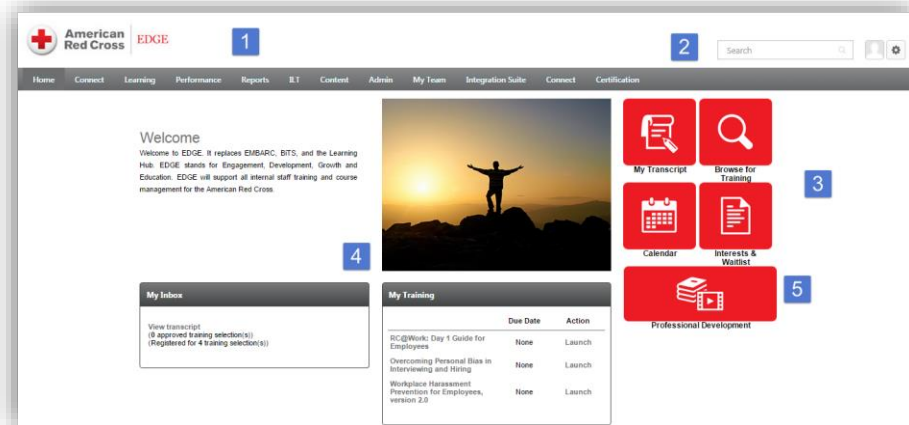


# Getting Started

## Introduction

Welcome to **EDGE**: Engagement, Development, Growth and Education! EDGE supports all internal staff training and course management for the American Red Cross. Employees will access EDGE by a central Red Cross@Work portal on The Exchange. Volunteers will access EDGE through Volunteer Connection. EDGE will house internal staff training for all Red Cross employees and volunteers. EDGE will help manage instructor-led courses, deliver web-based training, and enable blended learning programs using collaborative tools when and where you need them. Regulated training and certification management for Biomed staff will also be housed in EDGE.

## Navigation



	Feature/Description
1	<p><b>Tabs</b> allow you to navigate to other pages within the portal Home, Connect, Learning, and Performance. There are also tabs that are only visible for managers only, such as Reports and My Team.</p> <p><b>Note:</b> Return to the Home page at any time by clicking the American Red Cross logo at the top of the page.</p>
2	<p><b>Menu bar</b> allows you to access Search, Universal Profile and My Account</p> <ul style="list-style-type: none"> <li>• <b>Search</b> <input type="text" value="Search"/> allows you to type key words to locate learning objects</li> <li>• <b>Universal Profile</b>  is where you can view and update your Bio, Access Transcript details and view Action items</li> <li>• <b>My Account</b>  enables you to update your Account Preferences (i.e. language), access Help and Log Out</li> </ul>
3	<p><b>Tiles</b> allow you to launch information relating to the topic, including: My Transcripts, Browse for Training, Calendar, Interests and Waitlists, Professional Development</p>
4	<ul style="list-style-type: none"> <li>• <b>My Training</b> – lists due date and action items</li> <li>• <b>My Inbox</b> – allows you to view your transcript, and view approved or denied training requests as well as view any registered training</li> </ul>
5	<p><b>Professional Development</b> – will take you to all of the content formerly housed in the Learning Hub, such as books, videos, skill briefs, job aids and webinars</p>

# Getting Started

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**Browse for  
Training**

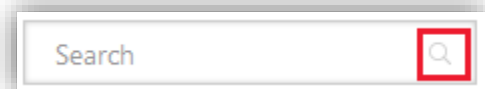
## Browse for Training

There are several ways to browse for training.  
From the EDGE Home page:

- Click the **Browse for Training** tile.
- Click the **Learning tab > Browse for Training**.
- Type the name of the **learning object** in the **Search** field in the upper right corner and click **Enter**.

## Global Search

Global Search provides access to all learning objects within the EDGE as well as the ability to narrow your search by Training, Certifications and People. Click the magnifying glass icon in the search field to access Global Search.



## Technical Requirements

EDGE supports the following Web browsers:

- Apple Safari 8.0.x or later
- Microsoft Internet Explorer 8.x or later
- Mozilla Firefox 15.x or later
- Google Chrome 10.x or later

Employees also will be able to access EDGE through the Red Cross@Work icon in Virtual Workplace.