



## Participant Instructions for Link2eLearning

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## Participant Instructions for Link2eLearning

### Getting Started

On the Link2eLearning home page, you'll see a navigation toolbar across the top. Click on **LOGIN** or **REGISTER**. This will take you to the sign-in page.

You will also see that in the top right corner you can switch the language displayed on the screen from English to French.

If you have not registered before, click on **Register Here**.

If you have previously registered, click on **Login** and enter your Username and Password.

The screenshot shows the top navigation bar with the levittsafety logo, EHS TRAINING & CONSULTING SERVICES, Online Occupational Health & Safety Training, and a language dropdown set to English. Below the navigation bar are buttons for Home, Login, Register, Courses, Contact us, and Help. The main content area is titled 'Login' and contains input fields for 'User name' and 'Password', a 'Login' button, a 'Forgot Password' button, and a 'Register Here' button. A red arrow points to the 'Register Here' button.



## Requirements and Help

Flash Player 9 must be installed on your computer in order to access the course material.



[http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)

You can download the Flash Player now by clicking on the link above.

You can also check your other browser settings by clicking on **Browser Settings**, found in the top right easy navigation panel.

Also ensure your speakers are turned on prior to starting a course.

If you need additional Help you can click on the **Help** Tab at anytime.

A screenshot of a web application interface. At the top, there is a dark blue header with the "levittsafety" logo and "EHS TRAINING &amp; CONSULTING SERVICES" on the left, and "Online Occupational Health &amp; Safety Training" in the center. On the right of the header is a light blue navigation panel with links: "Participant Instructions", "Administrator Instructions", "Browser settings", and "Support". Below the header is a horizontal menu with tabs: "Home", "Login", "Register", "Courses", "Contact us", and "Help". A red arrow points to the "Help" tab. Below the menu is a "Login" form with fields for "User name" and "Password", a "Login" button, a "Forgot Password" button, and a "Register Here" button. Another red arrow points to the "Help" tab from the "Login" form area.



## Registering

To register, you must fill in all of the required fields (\*). We also recommend you enter your email address. Your username is automatically generated.

Create a password with a minimum of six (6) alpha-numeric characters then click on **Submit**. Remember your Username and Password, as you will need them to log into the system in the future.

### Register

First Name \*

Last Name \*

This is the name that will appear on your course completion certificate(s).

Company

Department / Location

Job Title

Email (Recommended)

Address

City

Province

Postal Code

Phone  Ext.

Enter the User name that you would like to use: \* (Required Field)

Enter a password: \*

Re-enter to confirm your password: \*

This password is viewable to system administrators.

Please uncheck the box if you don't want to receive information about new courses and offers from WellNet Solutions.

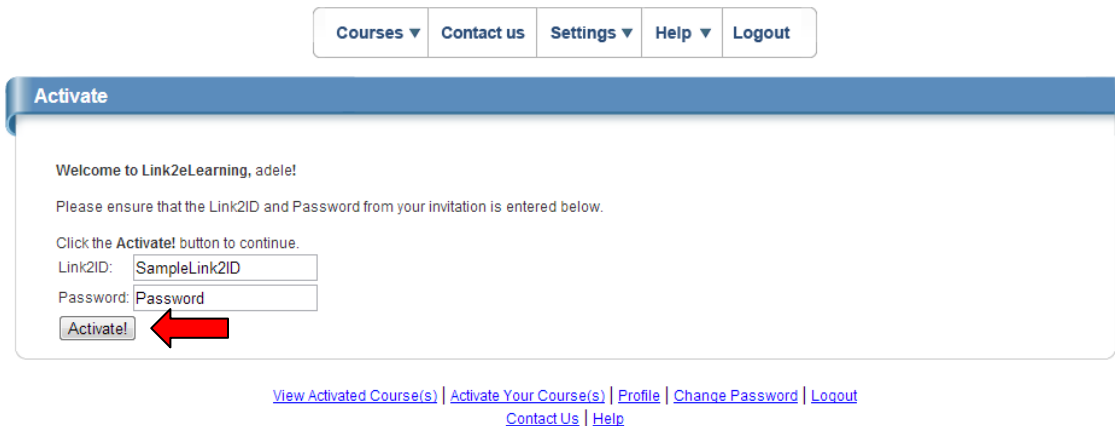
\* Required Field

By clicking "Submit" for the use of the Link2eLearning Learning Management System, you are acknowledging that you agree to the Legals and the Privacy Policy associated with this site.

## Activating a Course

There are 2 ways to activate a course:

1. If you have received an email from your administrator with a link, click on the link to register. Once you have registered, the Link2ID and Password Fields are automatically filled in. Click **Activate!**.

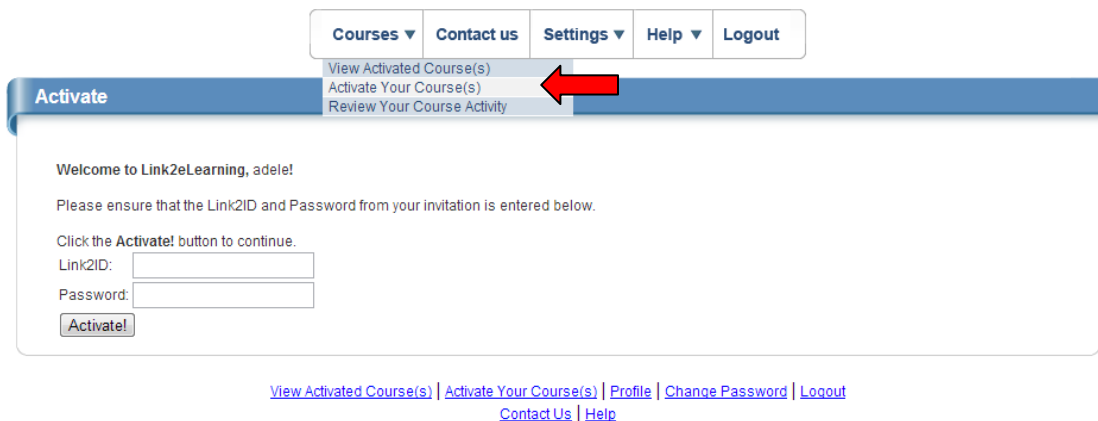


The screenshot shows a navigation bar with buttons for Courses, Contact us, Settings, Help, and Logout. Below it is a blue header labeled 'Activate'. The main content area contains a welcome message, instructions to enter Link2ID and Password, and a form with the following fields:

- Link2ID:
- Password:
- 

A red arrow points to the 'Activate!' button. At the bottom, there are several blue links: [View Activated Course\(s\)](#), [Activate Your Course\(s\)](#), [Profile](#), [Change Password](#), [Logout](#), [Contact Us](#), and [Help](#).

2. If you have been given a Link2ID and Password, click on **Courses** and **Activate Your Course(s)**.



The screenshot shows the same navigation bar and 'Activate' header as the first screenshot. The 'Courses' dropdown menu is open, showing three options: 'View Activated Course(s)', 'Activate Your Course(s)', and 'Review Your Course Activity'. A red arrow points to the 'Activate Your Course(s)' option. The main content area contains the same welcome message and instructions, but the form fields are empty:

- Link2ID:
- Password:
- 

At the bottom, the same blue links are present: [View Activated Course\(s\)](#), [Activate Your Course\(s\)](#), [Profile](#), [Change Password](#), [Logout](#), [Contact Us](#), and [Help](#).

Enter your Link2ID and Password in the appropriate boxes and then click on **Activate!**.

[Courses](#) ▾ [Contact us](#) [Settings](#) ▾ [Help](#) ▾ [Logout](#)


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**Activate**


Welcome to Link2eLearning, adele!

Please ensure that the Link2ID and Password from your invitation is entered below.

Click the **Activate!** button to continue.

Link2ID:  

Password:  



[View Activated Course\(s\)](#) | [Activate Your Course\(s\)](#) | [Profile](#) | [Change Password](#) | [Logout](#)  
[Contact Us](#) | [Help](#)

To view a course, click on the course title. A window will open displaying the appropriate course. You are now ready to begin the training session.


[Courses](#) ▾ [Contact us](#) [Settings](#) ▾ [Help](#) ▾ [Logout](#)

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**Courses**

**Steps for Activating Courses -**

[Step 1: Login / Register](#) [Step 2: Activate Course](#) **[Step 3: Take Course](#)**

 **All set!** Click on the course name to launch the course. The next time you log in, you can find all of your courses in the **My Courses** section.

Please ensure your speakers are turned on prior to starting a course.

Course	Progress	Date Activated	Course Available Until
<input type="text" value="Asbestos Awareness"/> 	0%	May 09 2013	May 09 2014

[View Activated Course\(s\)](#) | [Activate Your Course\(s\)](#) | [Profile](#) | [Change Password](#) | [Logout](#)  
[Contact Us](#) | [Help](#)



## Navigating Through a Course

The **Help** button provides a short tutorial on how to navigate through a course. You must complete all lessons and quizzes, in the order they are presented, to receive your certificate.

The screenshot shows the course interface for "WHMIS - An Introduction". On the left, there is a "MENU" sidebar with a tree view of chapters and lessons. Below the menu are buttons for "Resources", "Evaluation", "Certificate", "Help", and "Exit Course". A red arrow points to the "Help" button. The main content area features a "Welcome" dialog box with the following text: "We hope you find this course informative and engaging. Click on the button below to begin the course. If you require help in navigating through the course, click on the 'Help' button located below the main menu at left. Thank you." Below the dialog box is a button labeled "Next lesson: Introduction".

## Participant Activity Report

To view your course activity click on **Review your Course Activity** under the Courses tab.

The screenshot shows the "Participant Activity" report interface. At the top, there is a navigation bar with buttons for "Courses", "Contact us", "Settings", "Help", and "Logout". Below this, there is a "Participant Activity" section with a sub-menu containing "View Activated Course(s)", "Activate Your Course(s)", and "Review Your Course Activity". A red arrow points to the "Review Your Course Activity" link. Below the sub-menu is an "Export XLS" button. The main content area contains a table with the following data:

Course	Status	Progress	Activated	Course Available Until	Date Completed	Exam Score
<a href="#">Slips, Trips and Falls</a>	Finished	100.0 %	April 30 2010	October 21, 2010	July 15, 2009	100.0 %
<a href="#">Asbestos Awareness</a>	New	0.0 %	May 09 2013	Never	-	-


[View Activated Course\(s\)](#) | [Activate Your Course\(s\)](#) | [Profile](#) | [Change Password](#) | [Logout](#)  
[Contact Us](#) | [Help](#)


You can also export this information into an Excel spreadsheet.

Courses ▾ Contact us Settings ▾ Help ▾ Logout

Participant Activity

View Activated Course(s)  
Activate Your Course(s)  
Review Your Course Activity


 [Export XLS](#)

Course	Status	Progress	Activated	Course Available Until	Date Completed	Exam Score
<a href="#">Slips, Trips and Falls</a>	Finished	100.0 %	April 30 2010	October 21, 2010	July 15, 2009	100.0 %
<a href="#">Asbestos Awareness</a> 	New	0.0 %	May 09 2013	Never	-	-

[View Activated Course\(s\)](#) | [Activate Your Course\(s\)](#) | [Profile](#) | [Change Password](#) | [Logout](#)  
[Contact Us](#) | [Help](#)

## Further Assistance

If you require further information, please feel free to use the online support request form found on the [Help](#) drop-down menu as [Contact Support](#).

 EHS TRAINING & CONSULTING SERVICES

Online Occupational Health & Safety Training

Participant Instructions  
Administrator Instructions  
Browser settings  
Support

Logged in as: English ▾

Courses ▾ Reports ▾ Contact us Settings ▾ Help ▾ Logout

Support

Please submit your support request using the form below. If you are experiencing technical issues, please submit your request from the PC on which you are experiencing difficulty. Please submit your support request using one of the links below. If you are experiencing technical issues, please submit your request from the PC on which you are experiencing difficulty.

Your Name

Company

Your Email Address

Phone number where you can be reached

Best time to call

Please describe your issue in the box below

You can also reach us directly at: [support@link2elearning.com](mailto:support@link2elearning.com).

**We hope you enjoy your e-learning experience!**

