



High level steps to follow...

The class registration processing now includes additional validation and warnings for classes that do not adhere to the JA Program Implementation Standards. Warnings will not prevent classes from being registered. However, they should be reviewed for data integrity. While most errors are captured within BCRM there are a few errors that are identified outside of BCRM. Please review your registrations for accuracy.

Step 1

Verify Program Data
*COVID No Volunteer
Delivery Model*

Classes with the Volunteer Delivery Model of COVIDedu require a variance in BCRM. A report has been created in BCRM to identify classes where the variance is missing for this delivery method. If you have classes on this report that require variances, update the classes with the appropriate pre-approved variance (which will apply the appropriate ICH to the class) and re-verify the class.

- Review the **Class Maintenance List** in BCRM
Navigate to: Program Management | Classes Maintenance Lists | Classes with COVID No Volunteer Delivery Model (requires variance)

Validate there are no classes with errors. If you have classes on these reports that require corrections, make the appropriate edits to the classes and re-verify the class.

Step 2

Verify Program Data
*Ensure Learning
Experiences are Error-Free*

- Review the **Learning Experiences Status** Power BI report in BCRM
 - *See Page 2 for details on how to login to the Power BI service.*
- **Select 'Workspaces' | 'Reports – All Access | Learning Experience Status**
- *Review the following tabs to see if you have errors: (Filter by 'Registration Error' on the reports to see Programs with Errors that need correcting)*
 - *Program Standards Verification*
 - *BCRM Verification Error*
 - *Prepare Registration Errors*

Step 3

**Reconcile Program
Activity Report**

Once you have verified all Learning Experiences (Prepare and Inspire) are error-free, review the **Program Activity** Power BI report. This report provides the official count of classes, students, and contact hours for the selected JA Area. The counts for classes, students and hours must reconcile to the Year-End Verification screen in BCRM.

- Review the **Program Activity** Power BI report in BCRM
 - *See Page 2 for details on how to login to the Power BI service.*

TO ACCESS THE POWER BI REPORTS:

Login to [Power BI](#):

- If you are not prompted to log in and Power BI Opens, sign out of Power BI.
You need to be sure you are logged in with JA USA (not your local) credentials
- If you are prompted to log in **VERY IMPORTANT**
 - Use first.last@ja.org
 - If it is not listed as an account for you, select **Use another account**
 - Type first.last@ja.org
 - Select **Next**
 - Enter password (use your JA USA password for BCRM, JA Intranet, etc.)
 - Select Sign-In
- You will now be in the Power BI Service:
 - Navigate to: Workspaces | Reports – All Access
 - **Select Learning Experiences Status report**

