



Alignment USA ComCo Portal Knowledge Base

How to Complete the Organization Profile

After creating a registered user account and submitting your organization's registration, you are on your way to responding to ITPs! You will receive an email from an Alignment staff member notifying you that your organization has been approved and the organization profile is ready for completion. To complete the organization profile, follow these steps.

1. Log on to ComCo with your registered user account. You will be automatically directed to your private Landing Page.
2. Click on the My Organizations button.
3. The organization will still be in **Draft** status until you complete the profile. Click **Edit** to complete the organization profile.

The screenshot shows the user interface for Polk Vision. At the top, there is a navigation bar with 'Admin', 'My Sites', '0', and 'Regina Meadows'. Below this is the 'POLK VISION LEAD' logo and the text 'Welcome to Polk Vision'. The main content area is titled 'My Landing Page' and contains several icons: Meeting Calendar, Agendas, My A-Teams, My Tasks, A-Team Dashboards, My ITPs, and My Organizations. The 'My Organizations' icon is circled in red. Below the icons is a table titled 'My Organizations' with columns for Name, City, Region, Status, and Actions. The table contains one row for 'Alignment USA' with a status of 'Draft' and an 'Edit' button circled in red. The page is powered by Liferay.

4. Fill in all fields on the organization profile. *Note: when entering website, include "http://" in the webpage address.*

The screenshot shows the 'Edit organization' form. The form has the following fields: Name (Required), Organization Mailing address, City (Required), State, and Zip (Required). Red arrows point to the input fields for Name, Organization Mailing address, City, State, and Zip. The State field is a dropdown menu with 'Alabama' selected. The form is titled 'Organization and ITP' and 'Edit organization'.



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- Several fields have a **Select** button – for those fields, simply click on the Select button and click all categories that apply for your services, resources, programs, etc.

regina@alignmentnashville.org

Primary Contact Phone
6159707424

Organization Mission
To Help

Schools (Global)
Q Select

Target Population (Global)
Q Select

Service schedule (Global)
Q Select

Service location (Global)
Q Select

Service list (Global)
Q Select

Professional roles (Global)
Q Select

Community Achieves pillars (Global)
Q Select

Accept Back

Categories

Search

- Schools (Global)
 - Elementary School
 - + High School
 - Middle School
 - Pre-K

Admin

- After selecting categories for your organization, click the grey “X” in the upper right corner to return to the organization profile. Your category selections will be saved.

- Click **Accept** when finished editing organization profile.

- The organization will now be listed as **Approved**. You can come back and make changes to the profile as needed by clicking the **Edit** button.

Name	City	Region	Status	Actions
RG Test	NashVILLE	Tennessee	Approved	
Test Organization for Regina	Test Organization for Regina	Alabama	Approved	Edit
Test for Editing	Nashville	Tennessee	Approved	Edit

Q Select

Service location (Global)
Q Select

Service list (Global)
Q Select

Professional roles (Global)
Philanthropists x Program organizers x Program provider x

Q Select

Community Achieves pillars (Global)
Q Select

Accept Back