

Welcome to aQuiRe Construction Academy Business Admin portal!

This guide is designed to help you get started and make the most of aQuiRe Construction Academy's monitoring features inside our Business Admin (BA) portal. Here, you'll find instructions, tips, and troubleshooting advice to maximize your experience monitoring participants' progress through their learning journey.

In the BA, you have access to participant account information, education plan assignments, participant progress, and valuable reporting data. If you have questions, feedback, suggestions, or comments about the BA, email academy@cahillresources.com.

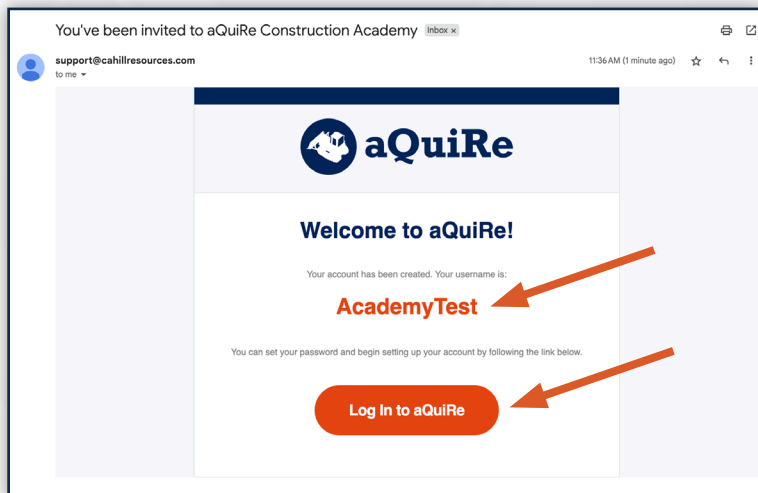
Getting Started

Logging In

The Business Admin portal can be found here: <https://business.cahillresources.com/>

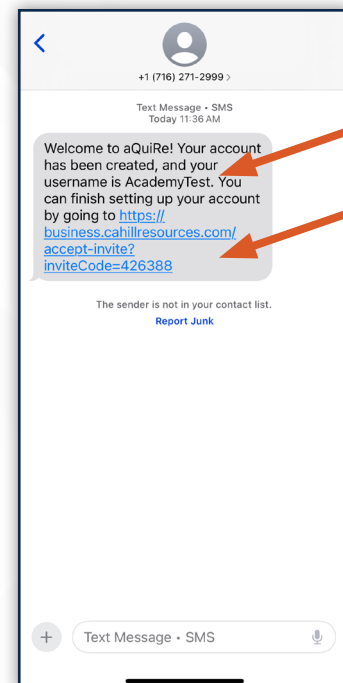
Before you can log in, you'll need the information contained in your invitation. There are two ways to receive that invitation: text message and/or email.

Your **email** invitation will come from support@cahillresources.com, and will include your username and a button that links to the BA portal:



Note: the link in both invitations will auto-populate your Secret Code. You'll need your username for the step *after* you create your new password.

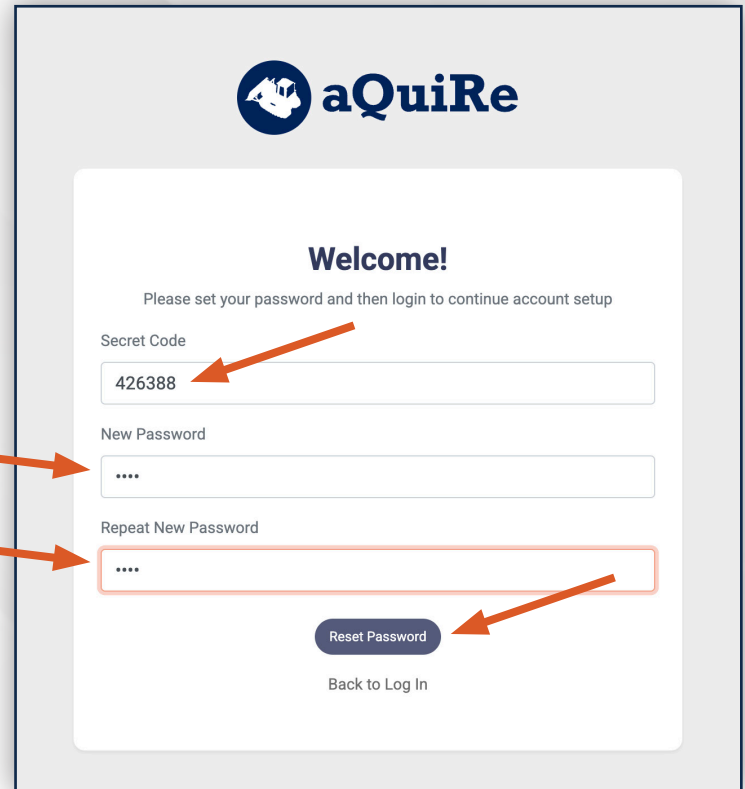
Your **text message** invitation will come from +1 (716) 271-2999, and will include your username and a link to the BA portal:



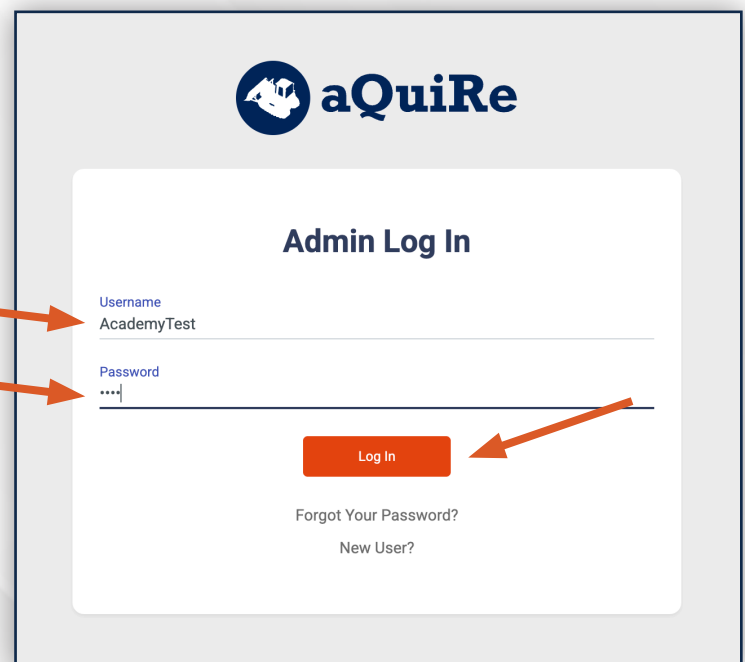
Email

Once you click on the “Log In to aQuiRe” button from your email invitation, you’ll be taken to our aQuiRe login page. This is our universal login page for *both* our aQuiRe portal AND our aQuiRe Construction Academy portal. By default, you’ll see the aQuiRe logo displayed at the top, but rest assured, your account will still be under aQuiRe Construction Academy.

- 1 You should see that the Secret Code has populated within the Secret Code field.
- 2 Enter a secure password you will remember in the New Password field.
- 3 Enter the same password in the Repeat New Password field to ensure both passwords match.
- 4 Click the Reset Password button to set your new password.

The screenshot shows the 'Welcome!' account setup page. At the top is the aQuiRe logo. Below it, the heading 'Welcome!' is followed by the instruction 'Please set your password and then login to continue account setup'. There are three input fields: 'Secret Code' (pre-filled with '426388'), 'New Password' (masked with dots), and 'Repeat New Password' (also masked with dots). An orange arrow points to the 'Secret Code' field. Another orange arrow points to the 'New Password' field. A third orange arrow points to the 'Repeat New Password' field. Below the fields are two buttons: 'Reset Password' (highlighted with an orange arrow) and 'Back to Log In'.

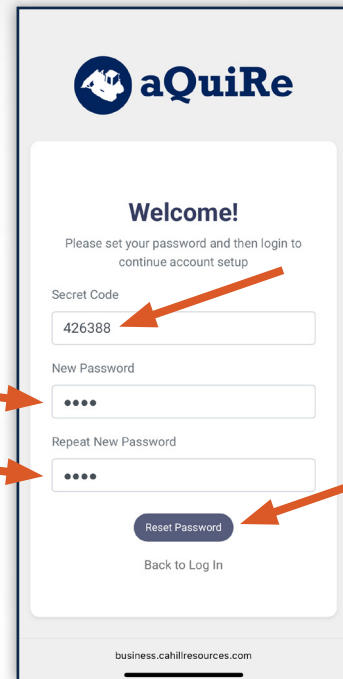
- 5 You’ll be taken back to the Admin Log In page. This is where you’ll need to enter your username from the email invitation into the Username field.
- 6 Enter the password you just created.
- 7 Click the Log In button.

The screenshot shows the 'Admin Log In' page. At the top is the aQuiRe logo. Below it, the heading 'Admin Log In' is displayed. There are two input fields: 'Username' (pre-filled with 'AcademyTest') and 'Password' (masked with dots). An orange arrow points to the 'Username' field. Another orange arrow points to the 'Password' field. Below the fields is a red 'Log In' button (highlighted with an orange arrow). At the bottom, there are two links: 'Forgot Your Password?' and 'New User?'.

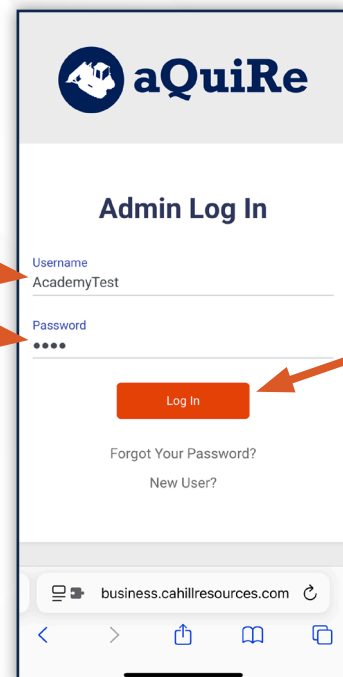
Text Message

Once you click on the text message link from your invitation, you'll be taken to our aQuiRe login page. This is our universal login page for *both* our aQuiRe portal AND our aQuiRe Construction Academy portal. By default, you'll see the aQuiRe logo displayed at the top, but your account will still be under aQuiRe Construction Academy once you're logged in.

- 1 You should see the Secret Code pre-populated within the Secret Code field.
- 2 Enter a secure password you will remember into the New Password field.
- 3 Enter the same password into the Repeat New Password field to ensure both passwords match.
- 4 Click the Reset Password button to set your new password.

A mobile app screenshot of the "Welcome!" screen. At the top is the aQuiRe logo. Below it, the text "Welcome!" is followed by "Please set your password and then login to continue account setup". There are three input fields: "Secret Code" (pre-filled with "426388"), "New Password" (masked with dots), and "Repeat New Password" (masked with dots). Below these fields is a blue "Reset Password" button and a "Back to Log In" link. At the bottom, the URL "business.cahillresources.com" is visible. Three orange arrows point to the Secret Code field, the New Password field, and the Reset Password button.

- 5 You'll be taken back to the Admin Log In page. This is where you'll need to enter your username from the text invitation into the Username field.
- 6 Enter the password you just created.
- 7 Click the Log In button.

A mobile app screenshot of the "Admin Log In" screen. At the top is the aQuiRe logo. Below it, the text "Admin Log In" is displayed. There are two input fields: "Username" (pre-filled with "AcademyTest") and "Password" (masked with dots). Below these fields is a red "Log In" button. Underneath the button are links for "Forgot Your Password?" and "New User?". At the bottom, the URL "business.cahillresources.com" is visible in the browser bar. Three orange arrows point to the Username field, the Password field, and the Log In button.