


Suitable Instructions

LOGGING IN FOR THE FIRST TIME

Students can login to SOAR to find events, activities, and programs and to start tracking their progress.

1. Login to wyoweb.uwyo.edu.
2. Click on the SOAR icon at the top right. You will be automatically redirected to your SOAR profile.

SOAR also has a mobile app,  Suitable, for students to record experiences on the go.

1. Search for,  Suitable, in the App Store or Google Play and download for free. If you already have the app, make sure that you have the most up-to-date version.
2. Open the Suitable app and enter your UW email address and password.
3. Click "Sign In" next to the SOAR logo. You will be redirected to the WyoWeb login followed by multi-factor authentication. Once logged in through WyoWeb you will be taken back to the Suitable app.

NAVIGATING SOAR

To view your SOAR progress online, login with your UW username and password.

1. On the dashboard, click *Achievements*.
2. Here is where you will see our 7 competencies, SOAR completion and Master SOAR completion. Clicking a specific competency will show your completion progress.
 - a. Click *Activities* to see a full list of upcoming events for SOAR credit.
3. Compile and record all your SOAR experiences online by self-reporting (see below) or attending events and scanning QR codes.

SELF-REPORTING ACTIVITIES

Self-reporting is the act of submitting information and reflecting on the events/activities that you have completed for SOAR credit.

Self-reporting in Suitable

1. Click on the *Activities* tab on the left sidebar.
2. Search for the requirement you are looking to fulfill by self-reporting (ex. 1. Learn More - Complete 2 activities that explore career options).

3. Click *View Requirements* under the activity that you are trying to self-report. Here you will see a list of tasks and events under *Options*.
4. Click any of the generic tasks listed that you have not completed. Order to completion does not matter.
5. Learn about the requirement and take the necessary steps to fulfill the requirement. Once you have completed the requirement, click on the circle to the left of the task. A box may pop up for you to enter a reflection and upload a document.
 - a. In your reflections you'll want to include the name, date, and time of the event as well as what you gained/learned from attending the event.
 - b. Some requirements will also ask you to upload a file to your portfolio (ex: Have your resume reviewed). You should upload the file required.
6. Once you add the reflection, you will see a green check mark next to that activity, confirming your self-report was successful.

If an event is not in the system: THINK OUTSIDE OF THE BOX

1. Each competency at each level provides a "Think Outside the Box" option where you can propose your own experience. Click on the circle checkbox to the left of the task and follow the prompts.

COMPLETING SOAR AND MASTERING SOAR

1. Students complete the SOAR program by completing all the requirements for Levels 1-4 for each of the 7 competencies.
2. Students Master SOAR by completing all the requirements for Levels 1-4 for each of the 7 competencies AND Level 5 for *at least one competency*.