

**How to add programs and documents**

1. In Partners and More (Module #2), click on [link a program](#) or [link a document](#). This will take you to an “Add a Link” window (Image 1).
  2. **Name:\*** - Add name of document or program
  3. **URL:\*** - Add URL of document or program
  4. **Benchmark Category:\*** - Link the document or program to one or more benchmarks.
    - a. Click [\[Change\]](#) in Benchmark Category row.
    - b. Select Programs or Documents
    - c. From the drop-down list, click on the benchmark you would like to link to (Image 2), then click [\[Done\]](#)
    - d. To link your information to *multiple* benchmarks, click [\[Add\]](#) and repeat step 4.
  5. Fill out **Description:\***, **Contact Name** and **Email** fields.
  6. Click grey “Add Link” button.
- \* = required field



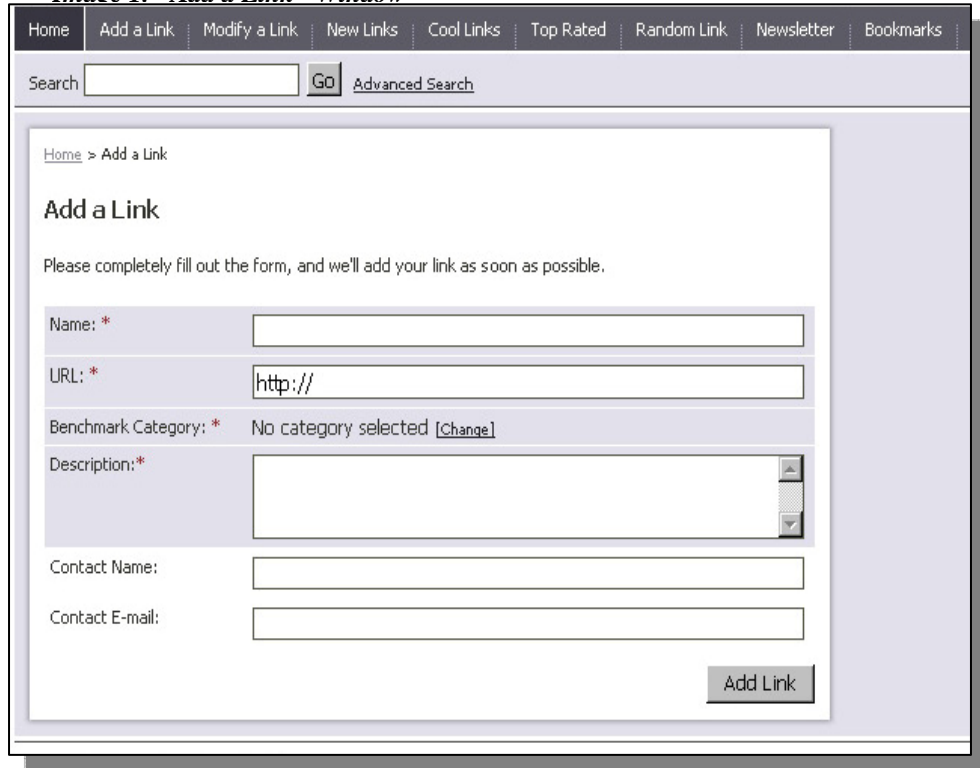
**Registration required**

To register, you provide only three items:

1. User name
2. Password
3. Email

This will ensure that your entry is not changed by unauthorized visitors. You will get notified when your link is live and when new programs and documents are added to your benchmark selections.

*Image 1. "Add a Link" Window*



*Image 2. Benchmark Drop-down Category Selection*

