

# Completing Your Milestones

**Step 1:** After logging into your account, you will automatically be taken to your Dashboard. To get to your Milestones from another page, you can always get to them by selecting the Dashboard link on the navigation bar to the left.



The first time you log into your account, it will look a little like this, however, your specific Milestones may vary from those below:



**Step 2:** You must first complete and save your Project Information Milestone before you will be allowed to begin filling out your other Milestones. To get to this milestone, you simply click on the the round symbol above the name Project Information and you will be taken to that page. You follow this same procedure until you have finished all your Milestones.



**Understanding the Symbols:** When you have not completed a Milestone, it will be marked with an orange exclamation point. All Milestones will be marked this way initially.

When you complete a Milestone that needs to be approved by your administrator, it will turn to the orange hourglass symbol. The symbol will remain an hourglass until it is approved by your administrator. Once approved, it will automatically turn to a green checkmark.



Milestones that don't require your administrator's approval will automatically turn to a green checkmark once completed and saved.

Should you have any questions regarding your Milestones, please use the Messages link on the left-hand side of the screen to contact your administrator.

