Log into e-Learning Center
New Users
- From the **Login** screen, click the words *new account* on the line **Request a new account**
- Complete all fields as appropriate on the **Account Information** page. *(Remember: all fields displaying a red asterisk (*) are required*
- Review entries on the **Confirmation** page; then click **Save**

Forgot password
- From the **Login** screen, click **Forgot your password?**
- Enter your **Username** or **Email address**
- Select **Send by email** or **Answer security question**
- Answer Security questions (if set up)

Change password
- Click **Home** tab
- Click **Setting and Preferences**
- Click **My Profile**
- Select the **Login** tab and enter the new password in the **Password** field
- Enter the new password in the **Confirm** field
- Click **Update**

Setting up forgotten password security questions
- Click **Home** tab
- Click **Setting and Preferences**
- Click **Security Questions**
- Enter your answer to the security questions
- Click **Update**

Set my default time zone
- Click **Home** tab
- Click **Settings and Preferences**
- Click **My Regional Preferences**
- From the **Time Zone** drop-down, select your time zone
- Click **Update**

Find a course or class
- Click **Home** tab
- Click **Catalog**
- Select the tab for the view you would like to use (Featured Courses, Bundles, By Category, Alphabetically, ILT Calendar), **or**
- Search for a specific course or class by entering the title in the **Search** field above the tabs
- Click **Go**

Enroll in a class (Instructor led training)
- Click **Home** tab
- Click **Catalog**
- Select **ILT Calendar** tab to view upcoming classes
- Click the class name to view the class details
- Once you have made your desired selection, click **Enroll in this Class**

Enroll in a course (Online training)
- Click **Home** tab
- Select the tab for the view you would like to use (Featured Courses, Bundles, By Category, Alphabetically), or
- Search for a specific course by entering the title in the **Search** field above the tabs
- Click **Details** to view more information concerning the course
- Click **Enroll**

Drop a course
- Click **Home**
- Select the course you want to drop in the **My Courses** section
- Click **Drop Course**

Launch a webcast
Note: Please disable all pop up blockers.
- Just prior to class start time (approx 15 minutes), Log in and click **Calendar**
- Click the name of the class
- Click **Class Name** under **WebEx Sessions**
- Once you have launched the class, you will receive the teleconference information in a pop up window

Print handouts
- Click **Home**
- Select the course name under **My Courses**
- Click the title of the handout under **Activity Name**
- After printing handout, click the browser back button to return

Print a certificate
- Click **Home**
- Click **Print Certificates**
- Select the certificate for desired course
- Click **Print Certificate**

Print a transcript
- Click **Home**
- Click **My Transcript**
- Click **Export** to save the file in the format of your choice or **c**lick **Print** to make a hard copy of the report

Need assistance with e-Learning Center?
Email: elearningcenter@fcso.com