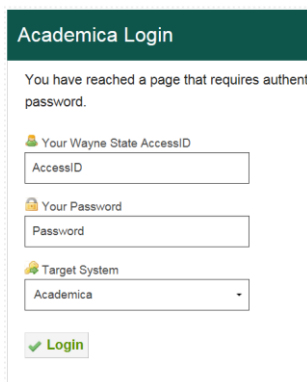


## Job Aid: Accessing Accelerate & Finding School of Medicine Professional Development Resources

### Accessing Accelerate

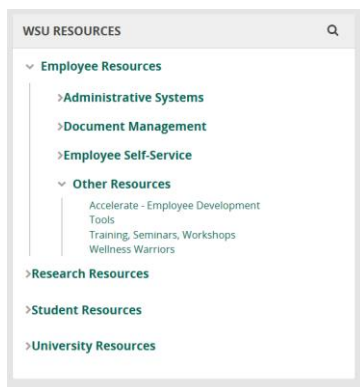
Before being able to click on any accelerate links, you must be logged in. To do so, please follow these steps:

**Step 1:** Login to *Academica* (login.wayne.edu).



The image shows the 'Academica Login' form. It has a dark green header with the text 'Academica Login'. Below the header, there is a message: 'You have reached a page that requires authentic password.' The form contains three input fields: 'Your Wayne State AccessID' with a placeholder 'AccessID', 'Your Password' with a placeholder 'Password', and 'Target System' with a dropdown menu showing 'Academica'. At the bottom of the form is a green 'Login' button with a checkmark icon.

**Step 2:** Click the *Employee Resources* menu under the WSU Resources section.



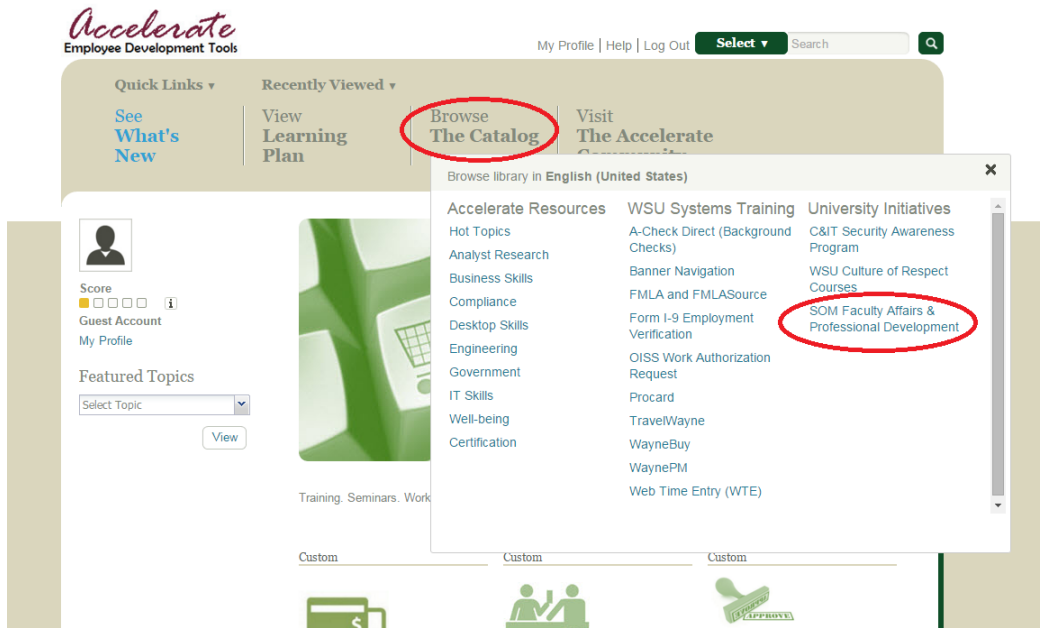
**Step 3:** Click the *Other Resources* option.

**Step 4:** Click the *Accelerate - Employee Development Tools* link.

**Step 5:** Login using your WSU AccessID & password.

## Finding School of Medicine Professional Development Resources

**Step 1:** Once in Accelerate, select **Browse The Catalog** from the navigation bar. The School of Medicine resources are housed under the **University Initiatives** section, and entitled **SOM Faculty Affairs & Professional Development**.



**Step 2:** Once you select the SOM link, you will be able to access all of the recommended resources from various folders organized by topic.



**Step 3:** After selecting a topic, you will see a list of the resources.

- To learn more about the resource, click **Details**.
- To begin the resource, click **Launch**.
- To save the resource for later, click **More Actions**, then **Save**.

The screenshot shows the Accelerate Employee Development Tools interface. At the top, there is a navigation bar with the logo, user profile options, and a search bar. Below this is a 'Quick Links' section with buttons for 'See What's New', 'View Learning Plan', 'Browse The Catalog', and 'Visit The Accelerate Community'. The main content area features a search bar and a breadcrumb trail: 'SOM Faculty Affairs & Professional Development > Excel & Microsoft Basics'. Under the 'Courses' tab, the resource 'Moving and Getting Around in Excel 2010' is displayed with a 'Details', 'Launch', and 'More Actions' button. The 'More Actions' button is circled in red. Under the 'Videos' tab, the resource 'Microsoft Excel 2010: Calculations in Pivot Tables' is displayed with similar buttons.