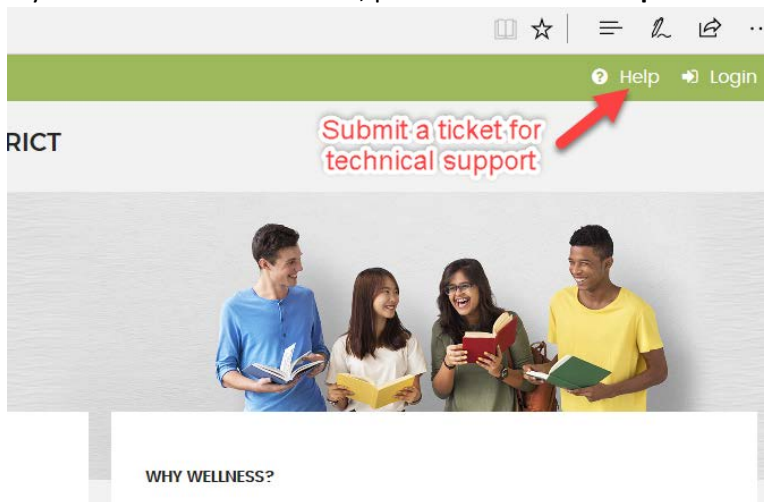


How to login

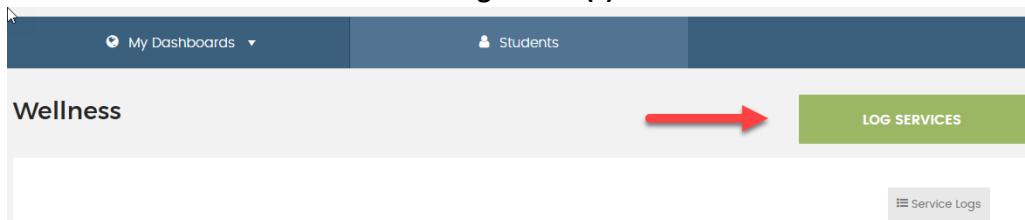
1. Go to
2. Login with your **Email address** and **Password**
3. If you forget your password, please visit the **My Account** page – ****.akezo.etr.org/my-account – page to reset and have a temporary access link emailed to you.
4. If you continue to have issues, please contact the **Help Desk**:



How to log a service

Navigation Tips: many of the dropdown menus in WISH necessarily contain large lists. The system works best when you **start by typing into the search boxes**. The site will search as you type. You can **navigate down the menus with the arrow keys** and **select with ENTER**. **Hit ESC to exit a menu** OR click anywhere outside of the menu. You can then easily **move to the next search box by pressing TAB** or click on it with your mouse.

1. From the Wellness Dashboard select **Log Service(s)**





AKEZO: WISH BASICS

2. From the **Log Service(s)** pop-up you will begin by selecting **Service Type**

a. for **Direct Student Service** you will then choose –

- 1) Date of Service
- 2) Student(s)
- 3) Presenting Issue(s)
- 4) Service(s) Provided
- 5) Duration
- 6) Appointments

Log Service(s)

Service Type: Direct Student Service

Date of Service: 1

Direct Student Service

STUDENT(S)

2 Search

First Name	Last Name
No Records	

PRESENTING ISSUE(S)

3 Search

Presenting Issue(s)
No Records

SERVICE(S) PROVIDED

4 Search

5

Service Name	Duration
No Records	

Total Duration: 0

APPOINTMENTS

6 No Students Selected

LOG SERVICE(S)

ETR AKEZO: WISH BASICS

b. for **Student Focused Meeting** you will then choose –

- 1) Date of Service
- 2) Meeting Type
- 3) Staff
- 4) Student(s)
- 5) Prep Time/Duration
- 6) Appointments

Log Service(s)

Service Type: Student Focused Meeting

Date Of Service: 1

Student Focused Meeting

Meeting Type: 2 504 Meeting

STAFF

3 Search

First Name	Last Name	Role
No Records		

STUDENT(S)

4 Search

First Name	Last Name
No Records	

Prep Time: 5 HH:MM

Duration: 5 HH:MM

Total Duration: 0

APPOINTMENTS

6 No Students Selected

LOG SERVICE(S)

c. for **Group Session** you will then choose –

- 1) Date of Service
- 2) Group
- 3) Group Name
- 4) Group Focus
- 5) Student(s)
- 6) Prep Time/Duration
- 7) Appointments

Log Service(s)

Service Type: Group Session

Date Of Service: 1

Group Session

Group: 2 -- Add A New Group Or Select

Group Name: 3

Group Focus: 4 Anger Management

STUDENT(S)

5 Search

First Name	Last Name	Attended	Retire
No Records			

Prep Time: 6 HH:MM

Duration: 6 HH:MM

Total Duration: 0

APPOINTMENTS

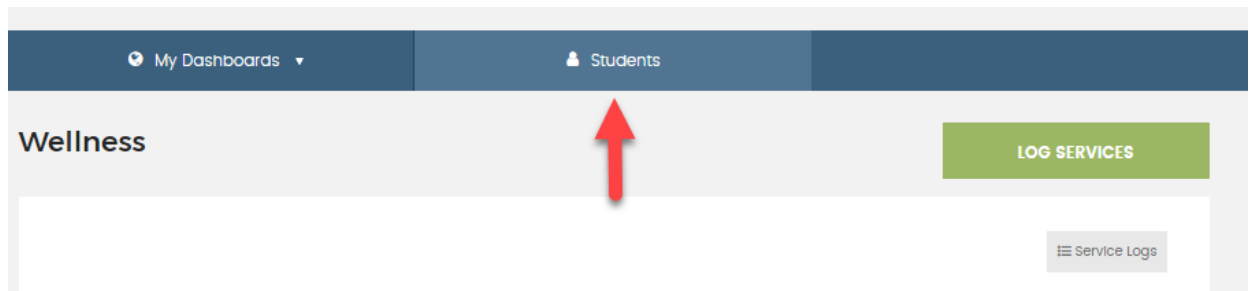
7 No Students Selected

LOG SERVICE(S)

d. **School Wide Activities** work in the same manner. Each different **Type of School Wide Activity** will have its own set of fields.

How to View Student History

1. Select the **Students** tab.



2. You can search for students and then either view the record with the *eye* icon OR log a service for that student with the *notepad* icon.

