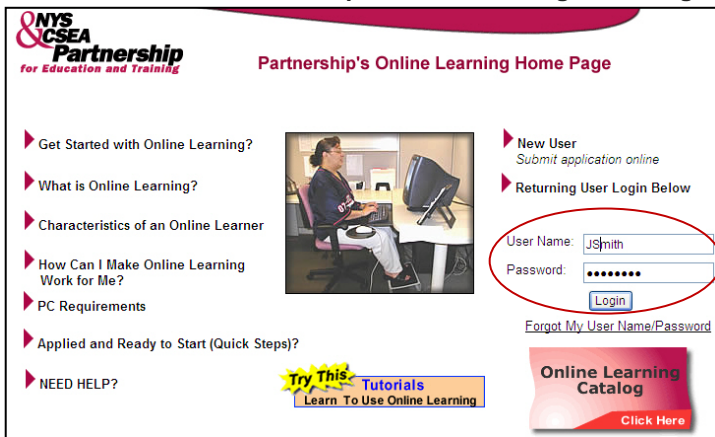


Quick Steps for Accessing and Using Online Learning

Need further assistance after completing the steps below? Contact: onlinelearninghelp@nyscseapartnership.org

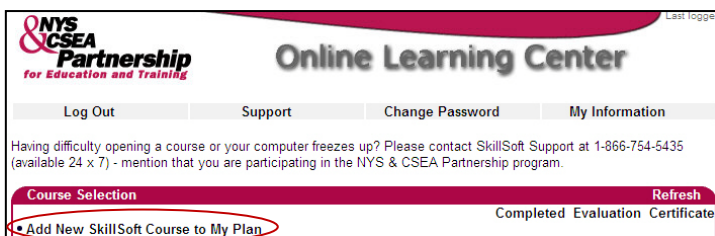
1. Connect to the Internet and in your web browser's (e.g., Internet Explorer) address bar, type the following: www.nyscseapartnership.org/onlinelearning and press "Enter."

You are now at the Partnership's Online Learning Home Page.



2. Locate the **Returning User Login** area, as shown above. Type your Online Learning **User Name** and **Password**, and then click "Login."

You are now at the Online Learning Center.



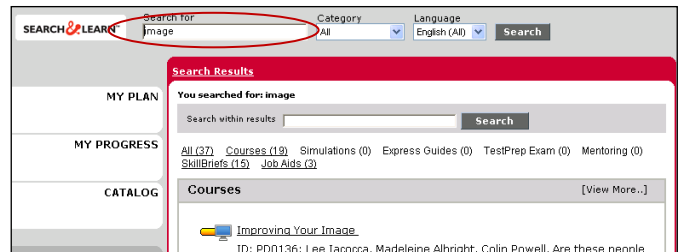
3. Locate the **Course Selection** area, as shown above.
4. Click on "Add New SkillSoft Course to My Plan." This will bring you to the SkillPort home page where you will add course(s) to My Plan and then start your course(s).

Tip: If your system won't load SkillPort, please email SkillSoft at support@skillssoft.com or call 1-866-754-5435.

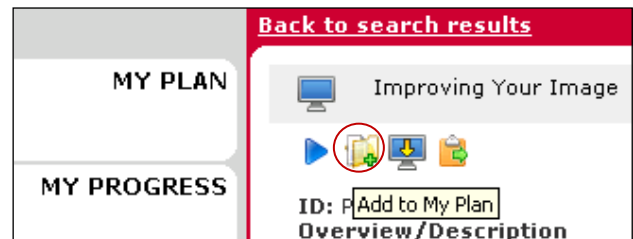
You are now at the SkillPort home page.



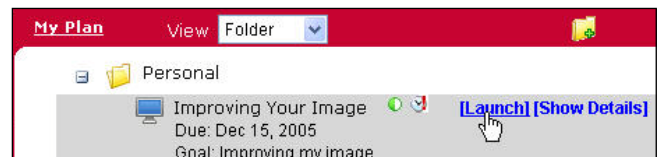
5. Locate **SEARCH & LEARN** area.
6. Type a course name or search word (e.g., image) in the **Search for** box and click on "Search."



7. Locate the area titled **Courses**. You will see a listing of courses containing the word(s) you typed.
8. Click on the name of the course that you wish to take (e.g., *Improving Your Image*).
9. Click on "Add to My Plan" icon, as shown below:



10. You can type in a personal goal or desired due date for finishing the course if you wish, but it is not required. When ready, click "OK" to move on.
11. "Item added" will appear on the "My Plan" button.
12. To start the course, click on the "My Plan" button and locate the course you wish to start.
13. Move your mouse pointer over the course name without clicking. When visible, click on "[Launch]." The course may take a few minutes to start.



14. Click on "Begin Course" (or "Return to Bookmark") to start the course. Use arrow buttons at the bottom of the screen to go forward or backward in the course.
15. When you are ready to leave, click "Exit." To return to the Online Learning Center, click "Log Out."