

Using a Tablet or Phone to Access Ascend Training by Stenograph

NOTE: You must subscribe to and create an account for Ascend Training by Stenograph **on a computer, first.** Then:

1. Do one of the following:
 - Download the free **Mighty Networks** app on Apple App Store or on Google Play.
 - While on the Ascend Training by Stenograph app, in the **Welcome to Ascend** article, there is a link to text yourself the app.
2. After installing, open the **Mighty Networks** app.
3. The first time you open the app on your tablet and/or phone, you will need to log in using the email address and password for the account you created on your computer.
4. Once you've logged in on your device, you won't need to log in again (unless you choose to log out). You can install the app and access Ascend on as many devices as you like.

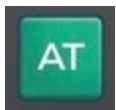
On a tablet:

HORIZONTAL BARS – UPPER LEFT CORNER



Press this icon to open the same menu available on the web: **View All Posts, Events, Highlights, Who's Who in Ascend, Conversations, Live Q&A Events/Videos, Videos/Webinars, TIPS & TRICKS, Ascend Village Pub, Premium Events, Premium Courses, and Membership Info.** Press the icon again to close the menu.

CONTROL ICONS – LOWER LEFT CORNER



Pressing this icon returns you to the last space you viewed in Ascend. Click the Horizontal Bars at the top to re-access the entire menu.



Pressing this icon enables you to search in the current space for keywords or hashtags.



Pressing this icon displays Chat messages in the column above the control icons. Press on any person's name to make it appear in the large menu on the right, and you can then write/send a message.



Pressing this icon will open your Notifications. Press any item to make it appear in the large window on the right.



Pressing your image icon will open Your Profile, enabling you to access your personal settings, saved posts/articles, and view new posts.

On a phone vs. a tablet:

The app works the same as it does on a tablet; however, the screen is not divided into a left-side pane and a larger right-side window. All information displays in the center area of the phone. The control icons are along the entire bottom, instead of the bottom left.

MENU PANE ITEMS

View All Posts displays all public posts in Ascend. You can click the [Everything] button and filter the view to specific categories of posts and change the sort order.

Events lists all upcoming webinars and Live Q&A Sessions.

Highlights lists upcoming events, featured posts, and top (most active) members.

Who's Who in Ascend lists all current Ascend members. You can click the [Top] button and sort the member list by Near You (based on Profile information) and New (based on who joined most recently).

In the Ascend Resources section:

In each space, you can click the [Everything] button and filter the view to specific categories of posts and change the sort order. Tap any post to expand on the right side of the tablet. To locate a specific resource, tap the Search icon (the magnifying glass at the bottom of the pane) and then type a keyword locate related resources.

Conversations is where you post questions that you want answered, where you will see weekly polls about professional issues; and interact with colleagues on work-related topics.

Live Q&A Events/Videos is where all Live Q&A videos and their time-referenced content guides are posted.

Videos/Webinars is where all Webinar videos and their time-referenced content guides are posted. **TIP:** When accessing a video that was recorded in 9-2021 and earlier, tap **[Upcoming]** and then tap **Past**.

TIPS & TRICKS is where all weekly articles with tips about using CATalyst, CATalyst VP, CATalyst BCS, CaseViewNet and NexGen are posted.

Ascend Village Pub is where weekly polls about social/non-work-related topics are posted, and where you can exchange social messages, post images and GIFs, and chat with fellow members. *The code of conduct remains the same for the Ascend Village Pub as in all professional spaces: members are required to be polite to each other. Members are advised to conduct themselves in the same way they would if attending an in-person cocktail party at a professional conference or association meeting.*

Premium Events will contain events which cost an additional fee.* Members who purchase access to these events can attend a live webinar at the scheduled time (typically a Saturday morning/early afternoon) and earn CEUs, and/or have 90 days of exclusive access to the material (video, time-referenced content guide, handouts, answers to questions about the material). After 90 days, the content is moved to the Videos/Webinars folder.

Premium Courses cost an additional fee.* Members who purchase access to any listed premium course will gain access to a site where they can watch videos, take a test and if they score 70% or higher on the test, earn a certificate that can be downloaded and then submitted to NCRA for CEUs. (NCRA submission fee is not included in the price of the Premium Course.)

**All purchases must be made via the ascend.stenograph.com website, not via the Mighty Networks app on a tablet or phone.*

In the SITE INFO section:

Membership Info contains articles about the Ascend site, how to manage your subscription, and provides help with various Ascend features.

Terms of Service spells out the rules and responsibilities of membership.