MOMENTS Supervisor and Admin Approval Click-Step Guide

- 1) Access the MOMENTS Supervisor dashboard via the link in your weekly batch report email, or go to the <u>MOMENTS</u> website and click "MENTOR APPLICATION/LOGIN" or "MENTEE APPLICATION/LOGIN" button.
- 2) You will automatically be logged in through OKTA verify.
- 3) Navigate to the Admin or Supervisor tab



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	M	entor/Mentee			Admin	Exit			
Mentor Application Admin Review Employee Name Search Mentor Application Status						Division Salert Division		×	This will say supervisor or admin, depending on your
Sea Mentor	arch <u>Work</u>	Reso Current Job	et	Jeeu Jous		JEELL DISOUT			lf you are both you
Name	Location	Title	HireDate	Short Bio			Status		will have two tabs.
Abbott, Nancy	Jefferson City	Special Asst Professional	2/25/2020	Here is my short bio			New	Review	
Brietzke, Beckie	Jefferson City	Sr Staff Dev Training Spec	9/16/2022	I am a Senior Talent Development Speci years. My primary job responsibility is co program.	ialist with the Division of Personnel. I h oordinating The Missouri Way training p	ave been with the State of Missouri for almost 10 program. I also co coordinate the MOAppreciation	New	Review	
Joseph, Tom	Jefferson City	Sr Staff Dev Training Spec	2/16/2022	Testing			New	Review	
Woody, Amanda	Jefferson City	Staff Development Training Mgr	3/30/2020	I am fun!			New	Review	
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Hello Beckie Brietzke									
	M	lentor/Mentee		Admin Exit				O a such fa starra	
Mentor	Applicat	ion Admin I	Review	Menter Application Status				Search By mentor/mentee	:
	ica ch			Mentor Application Status Division Select Status Select Division Select Division			name, Applicatio	on	
Sea	Search Reset						'	Status, or Divisi (as listed in SAM	on /III).
<u>Mentor</u> <u>Name</u>	<u>Work</u> Location	<u>Current Job</u> <u>Title</u>	<u>HireDate</u>	<u>Short Bio</u>	<u>Status</u>			V	,
Abbott, Nancy	Jefferson City	Special Asst Professional	2/25/2020	Here is my short bio	New	Review			
Brietzke, Beckie	Jefferson City	Sr Staff Dev Training Spec	9/16/2022	I am a Senior Talent Development Specialist with the Division of Personnel. I have been with the State of Missouri for almost 10 years. My primary job responsibility is coordinating The Missouri Way training program. I also co coordinate the MOAppreciation program.	New	Review			
Joseph, Tom	Jefferson City	Sr Staff Dev Training Spec	2/16/2022	Testing	New	Review			
Woody, Amanda	Jefferson City	Staff Development Training Mgr	3/30/2020	I am fun!	New	Review			
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<u>Mentor/Mentee</u>				Admin Exit				
Mentor	Applicat	tion Admin F	Review					
Employee Name S	iearch			Mentor Application Status Select Status Y	Division Select Division		~	Click review to
Search Reset			et					see the
<u>Mentor</u> <u>Name</u>	<u>Work</u> Location	<u>Current Job</u> <u>Title</u>	<u>HireDate</u>	<u>Short Bio</u>		<u>Status</u>		change the
Abbott, Nancy	Jefferson City	Special Asst Professional	2/25/2020	Here is my short bio	lere is my short bio New Review			
Brietzke, Beckie	Jefferson City	Sr Staff Dev Training Spec	9/16/2022	I am a Senior Talent Development Specialist with the Division of Personnel. I ha years. My primary job responsibility is coordinating The Missouri Way training p program.	New	Review		
Joseph, Tom	Jefferson City	Sr Staff Dev Training Spec	2/16/2022	Testing		New	Review	
Woody, Amanda	Jefferson City	Staff Development Training Mgr	3/30/2020	I am fun!		New	Review	
				<< < Page 1 of 1 > >>				Ments

Mentor Application Admin	Review		
+ Mentor Application - Nancy Abbott			
Current Mentor Application Status	Update Mentor Application Status	Accepting Mentees	"Update Mentor/Mentee
New	Select Status	Yes	Application Status"
Employee First Name	Employee Last Name	Application Entered Date/Time	
Nancy	Abbott	1/9/2024 9:38:11 AM	
Supervisor First Name	Supervisor Last Name	Supervisor Email	
Amanda	Woody	amanda.woody@oa.mo.gov	
Work Location	Current Job Title	Hire Date	
Jefferson City	Special Asst Professional	02/25/2020	
Agency	Division	Working Hours	
Office of Administration	Pers-Staff	Daytime	
Short Bio			
Here is my short bio			
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Delegation	Business Frhirs		
Verbal Communication	Goal Setting		
Save	ose		
Mentees			MO
No Mentees found.			MENTS
			To Learn. To Connect. To Belong.

Mentor Application Admin Review			
 Mentor Application - William Ackerson 			
Current Mentor Application Status	Update Mentor Application Status	Accepting Mentees	Update Mentee/Mentor
Approved	Select Status V	Yes	Application Status Options
	Select Status Approved		Application Status Options
Employee First Name	Denied Inactive Left State Employment	Application Entered Date/Time	Approved
william		1/16/2024 12:24:26 PM	Appioved
Supervisor First Name	Supervisor Last Name	Supervisor Email	
Jeremiah	Reger	jeremiah.reger@doc.mo.gov	Denied
Work Location	Current Job Title	Hire Date	
Tipton	Correctional Officer	01/17/2023	Inactive
Agency	Division	Working Hours	mactive
Department of Corrections	Tcc Custody	Daytime	
Short Bio			Left State Employment
Hello, I would like to see about being a mentor, I am well versed on the po	olicy and procedures and the implementation of them . I can be patient while te	aching new people and can figure out new ways of teaching that will stick to	
every individual that is willing to learn, 1 can adapt to changes in the every facility.	yday life of custody. I want to help make the change to teach people now and w	ny we have a policy and now much it means to have a safe and secure	
		4	
Career Skills	Soft Skills		
Verbal Communication Written Communication Problem Solving	Conflict Resolution Time Management Adaptability		
Save			Don't forget to
			click "Save"

Mentor Application Admin F	Review		
Current Mentor Application Status New	Update Mentor Application Status Admin Approved	Accepting Mentees Yes	Admin Approval Application Status
Employee First Name Nancy Supervisor First Name	Employee Last Name Abbott Supervisor Last Name	Application Entered Date/Time 1/9/2024 9:38:11 AM Supervisor Email	
Amanda Work Location Jefferson City	Woody Current Job Title Special Asst Professional	amanda.woody∉oa.mo.gov Hire Date 02/25/2020	
Agency Office of Administration Short Bio Here is my short bio	Division Pers-Staff	Working Hours Daytime	
Career Skills Delegation Verbal Communication	Soft Skills Business Ethics Goal Setting		Customizable email message
Custom Email Message Please note the links shown in the preview email are not functions Preview Email	l due to security reasons.		A CUSTONIZADIE EINAIT MESSAGE