



Getting Started

Step 1

Visit the EasyLearning Campus

Step 2

Create a User Account

Step 3

Select Your Course

Step 4

Use Your PIN Code

Step 5

Launch or Download Your Course

Step 6

EasyLearning Technical Support

E-mail

support@easylearning.org



Getting Started

Step 1

ABOUT YOUR EASYLEARNING CARD



Front of an EasyLearning Card

PRICE
Cost of the EasyLearning Card

EASYLEARNING CAMPUS URL
The website address (URL) where you can use your EasyLearning card. **Your PIN code will not work at any other URL.** Place this URL into the address bar of your browser

LICENSE TIME
Your license is the amount of time that you have to complete your selected course



Back of an EasyLearning Card

EASYLEARNING CAMPUS URL
The URL where you can use your EasyLearning card PIN code. **Remember, your PIN code will not work at any other URL**

NEW USERS
Instructions for new users

PRE-REGISTERED USERS
Instructions for users who are already registered at their EasyLearning Campus

PRE-REGISTERED USERS WITH NEW EASYLEARNING CARDS
Instructions for users who are already registered at their EasyLearning Campus and who are using a new EasyLearning Card

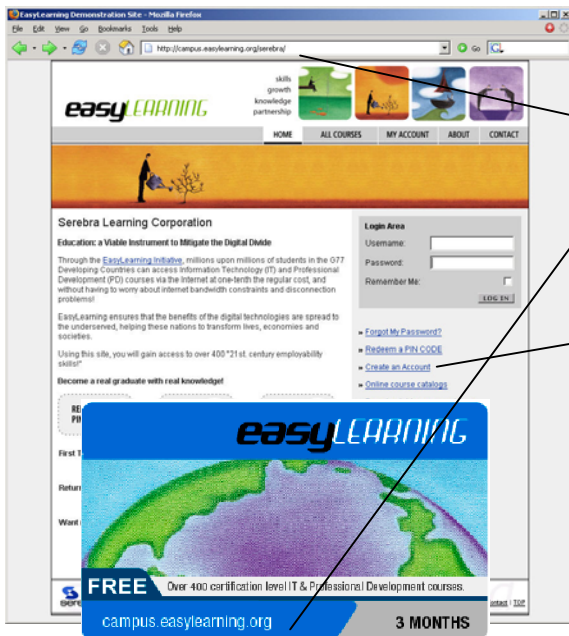
20 DIGIT PIN CODE
PIN code used to select a course from the EasyLearning Campus. **Please keep your PIN code confidential. Once a PIN code is used, it cannot be reused or refunded**



Visit the EasyLearning Campus

Step 2

USING YOUR EASYLEARNING CARD TO VISIT THE EASYLEARNING CAMPUS



Type the URL from the EasyLearning card into the address bar of your browser

Click 'Create an Account'

EasyLearning Campus Home Page



Create a User Account

Step 3

REGISTERING WITH THE EASYLEARNING CAMPUS

Fill in all of the fields

- Fields marked with a **red asterisk (*)** are mandatory
- Please use accurate and true information – this information will appear on your certificate

Click 'Create Your Account'

Create an Account Page

Once you have created your account you will be taken to the *Membership Created* page

You can now look for a course to study!

Click '**All Courses**' to view and select a course from the hundreds of IT and Professional Development courses available!

Membership Created Page



Select Your Course

Step 4

SELECT THE COURSE YOU WANT TO STUDY

There are a few easy ways for you to find a course to study

- Use the search field to look for a topic or course name – for example: Microsoft Office
- Browse the courses by curriculum

All Courses Page

HOW TO USE THE ALL COURSES PAGE

SEARCH

Enter your search word into the search field

INSTRUCTIONS

Additional instructions on how to use the *All Courses* page

CURRICULUM TITLE

Click on the curriculum title to expand the topic and show the course selection

COURSE OUTLINE

Clicking the '**Course ID**' will show you: detailed description, objectives, duration, topics and more

USE PIN & BUY COURSE

Click on the '**Use PIN**' link for the course you want to study when you are sure you have selected the right course for you

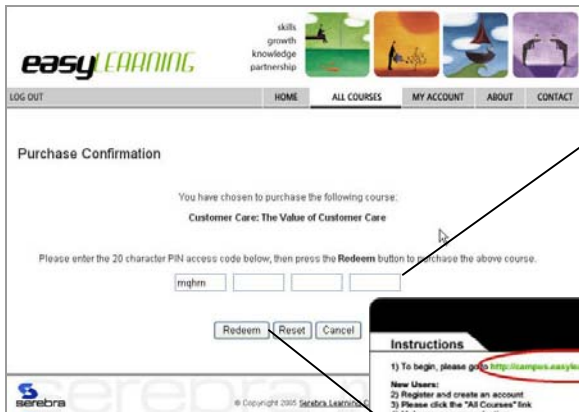
All Courses Page



Use Your PIN Code

Step 5

ENTERING YOUR PIN CODE



Use PIN Confirmation Page

Enter your PIN code into the spaces provided



Click 'Redeem' when you have entered your PIN correctly

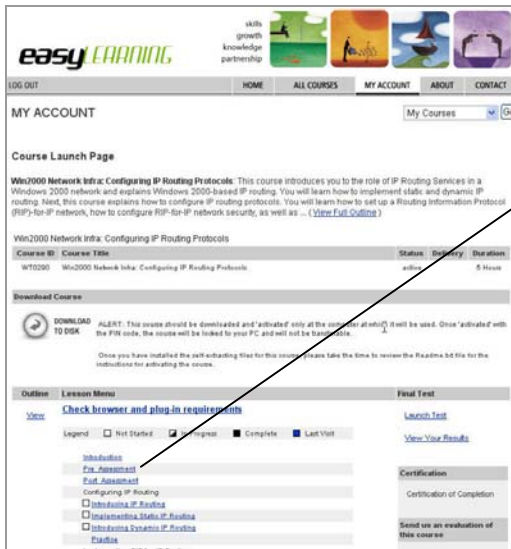
You can now study your course!



Launch or Download Your Course

Step 6

LAUNCHING A COURSE OVER THE INTERNET



LAUNCHING A COURSE OVER THE INTERNET

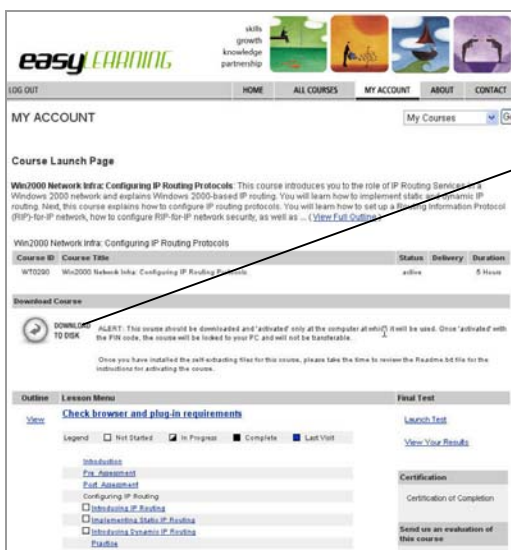
To launch a course over the Internet, click the module title

Information Technology courses are launched in modules. There will be several links to launch a module, as shown here

Professional Development courses will appear as one module, with one link to launch the course

Course Launch Page

DOWNLOADING A COURSE TO YOUR COMPUTER FOR LOCAL LAUNCHING



DOWNLOADING A COURSE TO YOUR COMPUTER TO LAUNCH LOCALLY

To download a course to your computer, click the 'Download to Disk' button

Course Launch Page