

Edivate Administrator Checklist

Use the following checklist to track progress to completion for all Edivate administrative duties as referenced in the Edivate Administrative Guide.

1. Initiation and Setup

- Define and document the Edivate System Administrator and Edivate Project Leads
- Review Edivate technical specifications and insure compliance
- Ensure Network Administrator has:
 - Whitelisted Public IP Addresses
 - Allow access inside your network to provided address
 - Verify email spam filter does not block provided address
- Locate the contact information for Edivate Technical Support

2. Planning

- Locate and bookmark in your browser the *Edivate Implementation Group*
- Develop an implementation plan using the *Edivate Implementation Plan* resource
- Complete and submit the *Edivate User List* template to support@edivate.com
- As applicable, complete and submit a request for training dates to support@edivate.com
- Locate *Self-Guided Courses* resources and include plans for using in your *Edivate Implementation Plan*

3. Monitoring

- Run and analyze select Edivate reports to track Edivate SMART goal progress
- Utilize *The Cycle of Continuous Improvement* to modify your implementation goals and timeline as needed

4. Closing

- Complete Edivate resource yearly closing activities (Focus Objective Folders, Courses, Catalogs, and Observations)
- Review end of year data and develop an implementation plan draft for the new year.
- Contact Strategic Partner Advisor (Sales Representative) for renewal quote