

E-Learning Center

Your Gateway to Medicare Knowledge

Quick Reference Guide

1.19.2017

[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 click **Print** to make a hard copy of the report

[Need assistance with e-Learning Center?](#)

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