



## GUIDE FOR BUDGET COACHING CLIENTS FOR EDVANCE 360

Updated 7/21/2022

**FIRST-TIME USERS:** Log in at Edvance360 with your email and password provided.

**RETURNING USERS:** Please log in at the following address: <https://crown.edvance360.com>

**If you have any problems, please contact your Budget Coach or create a Help Ticket in E360.**

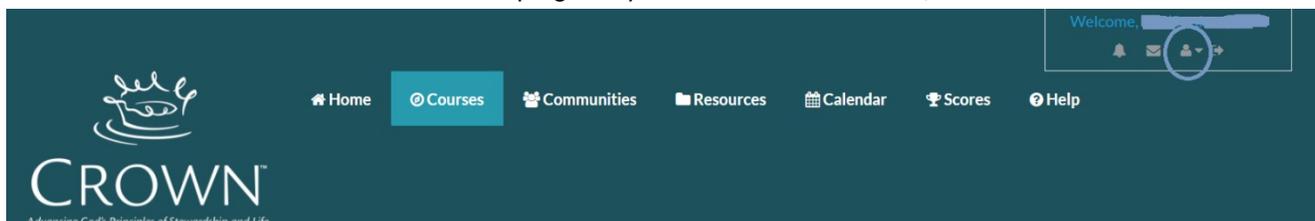
The Coaching Site is active for 3-months, beginning when you, the new client, logs in to Crown Edvance360. As a **Coaching Client**, you will have access to the coaching course with the ability to complete, edit, and upload assignments; download documents and financial forms; and, communicate with your Coach.

As a client on the Coaching site, at the end of the 3-months, you will become a **Crown Coaching Alumnus** and have access to the coaching site for an unlimited time. As an Alumnus, you will be able to download materials, including financial forms, review previous lessons, and view your responses to assignments including the biblical applications in each lesson. Upon transitioning to **Crown Coaching Alumni** status, you join an outstanding group of people, all of whom are seeking to be good stewards of God's resources.

### PROFILE

COMPLETE YOUR PROFILE:

- Click the Profile icon  at the top right of your screen and select **Profile**.



You can also navigate here by clicking **Home** from the top menu, then on the left panel, click **Account>My Profile**.

- To edit a section, just click the “**Edit**” icon  on the right side of the blue bars.



- Click “**Save**” to keep your changes. (Click [HERE](#) to watch a tutorial video).
- Upload a current photo of yourself. (Really, we want to see you!)
- Fill out your profile information. You have the option to include a bio about yourself. It is recommended that the bio include something that will help your Budget Coach get to know you, sharing your motivation for seeking budget coaching.

You can **customize your language** in the *Profile* section, if needed. Doing so will update the menu language to increase ease of navigation. However, note that the curriculum content will remain in the language in which it was created.

- Click the Profile icon  at the top right of your screen and select **Profile**. (You can also navigate here by clicking **Home** from the top menu, then on the left panel, click **Account>My Profile**).
- In the **Account** Section, click the “**Edit**” icon  on the right side of the blue bar. Scroll to the bottom where the **Language** field is.



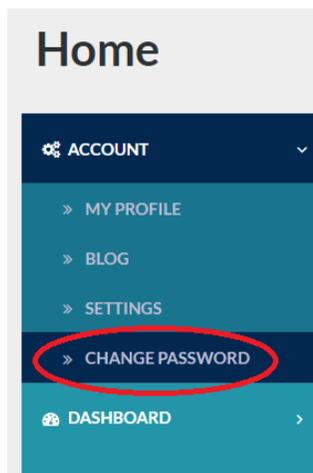
- Select desired language from the drop-down menu, and click “**Save**.” As this is a global change, you will need to log out and back in to see these changes.

#### CHANGING YOUR PASSWORD:

- Click the **Profile** icon  at the top right of your screen and select **Profile**.
- From the left panel, click **Change Password**. Make changes and click **Save**.

- Remember secure.

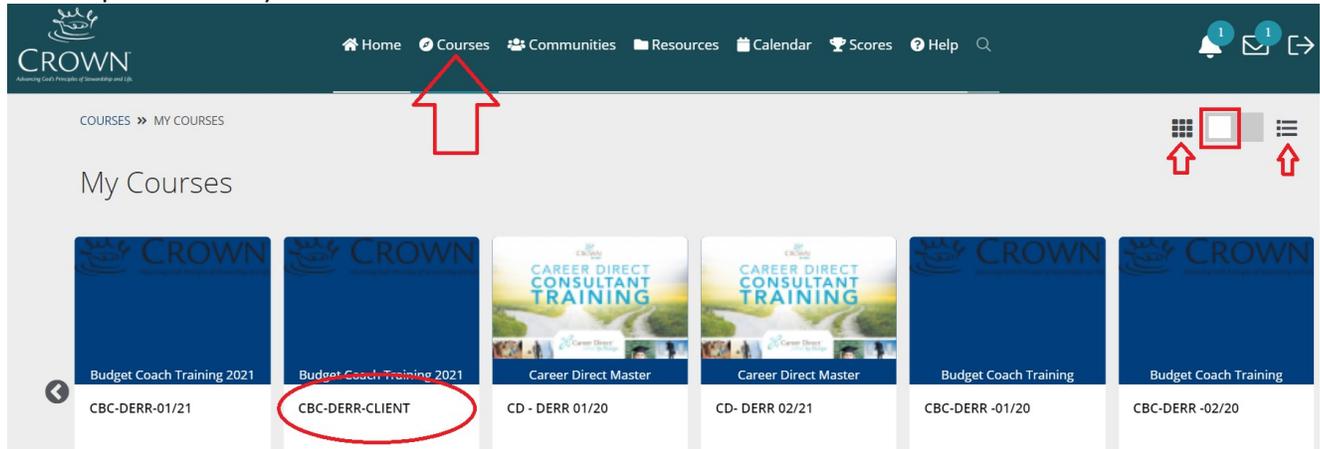
to



record your username and password somewhere

Log in at: <https://crown.edvance360.com>

Immediately after logging in, Go to the **Courses** page. If you have more than one course, you can move the white square to view your courses as “tiles” or as a list.



Click on the link to the name of your course to begin. (Your course title will not match any in the screenshot above, but will be unique to your course.)

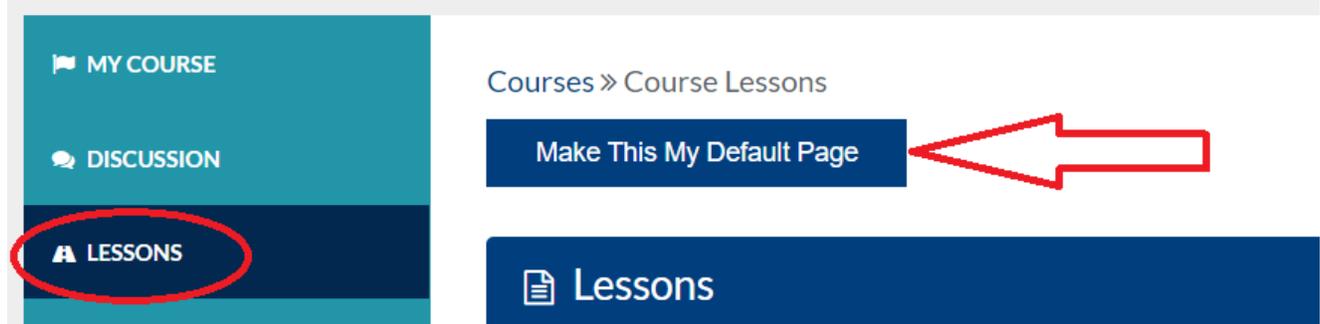
You will be directed to the **My Course** page, which will remain your default page unless you change it. Once in your course, you will be using **Lessons, My Doc Vault, and Assignments** the most.

After you have logged in to your course, you will see some handy tools. Clicking on the little notepad icon allows you to take notes that your coach will not see. You can record video notes if you prefer. There is even a calculator there for your use!



## LESSONS

You will access your lessons from this page. You may want to make this your default page after first logging in.



You can monitor your progress by logging into **Lessons**. Also, logging in here will enable you to access the lesson you are currently working on, as well as access any lesson content you have already completed.

Name	Dates	Lesson Progress
Getting Started	--	86% Complete
Session 1 - God's Part / Our Part	--	0% Complete
Session 2 - Becoming Debt Free	--	0% Complete

As you work through the course and complete each section, click off the **Mark Complete** box.

^ 2.3 Biblical Principles - Notes



Then, and only then, will a **Next** button appear. Click this to progress to the next page. (You can also mark the assignment incomplete if for some reason you need to do so.)

## Lesson Content



^ 2.3 Biblical Principles - Notes



The **Description** for each lesson appears at the top of each webpage each step of the way. Scroll past this to get to the next assignment.

**Getting Started**  
02/02/2021

Description

**Welcome!**

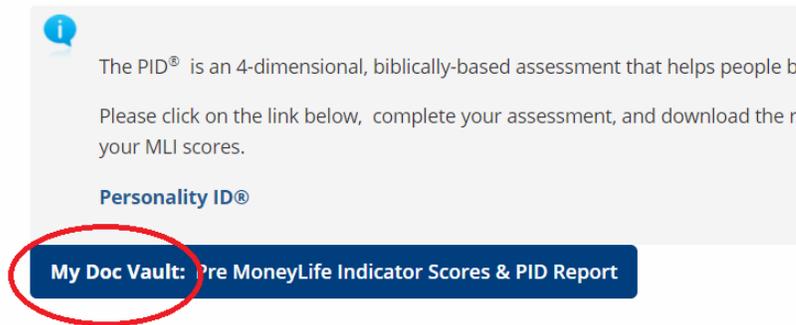
Crown would like to commend you for your desire to become a faithful manager of G developed for you by a team of experienced Crown Budget Coaches. We've included I which are essential to your journey.

Many assignments include watching a video, reading notes, downloading material, or completing something, such as the MoneyLife Indicator or Personality ID and uploading your results. For these items, you click **Mark Complete** to progress. Some assignments are written ones, which must be completed within the system in order to progress. These will be discussed later in this User Guide.

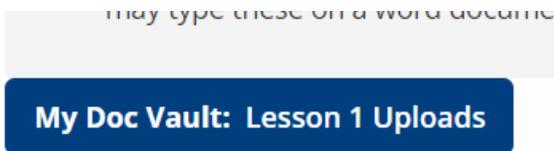
As you progress through the course, you will see **File** boxes. This indicates that there is a file for you to download to your computer to use. (You may choose to view it first by clicking the eye icon.) Many of these are items for you to complete and later upload into **My Doc Vault**.



The **My Doc Vault** may tell you what to upload, as indicated in the example screenshot below.



An additional **My Doc Vault** is also located at the end of each lesson in the Wrap Up section, labeled **My Doc Vault: Lesson # Uploads**. This is for your use if there are any documents, notes, etc. that you would like your Coach to review before your meeting. For example, perhaps you are getting quotes, writing letters to creditors, or have some questions for your Coach to be thinking about. To upload a document into **My Doc Vault**, click the link provided.



Choose whether you will be uploading just 1 file, or multiple files (red arrow, below). Use the **Choose File** feature (red rectangle) to browse your computer and choose the appropriate file(s) that you wish to upload. Once you have made your choice and your file has uploaded, click the **Submit** button (red oval) at the bottom.

## Doc Vault Section

Getting Started Uploads  
Open: No Date Assigned  
Close: No Date Assigned

Pre MoneyLife Indicator Scores & PID Report  
Open: No Date Assigned  
Close: No Date Assigned

Lesson 1 Uploads  
Open: No Date Assigned  
Close: No Date Assigned

Lesson 2 Uploads  
Open: No Date Assigned  
Close: No Date Assigned

Lesson 3 Uploads  
Open: No Date Assigned  
Close: No Date Assigned

Lesson 4 Uploads  
Open: No Date Assigned  
Close: No Date Assigned

Lesson 6 Uploads  
Open: No Date Assigned  
Close: No Date Assigned

Lesson 5 Uploads  
Open: No Date Assigned  
Close: No Date Assigned

Upload a submission for: Lesson 1 Uploads  
Note: Acceptable file types for viewer are .pdf,.doc,.ppt,.xls,.odt,.xlsx,.docx,.gdoc,.rtf.  
**UPLOAD LIMIT: Each student may submit up to 10 file(s).**

Upload File + Upload Multiple Files

Upload File  No file chosen

Notes

erMin....docx

You will be able to see when you have successfully uploaded an item in the **My Doc Vault** under **Submissions**.

### Submissions

You have submitted the following files to this dropbox.  
[Note, your document names may have been modified]

File: PID Individual Report [redacted] 27Oct2013\_3607.pdf [View](#) | [Download](#)  
Date: 02/03/2021 08:25:10 pm

Bible Study Assignments begin in Lesson 1. For these, click on the assignment title (such as *God's Part / Our Part* below).



Welcome to your first application assign  
Coach will review responses with you.

PLEASE NOTE: "Save Progress" before cl

**Assignment: God's Part / Our Part**

You will be directed to a page like this:

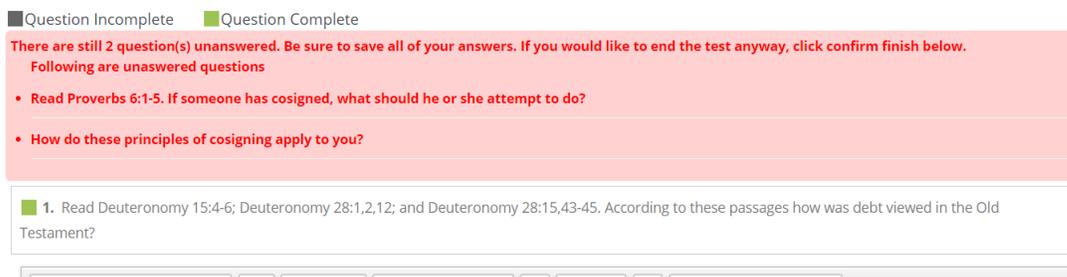


Simply click **Start Assignment** and work through the questions.

**IMPORTANT NOTE:** At the end of each assignment page, be sure to **Save Progress** before hitting **Next** or **Finish Assignment**. Many users have regretted not doing this. Learn from their pain! 😊 You may even want to write out your answer on a separate Word Doc, and then copy and paste it to the site page.



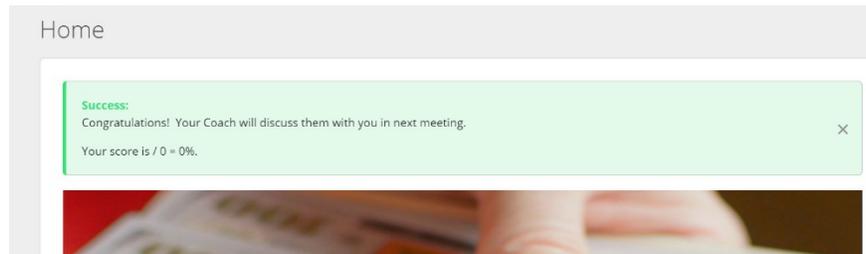
If you get a big warning sign like this one below, it means you still have more questions to answer.



If this is the case, click **Save Progress** and look for the **Next** button further to the right. (Those “Next” buttons can be like a personal treasure hunt! 😊)



After completing such an assignment, you will be directed to the **HOME** page where you will see a happy message similar to this:



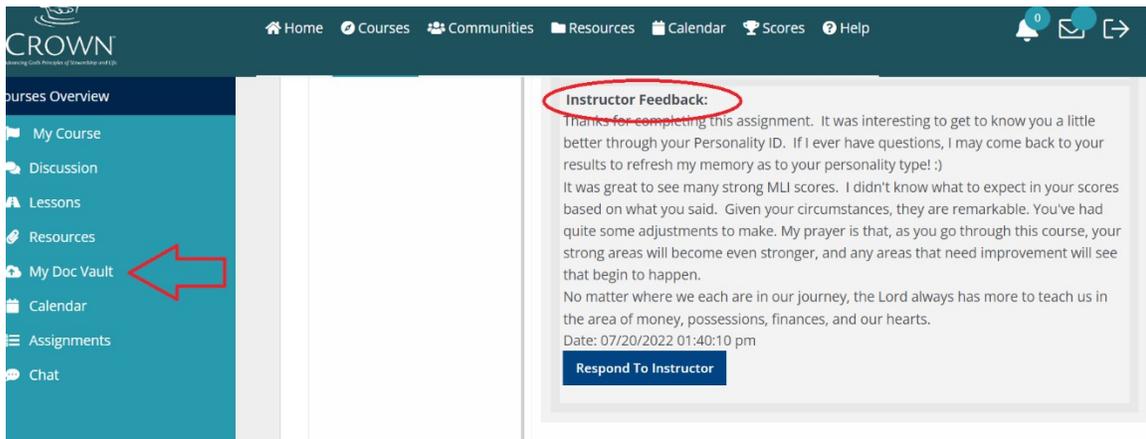
Scroll down, select your course and resume working.

Your Coach will review your assignments and leave feedback, which you can view in *Review Assignment* (in the Assignments section).

After clicking **Review Assignment**, you will see all of the questions with your answers. Some, but not all, questions include **Suggested Essay/Responses**. After this, you should see **Feedback for Student** from your Coach, if added. (They may not respond to each and every question.)

### Feedback on My Doc Vault assignments

When you are ready to view feedback on *My Doc Vault* assignments, be sure you are logged into your course and go to *My Doc Vault* on the left-hand menu. Scroll past your submission (and any notes you may have written) until you see the Instructor Feedback section. There you will see notes from your trainer.



(Your client will find any feedback you leave for them relating to their *My Doc Vault* assignments in the same way.)

**IMPORTANT:** Your Coach may choose to review this feedback with you during the meeting. Also, after you meet together, your Coach may decide to go back and add additional feedback. Therefore, it is recommended that you wait to **Review Assignment** a couple of days after you have met with your Coach and before the next meeting. In this way, the comments will be complete when you read them and the discussion will be fresh when you meet.

**Optional: Dig Deeper**

At the end of many lessons, there is an optional section for digging deeper into biblical financial principles. We encourage you to listen to these to reinforce what you are learning and to inspire and motivate you on your journey. Whether you choose to watch them or not, you will need to **Mark Complete** in order to get the **Next** button to appear so you can proceed in the course.

Lesson Content

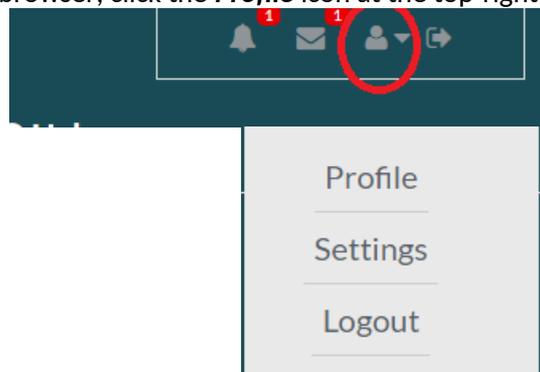
Previous

^ 1.7 Optional: Dig Deeper - God's Economy vs. Man's Economy

Mark Complete

**LOGGING OUT**

To log out without closing your browser, click the **Profile** icon at the top-right of your screen and click **Logout**.



## HELP ME!

### HELP TUTORIALS:

- From the top menu, click **Help**. Here you will find numerous PDF and video tutorials provided by E360 on the various website functions.

### REQUEST HELP:

- From the top menu, click **Help**. From the left panel, click **User Help Desk**. You can create a help ticket to request help from Crown with site issues, course questions, etc.
- You are always welcome to reach out to your Coach, as well. Yet, be mindful that our Coaches are “budget-savvy”, but not necessarily “tech-savvy”!

We are thankful that you have chosen to enroll in Crown’s Budget Coaching Course. In working with your Coach, the following is recommended: 1) Complete all assignments, faithfully, 2) have a teachable spirit, and, 3) strive to establish a foundation of faithful steward of the resources God has entrusted to you. Developing a spending plan is just part of the process. Strengthening the biblical foundation will help you to faithfully implement a budget, which is instrumental in your journey. Remember, faithful stewardship is a lifelong journey. It is our prayer that you remain true to the task so that you may hear “Well done!” when you stand before the Lord in glory.