

ACCESSING AN ELEARNING

1. LOG IN:

USERNAME: WORK E-MAIL

PASSWORD: The password you designated.

If this is your first time logging in, or have not logged in for some time, please use the word "password" for the password.

For log in assistance please contact the appropriate helpdesk

PCWTA: academylms@mail.sdsu.edu

BHETA: Bheta@mail.sdsu.edu

FOR BEST RESULTS:

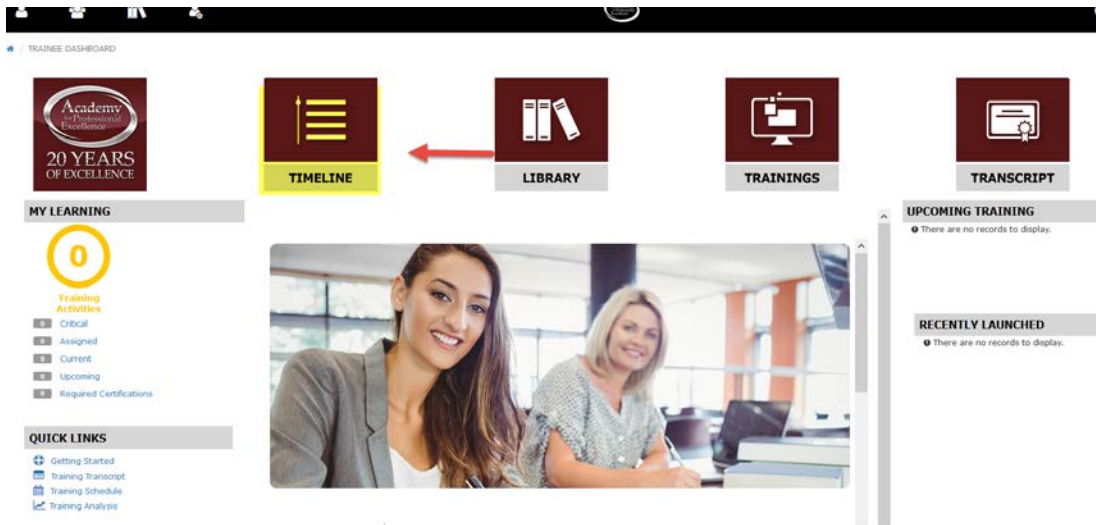
- *USE CHROME OR FIREFOX BROWSERS*
 - *Disable your pop-up blockers*
- *Make sure Javascript, Adobe Shockwave, and Flash Player Plugins are up to date (Check with your IT department)*

METHOD 1:

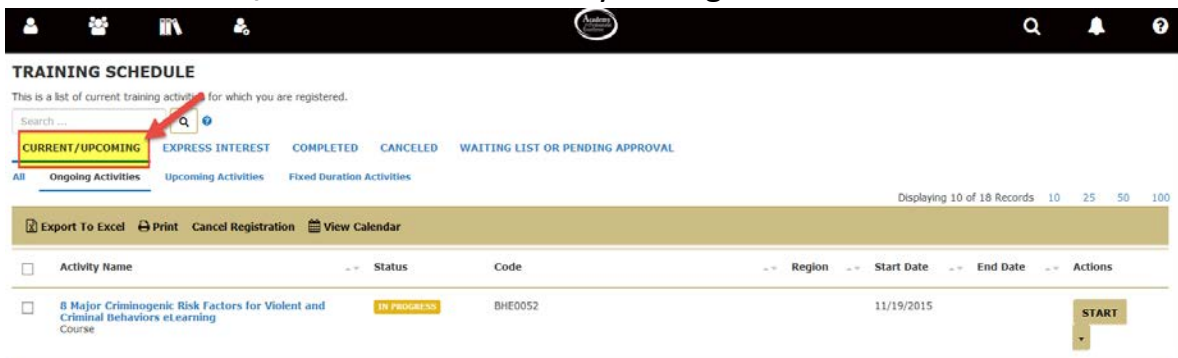
2. Locate the **TIMELINE** menu

- Training schedule can also be accessed by clicking on on the activity number in "My Learning" and using the "Quick Links" on the bottom lefthand corner.*

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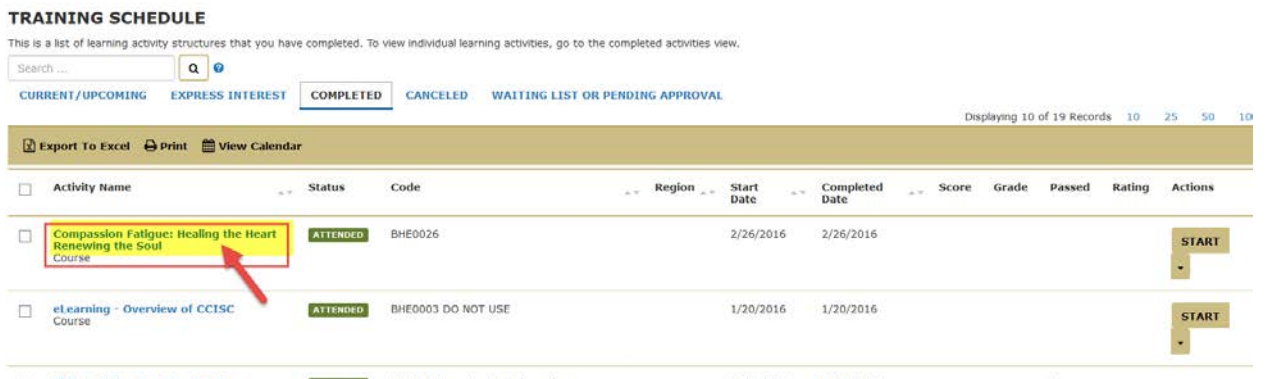


2. Click on **CURRENT/UPCOMING** to view your registered activities



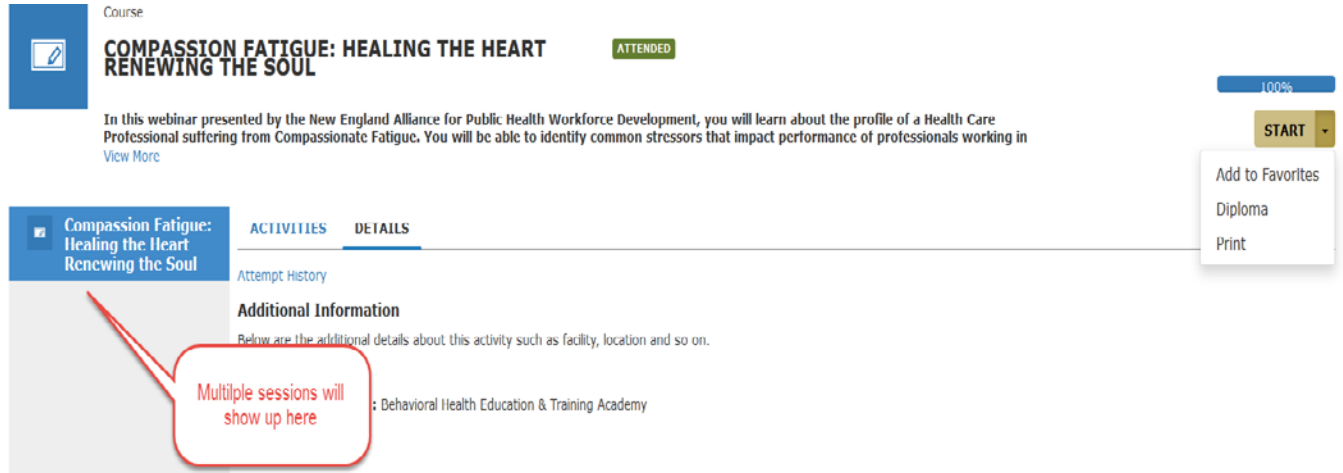
3. If there is a **START** button, click on it

*If no **START** button Click on the **TRAINING TITLE** in **BLUE** lettering*

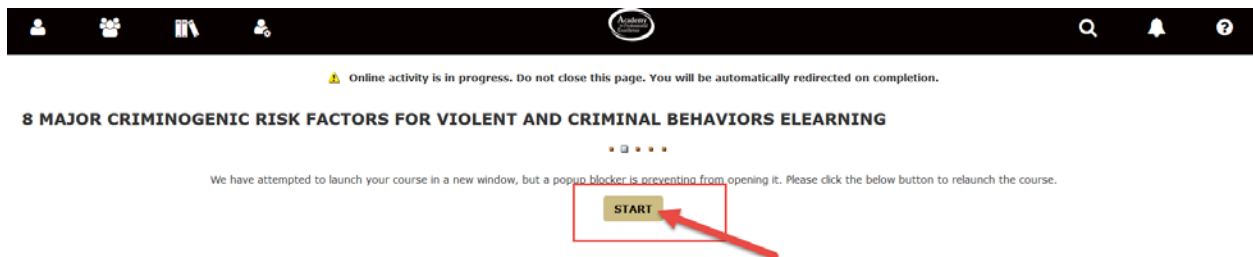


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- a. Clicking on the **TRAINING TITLE** will direct you to the training info page. There you see the **START** button on the **RIGHT** hand side of the page.
- b. If a training has multiple eLearning sessions, you will have to click on each individual one from the **LEFT** hand menu to access its details and the start button



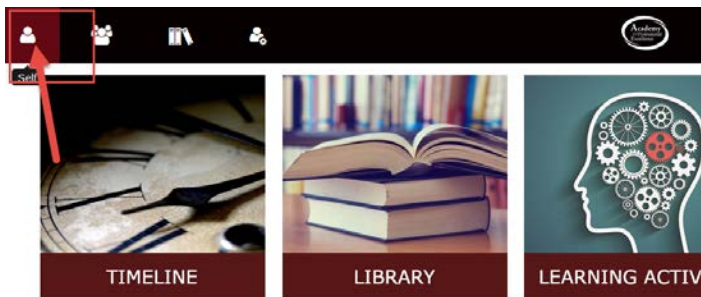
4. Once you start the training, click on **START** once again to launch the eLearning



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Method 2:

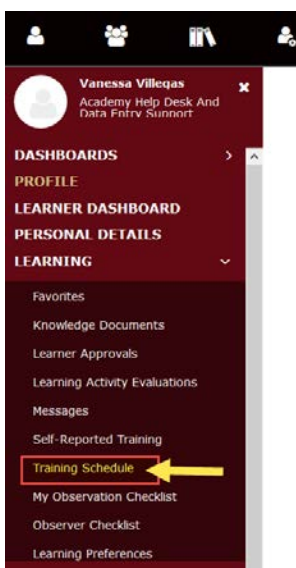
1. Access the **SELF** menu



2. Click on **LEARNING**



3. Click on **TRAINING SCHEDULE**



4. REPEAT steps 2-4 above