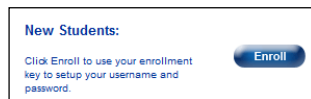


## ▶ Enrolling Learning Port for the *First Time* Using an Access Key

- 1) **Open your browser and**, in the Address bar at the top of the window, **type *learning.newhorizons.com***. **Click Go or press Enter**. The home page will appear.
- 2) Under the New Students section select the Use your access key to enroll button.



- 3) **Type the access key given to you by your training administrator and click Send**. (Be sure to include the dashes. Access keys are case sensitive; any text must be entered exactly as displayed.)

Access Key:

8605-F7F6-8495

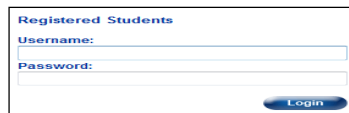
- 4) **Type your personal information**, including a username and password. (The username and password are case sensitive.) All fields marked with an asterisk are required fields and must be filled in.



- 5) After completing the form, **click Submit** to complete the enrollment process.

## ▶ Logging In to Online Anytime After You Have Enrolled (Note: You only enroll once!)

- 1) Under the Registered Students section, **type your username and password**. (These are case sensitive.) **Click Login**.



## ▶ Navigating

Once you've logged in to Online Anytime, you are on the Welcome page.

### Navigating the Tabs in Learning Port:

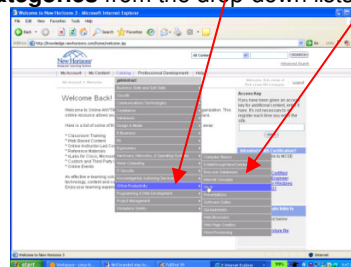
Navigate by pointing to one of the tabs across the top, then selecting a page from the drop-down list. A "breadcrumb trail" shows your current location.



## ▶ Locating Courses on Learning Port

### Find courses via the Course Catalog:

At the top of the page, **point to the Catalog tab and select the desired *primary* and *secondary* categories** from the drop-down lists.



Courses and resources display under secondary categories, organized by content type.

### Find courses via Search:

Search is found in the upper-right corner, above the tabs. From the drop-down list, **select a content type**. **Type a keyword** (for example, Word) **and click Search**.



Search will display a list of self-paced courses and online technical references (if your contract includes these) containing the term "Word" in the title or contents.

## ▶ Accessing self-paced courses

You may need a one-time download of Macromedia Shockwave (or Flash Player) to run the self-paced courses. If you do not have the plug in, instructions will pop up to guide you through the installation.

**\*Note:** If your network environment prevents you from downloading Shockwave and/or the Flash Player, contact your network administrator.

## ▶ Starting a Self-Paced Course

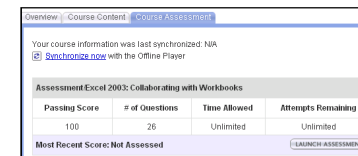
Select the Course Content tab.



Select a topic title link to start a specific topic.



To begin an assessment to identify skill gaps, **select the Course Assessment Tab. Click Launch Assessment**.



Assessment	Passing Score	# of Questions	Time Allowed	Attempts Remaining
Excel 2003: Collaborating with Workbooks	100	26	Unlimited	Unlimited

Most Recent Score: Not Assessed

## To access online technical references (if applicable in your subscription)

From the course Catalog page or the Search Results when you see the Online Technical References section **Click the reference title to open the reference**. If you bookmark a reference, it will display on your My Resources page.

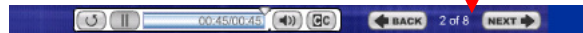
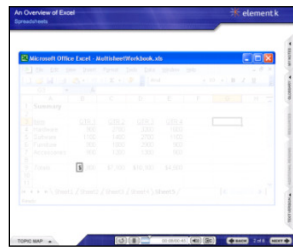
Online Technical References	1-3 (of 64)   <a href="#">More Results</a> ▶
<a href="#">Microsoft® Office Excel 2003 fast&amp;easy™</a>	
<a href="#">Show Me Microsoft® Office Excel 2003</a>	
<a href="#">Calculate the difference between two dates with DATEDIF</a>	

<a href="#">My Content</a>	<a href="#">Catalog</a>	<a href="#">Pro</a>
My Training		
My Resources		
My Professional Development		
<a href="#">My Collaboration</a>		

You can also create a link to the My training page from the Course Content page by **clicking the Add Bookmark link**.



## ▶ Self-Paced Course Navigation



Basic button controls run these courses:



displays the user options, such as audio on/off, Text mode, pause and replay.

The Exit button **EXIT** in the upper left of the course screen quits the course prior to completion.

The Rewind button **BACK** goes to the previous page of the topic.

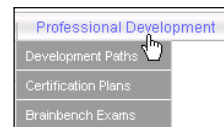
The Advance button **NEXT** goes to the next page of the topic.

When you complete a topic, you are returned to the Course Content page. A link for the course is automatically added to your My Training page.

To access My training select the My Content tab and select My training

## ▶ Exploring Professional Development

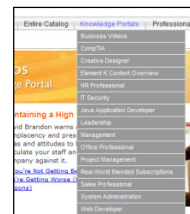
Point to Professional Development and select the appropriate item from the drop-down list.



Development Paths are created by your organization to document job skills. Certification Paths are created by vendors to help students prepare for vendor certification tests. Brainbench Exams test knowledge of a software application or business skill.

## ▶ Viewing Knowledge Portals

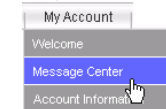
Knowledge Portals provide you with a quick “at a glance” view of all of your available content resources in a one click format that is “mapped to a specific theme” depending on the subscription(s) you have access to. To view your Knowledge Portal(s) simply point to the Knowledge Portal Tab and select the appropriate Portal.



Once you are in the Portal you can quickly link to all of the available resources by selecting any of the links

## ▶ Viewing the Message Center

At times your training administrator may send a special message to view these messages From the My Account drop-down list, **select Message Center**.



Click **View All** to see all the messages under each heading.

## ▶ Collaboration Center

Collaboration refers to Blogs, Wikis, and Discussion Forums, which are types of user-generated, web-based content. If you choose to opt-in to the collaboration feature, you will receive access to these content types.



## ▶ Printing a Transcript

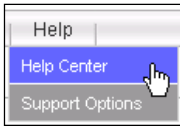
From the My Account drop-down list, select **Account Information**→**Transcript**.

Your attendance and assessment history will display, with a Certificate link corresponding to any completed course. To print a certificate, on the browser's toolbar, click the **Print** button.

## ▶ Using Support Options

### Contacting Tech Support

In the upper-right corner, from the Help drop-down list, **click Help Center** to view frequently asked questions.



**Click Support Options** to contact Technical Support directly.

We also offer:

- 24x7 live chat
- Email support
- Phone support at 1-800-250-5013 (Option 1)
- 24 hours per day, Monday through Friday.

