

## 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/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**.

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

The screenshot shows the top navigation bar with links for HOME, LOGIN/REGISTER, CONTACT US, and HELP. Below the navigation bar is a language dropdown menu set to English. The main content area is titled "Log In" and contains a link for "Instructions for Participants... click here". There are two input fields for "User name:" and "Password:". Below these fields are two buttons: "Log In" and "Forgot Password". A red arrow points to the "Log In" button. Below the buttons is the text "Don't have a login? Create your login here:" followed by a "Register Here" button. A red arrow points to the "Register Here" button. At the bottom of the page, there is a footer with links for "Login / Register", "Activate Your Course(s)", "Contact Us", and "Help".

*\*For details on the **system requirements** needed to run our online courses –[Click Here](#)*

## Requirements and Help

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



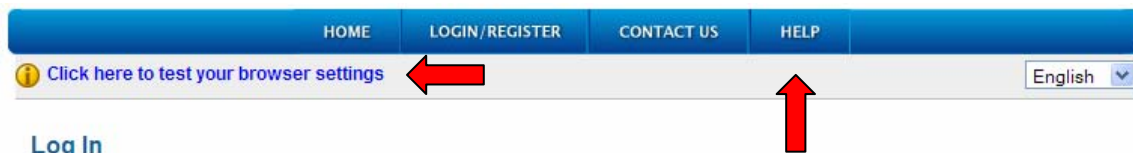
[http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)

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

You can also check your other browser settings by clicking on [Click here to test your browser settings](#), located just beneath the top navigation bar.

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.



Log In

[Instructions for Participants... click here](#)

User name:

Password:

Don't have a login? Create your login here:

*\*For details on the **system requirements** needed to run our online courses –[Click Here](#)*

[Login / Register](#) | [Activate Your Course\(s\)](#) | [Contact Us](#) | [Help](#)



## 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 6 alpha-numeric characters then click on [Register Now](#). Remember your Username and Password, as you will need them to log into the system in the future.


HOME LOGIN/REGISTER CONTACT US HELP


Click here to test your browser settings English

### Register: Create an Account Profile

 [Instructions for Participants... click here](#)

If you have previously registered:

First Name \*  


Last Name \*  

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

Company

Department / Location

Job Title

Email (Required Field)  


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.

Are you interested in receiving periodic information about new courses and offers?  
Link2eLearning.com does not share your email address with other companies. See our [Privacy Policy](#) for more information.

\* Required Field

[Login / Register](#) | [Activate Your Course\(s\)](#) | [Contact Us](#) | [Help](#)

## 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!**.

**Steps for Activating Courses** - [Cancel Activation](#)

Step 1: Login / Register    **Step 2: Activate Course**    Step 3: Take Course

**i** Almost there! Now that we know who you are we can go ahead and activate the course(s) to your login.

Welcome to Link2eLearning, demo!

[Instructions for Participants... click here](#)

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

Click the Activate! button to continue.

Link2ID:

Password:

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

**Steps for Activating Courses** - [Cancel Activation](#)

Step 1: Login / Register    **Step 2: Activate Course**    Step 3: Take Course

**i** Almost there! Now that we know who you are we can go ahead and activate the course(s) to your login.

Welcome to Link2eLearning, demo!

[Instructions for Participants... click here](#)

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

Click the Activate! button to continue.

Link2ID:

Password:



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

**Steps for Activating Courses** - [Cancel Activation](#)

Step 1: Login / Register    **Step 2: Activate Course**    Step 3: Take Course

**i** Almost there! Now that we know who you are we can go ahead and activate the course(s) to your login.

Welcome to Link2eLearning, demo!

[Instructions for Participants... click here](#)

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

Click the Activate! button to continue.

Link2ID:

Password:

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**

[Instructions for Participants... click here](#)

**MY COURSES**

Here is a list of your active courses. Click on the course title to begin a course.

To activate a course go to Courses=> "Activate Your Courses" and then enter your Link2ID and Password.

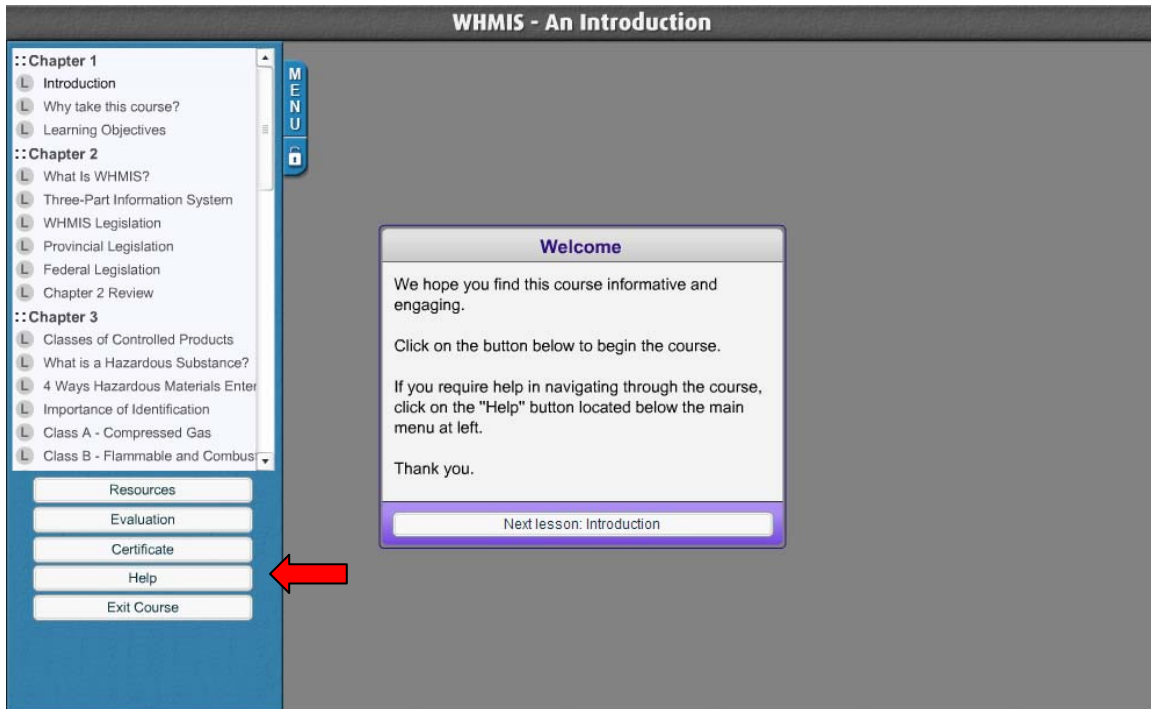
Please ensure your speakers are turned on prior to starting a course.

| Course                                  | Activated    | Subscription Expires |
|---|--------------|----------------------|
| <a href="#">WHMIS - An Introduction</a> | June 04 2008 | June 5 2009          |
| <a href="#">WHMIS Refresher</a>         | June 05 2008 | June 6 2009          |



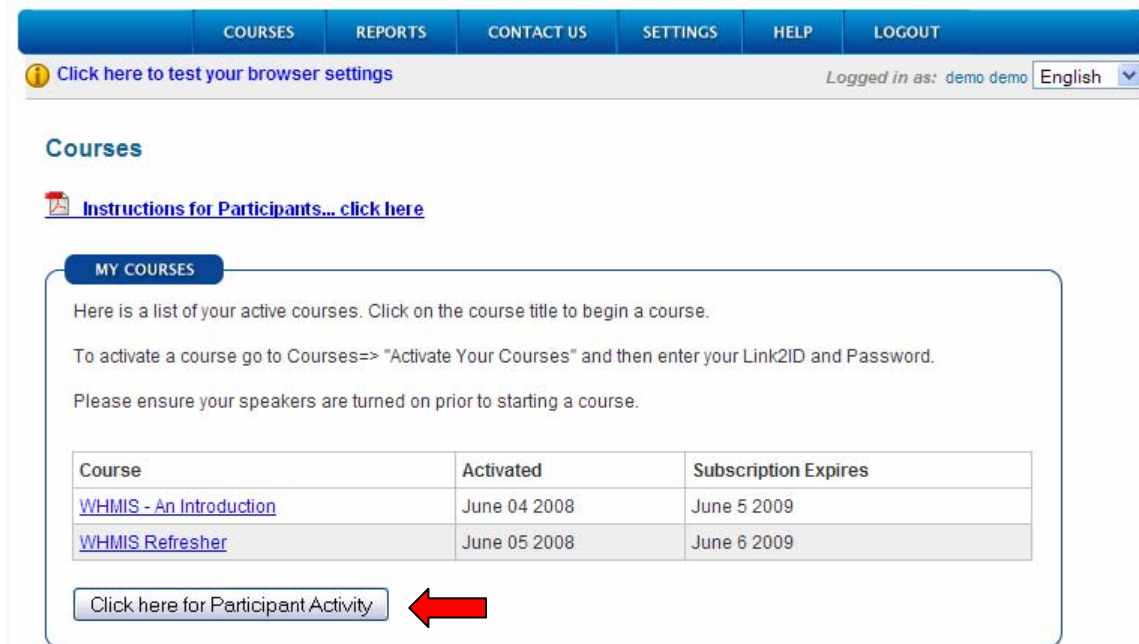
## Navigating Through a Course

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".

To view your course activity click on [Click Here for Participant Activity](#).



The screenshot shows the course management interface. At the top, there is a navigation bar with buttons for "COURSES", "REPORTS", "CONTACT US", "SETTINGS", "HELP", and "LOGOUT". Below the navigation bar, there is a section for "MY COURSES" with the following text: "Here is a list of your active courses. Click on the course title to begin a course. To activate a course go to Courses=> 'Activate Your Courses' and then enter your Link2ID and Password. Please ensure your speakers are turned on prior to starting a course." Below the text is a table with the following data:

| Course                                  | Activated    | Subscription Expires |
|---|--------------|----------------------|
| <a href="#">WHMIS - An Introduction</a> | June 04 2008 | June 5 2009          |
| <a href="#">WHMIS Refresher</a>         | June 05 2008 | June 6 2009          |

Below the table is a button labeled "Click here for Participant Activity" with a red arrow pointing to it.

## Participant Activity Report

You can also export this information into an Excel spreadsheet.

Link2eLearning Reports Return to Previous Screen

Participant Activity - demo demo


 [Export XLS](#) 


| Course                                  | Status   | Progress | Activated              | Subscription Expires | Date Completed | Exam Score |
|---|----------|----------|------------------------|----------------------|----------------|------------|
| <a href="#">WHMIS - An Introduction</a> | Finished | 100.0 %  | 04/06/2008 10:40:18 AM | June 5 2009          | June 4 2008    | 100.0 %    |
| <a href="#">WHMIS Refresher</a>         | New      | 0.0 %    | 05/06/2008 1:55:18 PM  | June 6 2009          | -              | -          |

## 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](#).

HOME LOGIN/REGISTER CONTACT US HELP

 [Click here to test your browser settings](#)

Help sh 

- Test your system settings
- Contact Support**
- Participant Instructions

### Customer Support

Use the form below to submit your request. In order to ensure a quick and effective response to your support issue, please use our online support form 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!**

