



User Manual for Students

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Creating an account

1. Navigate to the site URL from your web browser. The URL is marked on the back of the easyLearning card or will be provided to you by a sponsoring organization.

The screenshot shows the login page of the easyLearning website. At the top, there is a navigation bar with links for Home, My Training, Course Catalog, Support, and Contact. Below this is a banner with the text "educating the world one person at a time" and an image of hands raised. The main content area is titled "Welcome to the Educate The World learning campus" and contains a login form with fields for "Username" and "Password", a "Login or Sign Up" button, and a "Forgot your Password?" link. A sidebar on the left has links for "Courses" and "Course Search". A sidebar on the right has a "What is secure login?" section.

2. Click Sign Up. The account creation page displays.
3. Enter a username and password of your choosing.
4. Enter your user information. Please note, your first name and last name will be displayed on your Certificate of Completion the way you enter them in the form.
5. Click Submit. Your account has been created.

Logging into your account

1. Navigate to the site URL from your web browser.
2. Type your username and password.
3. Click Log In. The site landing page displays. Account and login information are displayed at the top right.

The screenshot shows the landing page of the easyLearning website after a successful login. At the top right, there is a notification: "You are logged in as: eldanica" with an "Account" dropdown menu. Below this is a banner with the text "educating the world one person at a time" and an image of hands raised. The main content area is titled "Welcome to the Educate The World learning campus" and contains a message: "Your account registration is successful. You are now logged in." A sidebar on the left has links for "Courses" and "Course Search". A sidebar on the right has a "What is secure login?" section.

Selecting a course

1. Navigate to the site URL from your web browser and log into the website.

The screenshot shows the easyLearning website's home page. At the top, there is a navigation bar with tabs for Home, My Training, Course Catalog, Support, and Contact. Below this is a green banner with the text "educating the world one person at a time" and an image of several hands raised. The main content area is titled "Welcome to the Educate The World learning campus" and contains a login form with fields for "Username" and "Password", a "Login or Sign Up" button, and a "Forgot your Password?" link. A tooltip titled "What is secure login?" is displayed on the right side of the login form, explaining that the lock icon indicates that the login box uses technology to encrypt and protect the user's username and password. Below the login form, there is a paragraph of text about the opportunity to gain valuable skills and qualifications from 1,500 easyLearning courses, and a "Getting Started:" section with instructions on how to create an account.

2. Click the Course Catalog tab.
3. Select a topic to study.

The screenshot shows the "Desktop Computer Skills » Microsoft Office" page. It features a list of Microsoft Office courses under the heading "Microsoft Office". The courses are: Microsoft InfoPath (1 course), Microsoft Office 2000 (14 courses), Microsoft Office 2002 (XP) (16 courses), Microsoft Office 2003 (9 courses), Microsoft Office 2003 - What's New (2 courses), and Microsoft Office 2007 (35 courses). Below the list is a table with columns for CODE, TITLE, and DELIVERY. The table lists three courses: MLE20301 (Access 2007: 1 Introduction to Access), MLE20302 (Access 2007: 2 Creating Tables), and MLE20303 (Access 2007: 3 Working with Tables). Each row has "details" and "+ add" buttons.

CODE	TITLE	DELIVERY		
MLE20301	Access 2007: 1 Introduction to Access	web	details	+ add
MLE20302	Access 2007: 2 Creating Tables	web	details	+ add
MLE20303	Access 2007: 3 Working with Tables	web	details	+ add

4. Click Details to view the course outline.
5. Click Add to register for a course.

Using a PIN to purchase a course

1. Upon selecting a course, you are prompted to enter your 20 character PIN or Activation Code. The code is found on the back of your easyLearning card. Simply scratch to reveal the code.

Desktop Computer Skills » Microsoft Office

Microsoft Office

- Microsoft InfoPath (1 course)
- Microsoft Office 2000 (14 courses)
- Microsoft Office 2002 (XP) (16 courses)
- Microsoft Office 2003 (9 courses)
- Microsoft Office 2003 - What's New (2 courses)
- ↓ Microsoft Office 2007 (35 courses)

CODE	TITLE	DELIVERY	details	+ add
MLE20301	Access 2007: 1 Introduction to Access	web	details	+ add
MLE20302	Access 2007: 2 Creating Tables	web	details	+ add

Please enter the 20 character Activation code below, then press the "Activate" button to purchase this course.

2. Enter your code and click Activate. A success message will appear with a link to launch the course.
3. Click the Launch Course button.

Desktop Computer Skills » Microsoft Office

Microsoft Office

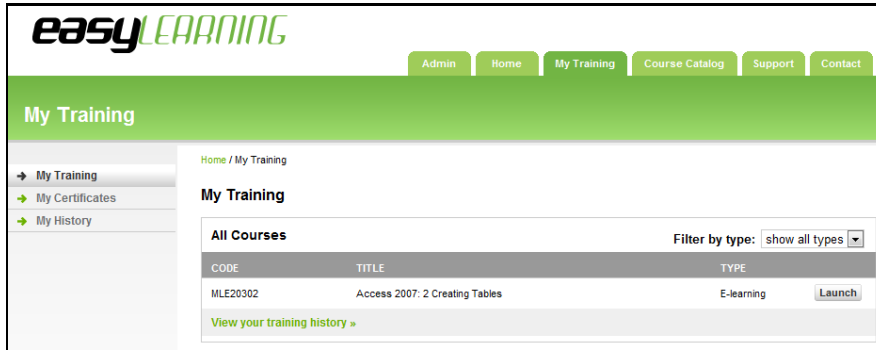
- Microsoft InfoPath (1 course)
- Microsoft Office 2000 (14 courses)
- Microsoft Office 2002 (XP) (16 courses)
- Microsoft Office 2003 (9 courses)
- Microsoft Office 2003 - What's New (2 courses)
- ↓ Microsoft Office 2007 (35 courses)

CODE	TITLE	DELIVERY	details	+ add
MLE20301	Access 2007: 1 Introduction to Access	web	details	+ add
MLE20302	Access 2007: 2 Creating Tables	web	details	+ add

You have successfully ordered Access 2007: 2 Creating Tables. You can [take the course now](#) or visit your [My Training](#) area at any time to launch the course.

Launching a course

1. Navigate to My Training.
2. Click the Launch button for the course you would like to run. The course launch page displays.

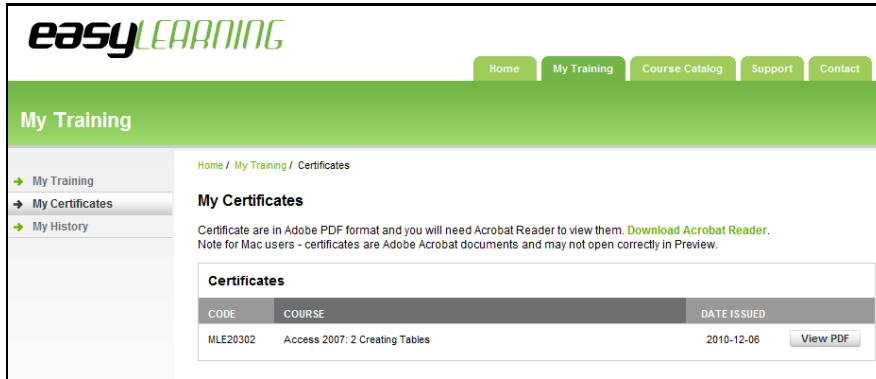


ELEMENTS OF A COURSE LAUNCH PAGE

3. Click the Launch link to launch a course module. The course will open in a new window.

Downloading a certificate

1. Navigate to My Training.
2. In the sidebar, click My Certificates. The My Certificates page appears.



easyLEARNING

Home My Training Course Catalog Support Contact

My Training

→ My Training
→ **My Certificates**
→ My History

Home / My Training / Certificates

My Certificates

Certificate are in Adobe PDF format and you will need Acrobat Reader to view them. [Download Acrobat Reader](#).
Note for Mac users - certificates are Adobe Acrobat documents and may not open correctly in Preview.

CODE	COURSE	DATE ISSUED	
MLE20302	Access 2007: 2 Creating Tables	2010-12-06	View PDF

3. Click the View PDF button to view, download or print your certificate.