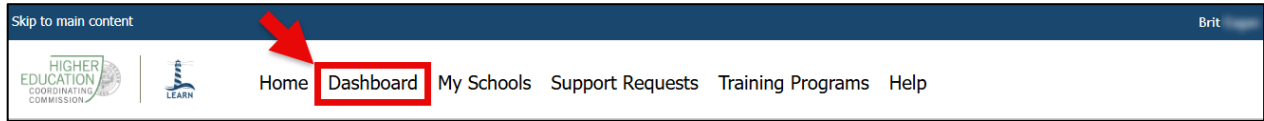# Your Portal Dashboard

Your LEARN Portal Dashboard is a one-stop-shop where you can view and access your draft applications, tasks, and support requests from a single location. This document will outline how to navigate to your Dashboard and how to utilize it to quickly find what you are looking for.

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Navigating to Your Dashboard

While signed into your Portal account, select Dashboard from the upper menu (pictured below).
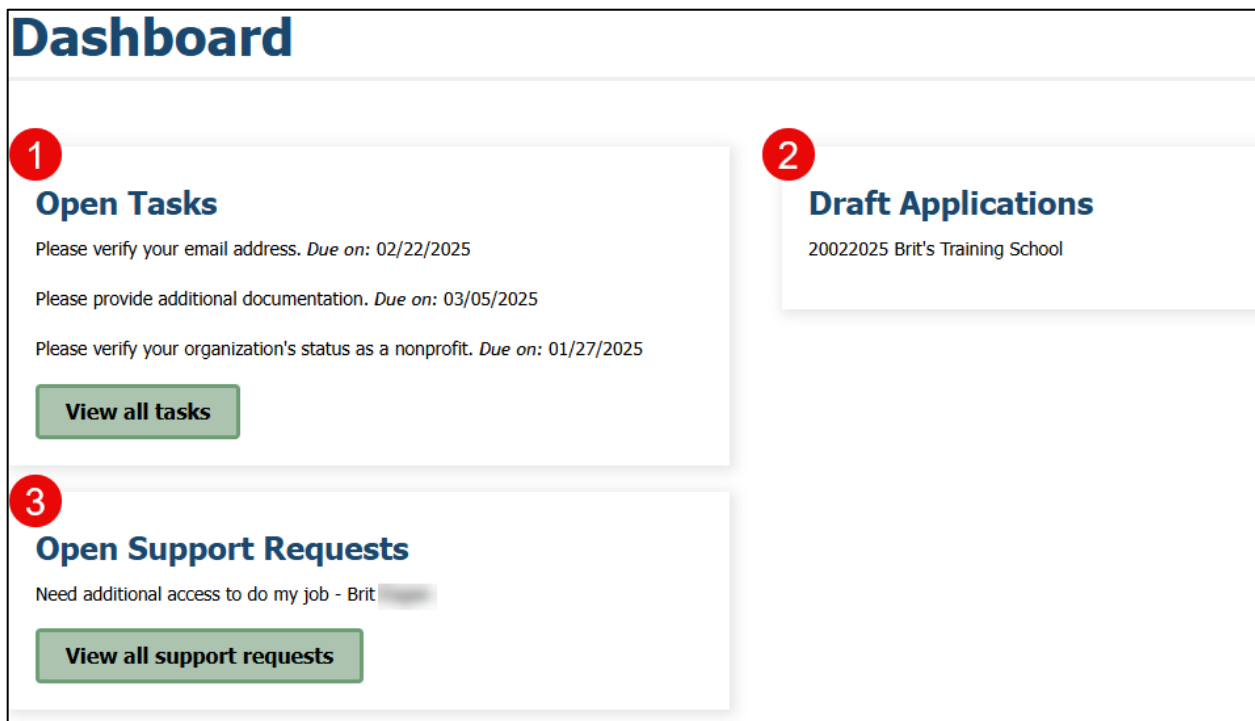

TIP: You can tell you are signed in when your name appears in the top right corner, otherwise you will see a "Sign in" button there.

What's Inside

Your Portal Dashboard contains three distinct sections, which are numbered below and in the corresponding screenshot:

1. Open Tasks
2. Draft Applications
3. Open Support Requests

From here, you can quickly assess recent tasks you have been assigned, any applications you have started, as well as your recent open Support Requests. The rest of this document will offer details about each of the three sections of your Dashboard.

Open Tasks

If HECC Staff have assigned you a Portal Task, it will appear in this section. Click the name of a task to open its details page or click the **View all tasks** button to view both open and closed Portal Tasks.

Open Tasks

Please verify your email address. *Due on: 02/22/2025*

Please provide additional documentation. *Due on: 03/05/2025*

Please verify your organization's status as a nonprofit. *Due on: 01/27/2025*

View all tasks

TIP: For more details on this topic, check out the "Managing Your Portal Tasks" training document.

Draft Applications

If you have any applications in-progress, meaning they have been saved and not yet submitted, they will appear in the Draft Applications section of your Dashboard. Simply click the application name to resume where you left off.

Draft Applications

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Open Support Requests

Any Support Requests you have submitted to HECC that have not yet been resolved will appear in this section. Click the name of a Support Request to open its details page or click the **View all support requests** button to view both open and closed Support Requests.

Open Support Requests

Need additional access to do my job - Brit

View all support requests

- **TIP:** For more details on this topic, check out the "Creating a Support Request as an Authenticated User" training document.

Related Training Materials

- Managing Your Portal Tasks
- Creating a Support Request as an Authenticated User