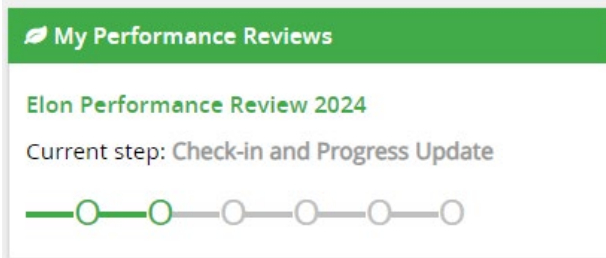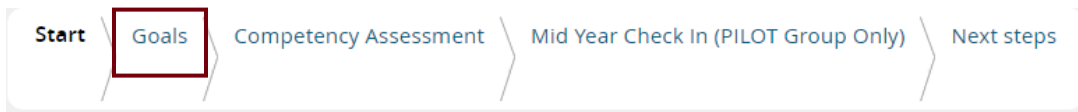## Guide for Moving a Review Back into Edit Mode:
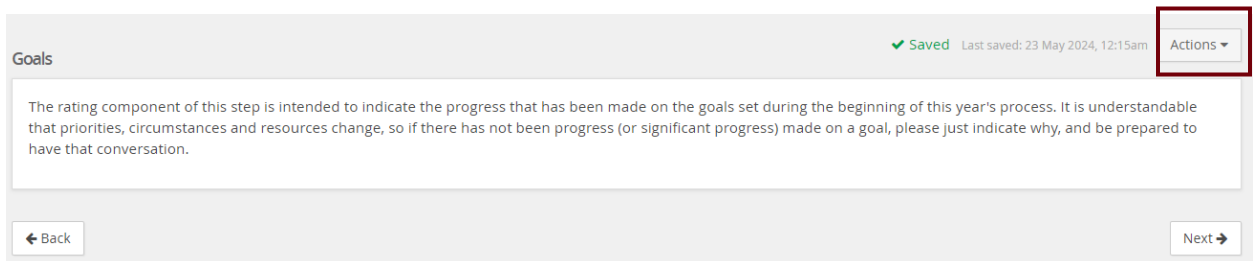
1. When you login the landing page will now show you are in the "Check-in and Progress Update" stage
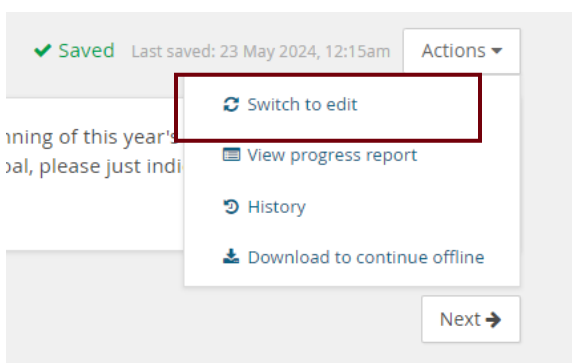

2. When you click into your review, the "Start Page" instructions will have updated for this part of the process- which is intended *only for the pilot*.

3. However, if you still need to input your goals, please select the Goals Screen.

4. Since the goal setting portion has passed the deadline the instructions on this screen now read for the pilot group.

5. If you select the Actions menu in the right-hand corner, you can "Switch to Edit."

6. This will change the instructions and allow you to move forward with adding your goals.
7. Refer to the initial user guide and on-screen instructions for the process for adding goals.