.



Then click into the folder and it will take you to any files uploaded



You can click on the file and if it is saved as a google doc it will open right away, for Microsoft or Adobe Files it will open up in the Browser and to download to your computer hit the large down arrow bar at the top middle of the screen.

To upload files to the Portal you need to drill down into the sub-folder that has been set up

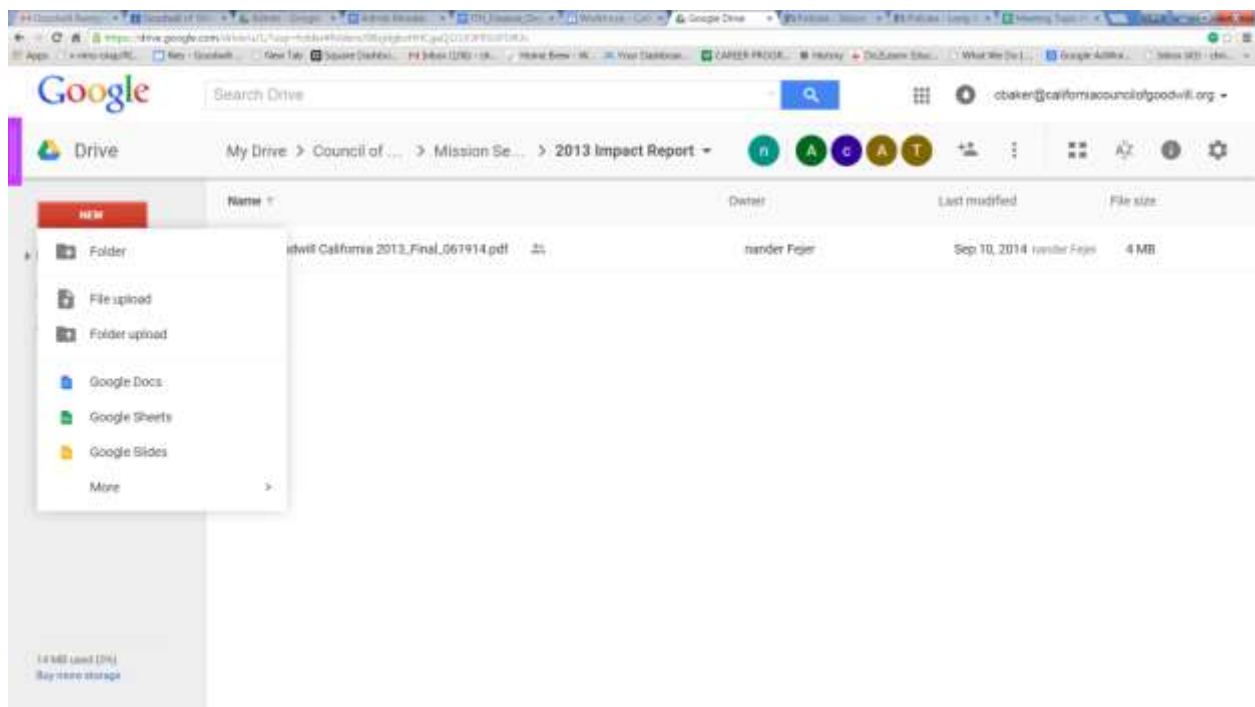
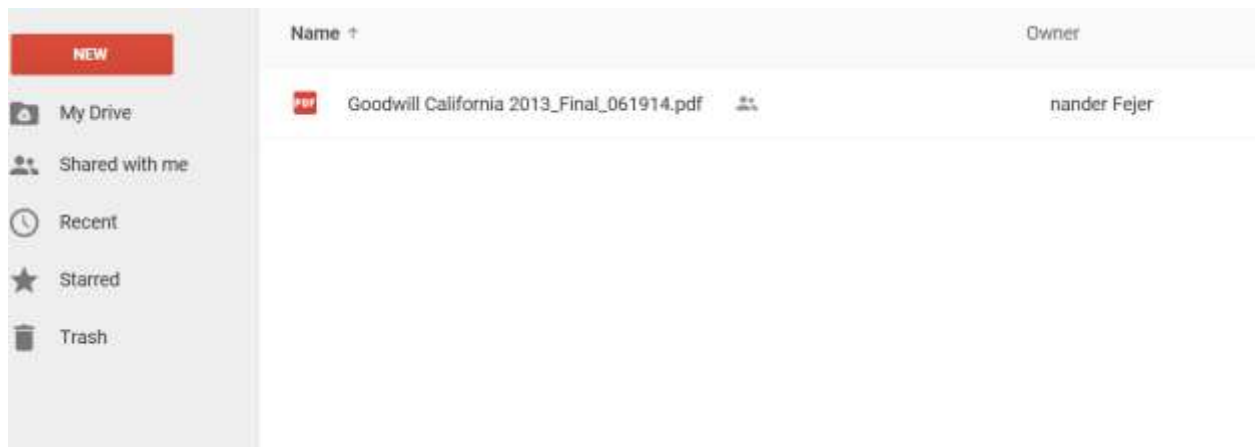
The screenshot shows a website navigation menu with the following items: HOME, CEO, FINANCE, IT, COUNCIL STRATEGIC INITIATIVES, HUMAN RESOURCES, WORKFORCE, and RETAIL PILLAR. Below the menu is a section titled "Workforce" containing three links: "Go to our Calendar >>" with a calendar icon showing the number 31, "View our Contact Info >>" with a speech bubble icon, and "File Cabinet >>" with a file cabinet icon. To the right of these links is a table with two columns: "TITLE" and "LAST MODIFIED".

TITLE	LAST MODIFIED
2013 Impact Report	11/25/14 nander fejer
Bakersfield Goodwill	12/22/14 christopher baker
Greater East Bay Goodwill	12/22/14 christopher baker
Long Beach Goodwill	12/22/14 christopher baker
Orange County Goodwill	12/22/14 christopher baker
Pillar Meetings	11/25/14 nander fejer
Redwood Empire Goodwill	12/22/14 christopher baker

Then Click the right hand blue button 'Open In Drive'

The screenshot shows a Google Drive interface. At the top left is the "Google Drive" logo. At the top right is the email address "cbaker@goodwillindustriescalifornia.org" and a blue button labeled "Open In Drive". Below the header, the text "2013 Impact Report" is displayed next to "1 item". Below this is a thumbnail image of a document titled "Goodwill Industries Operating in California Economic and Fiscal Impact 2013" with a subtitle "Presented by David Arnold & Loretta".

Then hit the red 'NEW' button on the left of the screen and select either file upload or folder upload



This will then take you into your pc drive and you can select the file then hit 'Open' and it will upload the file to the folder within the portal.

