



Bridge Update

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New in Bridge

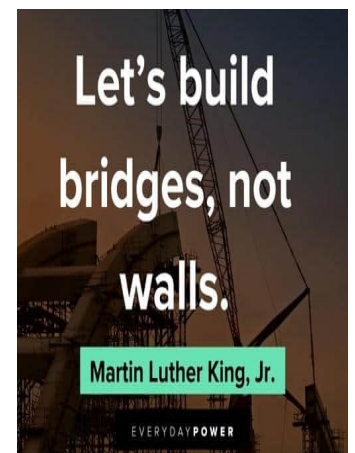
- When a trainee is no longer employed by an agency, any workshop registrations for the trainee will be automatically cancelled.
- If a trainee's registration in a workshop is cancelled, Bridge will now look at the waitlist and bump the next person up into the active registration list (only C&Y agency trainees). Once the trainee is bumped up to the active registration list, they will receive an email confirming their registration.

Important Announcements

- Did you know the Bridge team can customize how your staff registers for workshops? By default, it is set to only allow liaisons to register themselves and others (as shown in the screenshot below), however, this can easily be changed. If you would like to update your agency's self-registration policy, please email the Bridge Helpdesk at BridgeHD@pitt.edu and request any of the following toggle switches to be turned on or off:

Self-Registration Agency Preferences

Role	Self	Others
Liaison	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Executive	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Trainee	<input type="checkbox"/>	<input type="checkbox"/>



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- The Bridge team also has the ability to turn on or off certification alerts for executive level staff. Please email the Bridge Helpdesk at BridgeHD@pitt.edu and let us know if you would like us to make that change for you:

Do executive level staff at this agency want to receive certification alerts? ☒ Yes ☐ No

- Please **wait until staff have an active email account with your agency** to enter them into Bridge and/or register them for Foundations.
- When staff leave your agency, **please ensure you enter a “Termination Date” in their demographics**, otherwise the trainee will continue to be incorrectly associated with your agency. To get to the “**Termination Date**”, go to the “**Manage Users**” screen, find the user, and click on “**Modify Demographics**”. You will see the “**Termination Date**” on the “**Employment**” screen:

i Agency Hire Date *

1 / 31 / 2022

Which of the following best describes your role under the Agency? If your role is unknown, please keep the default of Direct Service Worker. *

Direct Service Worker

i Effective Date of Current Role *

1 / 31 / 2022

Termination Date

MM / DD / YYYY

- Please check your approval queue regularly for “**Agency Account Requests**” and “**Agency Transfer Requests**”. These are requests from either new trainees that are requesting to be affiliated with your agency or they are trainees with existing Bridge accounts and are transferring from another agency. If you do not know the trainee, please reject it - **do not ignore it**.

For Further Assistance

- For anyone who would like to set up a one-on-one Bridge training via Microsoft Teams, please contact BridgeHD@pitt.edu. This training can be for new liaisons or for anyone who may need a refresher.
- We would also love to hear any feedback, suggestions, and ideas you may have about Bridge via our online form at <http://forms.cwrc.pitt.edu/BridgeFeedback/>.
- If you have any technical issues or questions, please email the Bridge team at BridgeHD@pitt.edu.

Regional Team Contact Information

Our local number is 717-795-9048

Our fax number is 717-795-8013

Registration and winter weather number 1-877-297-7488

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