



## **Participant Instructions for Link2eLearning**

### **Table of Contents**

<b>Getting Started .....</b>	<b>2</b>
<b>Requirements and Help .....</b>	<b>3</b>
<b>Registering .....</b>	<b>4</b>
<b>Accessing a Course.....</b>	<b>5</b>
<b>Navigating Through a Course.....</b>	<b>7</b>
<b>Participant Activity Report.....</b>	<b>7</b>
<b>Technical Assistance .....</b>	<b>8</b>

# 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. This will also change the portal address to ACTU.link2elearning.com.

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

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

The screenshot shows the top navigation bar of the Link2eLearning website. The header features the 'E-LEARNING CUTA' logo on the left and utility links like 'Browser settings', 'Support', and a language dropdown set to 'English' on the right. Below the header is a navigation menu with buttons for 'Home', 'Login', 'Register', 'Courses', 'Contact us', and 'Help'. Two white arrows point upwards to the 'Login' and 'Register' buttons. The 'Register' button is highlighted, and the 'Register' form is displayed below it. The form includes input fields for 'First Name', 'Last Name', 'Company', 'Department / Location', 'Job Title', and 'Email (Recommended)'. A note below the 'Last Name' field states: 'This is the name that will appear on your course completion certificate(s)'.

## 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 any time.

The screenshot shows the top navigation bar of the Link2eLearning website. The header features the "E-LEARNING CUTA" logo on the left and a navigation panel on the right. The navigation panel includes "Browser settings" (with a gear icon and an arrow pointing to it), "Support" (with a question mark icon), and a language dropdown menu set to "English". Below the header is a secondary navigation menu with buttons for "Home", "Login", "Register", "Courses", "Contact us", and "Help". The "Help" button is highlighted with a dropdown menu containing "Help", "Test your system settings", and "Contact Support", with an arrow pointing to the "Help" option. The main content area is titled "Online Health and Safety Training" and includes a welcome message, a list of "10 reasons why you should choose Link2eLearning" (with three visible: "Accessible (24/7)", "Bilingual", and "Canadian content"), and a small image of a building.

## 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 using <firstname>.<lastname> format.

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.

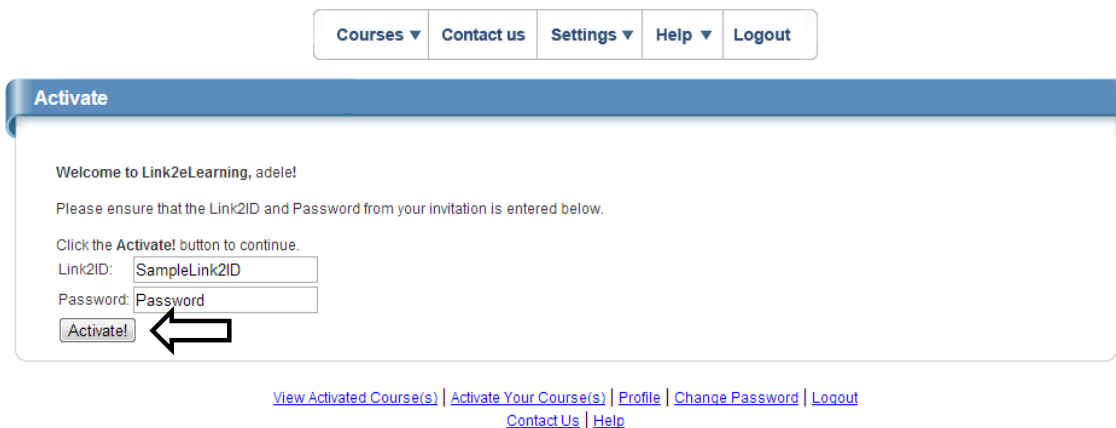
\* Required Field

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.

## Accessing a Course

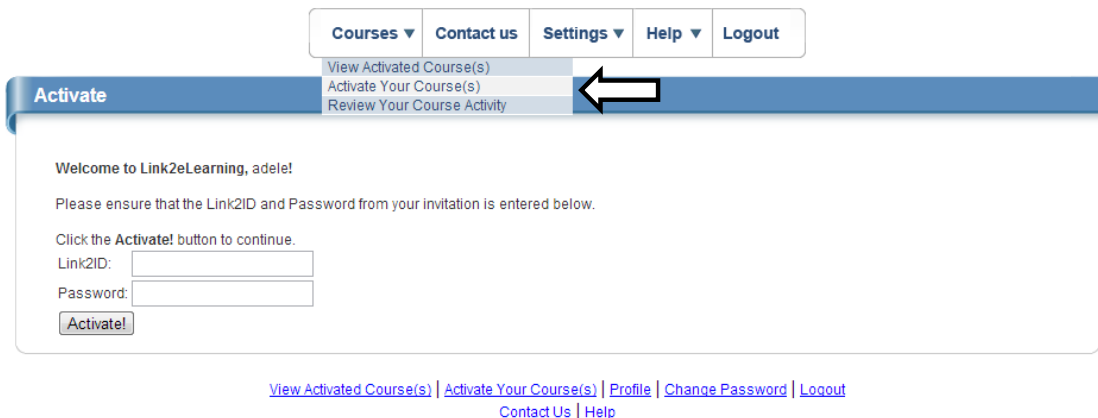
There are 3 ways courses are activated to accounts:

1. Your administrator can arrange for courses to be activated automatically, in which case your instructions will be to simply login and the course will be present on the main courses page. All new training will have a “New” icon flashing beside the title.
2. If you have received an email from your administrator with a link containing the embedded course code, click on the link to register/login. Once you have registered or logged in, the Link2ID and Password fields are automatically filled in. Click **Activate!**.



The screenshot shows the top navigation bar with links: Courses ▾, Contact us, Settings ▾, Help ▾, Logout. Below is a blue header with the word 'Activate'. The main content area contains a welcome message: 'Welcome to Link2eLearning, adele!'. It instructs the user to enter their Link2ID and Password. The Link2ID field contains 'SampleLink2ID' and the Password field contains 'Password'. The 'Activate!' button is highlighted with a black arrow pointing to it. At the bottom, there are several blue links: View Activated Course(s), Activate Your Course(s), Profile, Change Password, Logout, Contact Us, and Help.

3. If you have been given a Link2ID and Password (course codes), click on **Courses** and **Activate Your Course(s)** after you have logged in.



The screenshot shows the top navigation bar with links: Courses ▾, Contact us, Settings ▾, Help ▾, Logout. Below is a blue header with the word 'Activate'. The main content area contains a welcome message: 'Welcome to Link2eLearning, adele!'. It instructs the user to enter their Link2ID and Password. The Link2ID and Password fields are empty. The 'Activate!' button is visible. A dropdown menu is open under the 'Courses' link, showing three options: View Activated Course(s), Activate Your Course(s), and Review Your Course Activity. A black arrow points to the 'Activate Your Course(s)' option. At the bottom, there are several blue links: 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=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<a href="#">Asbestos Awareness</a> ★★	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 white 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 white arrow points to the "Review Your Course Activity" link. Below the sub-menu is an "Export XLS" button. The main content area displays 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	-	-


You can also export this information into an Excel spreadsheet.

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

[View Activated Course\(s\)](#)  
[Activate Your Course\(s\)](#)  
[Review Your Course Activity](#)

**Participant 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](#)

## Technical 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](#).

 [Browser settings](#)  
 [Support](#)  [English ▾](#)

[Home](#) | [Login](#) | [Register](#) | [Courses ▾](#) | [Contact us](#) | [Help ▾](#)

**Support** 

Please submit your support request using the form below - be sure to provide this information from the PC on which you are experiencing difficulties in order to receive the most prompt and accurate response.

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

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