

# Your Logo or a Specific Header Here

## Specific Job Aid Name

**Purpose** List specific purpose for this Job Aid.

**Audience** Specific audience (do not leave blank).

### Process

STEP	ACTION	RESULT/RESOURCES
1 Could also use icons here to note a critical element	Directions for the first step. Put the action word in <b>maroon</b> .  <b>NOTE: Add a note when a step may need to call out to another document or has an important element that needs awareness.</b>	If needed, this column notes the result of the preceding action. This column may also be used for associative documents (related resources) that elaborate a step.
2		
3		
4		
5		

### Helpful Hints

- Hint 1
- Hint 2
- Hint 3