

▶ Logging In to Learning Port

- 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 Learning Port home page will appear.
- 2) Under the Registered Students section, **type your username and password**. (**your training administrator has provided to you**) and **Click Login**

Registered Students

Username:

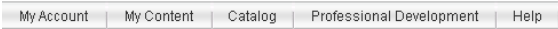
Password:

Login

[Retrieve your Username or Password?](#)

▶ Navigating

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



Navigating the Tabs in Learning Port:

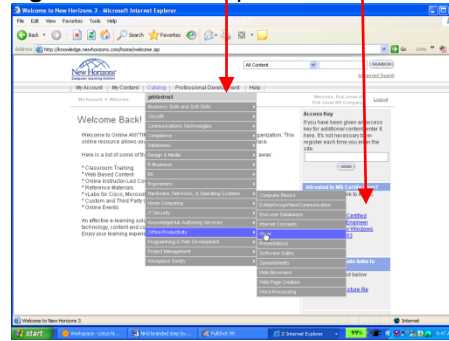
Navigate by pointing to one of the tabs across the top, then selecting a page from the drop-down list. A "breadcrumb trail" shows your current location.



▶ 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 and/or instructor-led online courses and online technical references (if your contract includes these) containing the term "Word" in the title or contents.

▶ Accessing Courses and Resources

To access 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

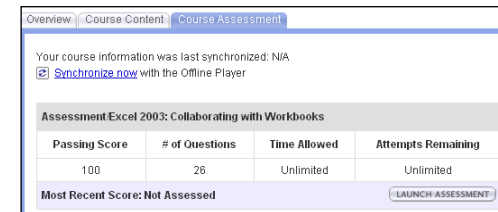
Select the **Course Content** tab.



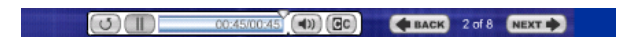
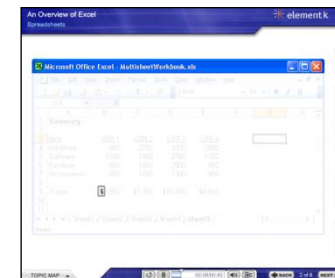
Select a topic title link to start a specific topic.



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




▶ 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  in the upper left of the course screen quits the course prior to completion.

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

The Advance button  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**



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



► **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.



► **Exploring Professional Development**

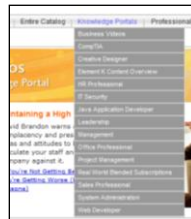
Point to Professional Development and select the appropriate item from the drop-down list.



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” To view your Knowledge Portal(s) simply point to the Knowledge Portal Tab and select the appropriate Portal.

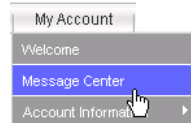


Once you are in the Portal you can quickly link to all of the available resources by selecting any of the links



► **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.



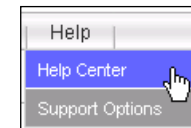
► **Printing a Transcript**

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.

