



# e-Learning: step by step instructions

Please note that upon successful completion of your training you will be provided with a link to your certificate.

## TO COURSES

### (Safe Guide, Unit Guider and Bias Awareness/Equity Training)

NOTE: In order for your name and iMIS number to appear on your certificate, and to print it, you need to have the latest version of Adobe Acrobat on your computer. You can download this on a complimentary basis. If you do not have this program, then when you try to print your certificate your name and iMIS number will be missing. As well you will not be able to access some of the references in the course.

**1. Go to the e-Learning portal located at:**

<http://www.learninglibrary.com/girlguides/indexnew2.asp>

**2. Sign in.**

- a. New User? Click on “NEW USER REGISTRATION” and complete the information on the registration screen. Note your email address that was entered is now your User Name.

A confirmation and receipt will be sent to this email address.

Once you have entered the personal information, go back to the portal homepage and enter your Username (email address) and Password and click the arrow button to login..

**OR**

- b. Registered previously? Input your User Name and Password and click the arrow button to login.

You are now at the “Learner Home” Screen.

## PURCHASE A TRAINING MODULE

Once you have registered, choose **CATALOG** from the “Learner Home” Screen (left bar of the screen).

1. Choose the module(s) you wish to purchase by selecting on the modules one at a time and clicking the “Add to Cart” button.
2. At any time you can go back to viewing the available modules by using the “Categories” button on the left bar of the screen.
3. Once you have added all of the modules you wish to purchase to your cart, click on the shopping cart link at the top right, input your PIN at the bottom of the screen and select “Update Cart”.
4. If you are using a credit card, follow the steps for credit cards.

**OR:**

If you are using a PIN number, make sure you are purchasing enough modules to use the entire value of your PIN. For example, if you have a \$10.00 PIN, you must spend the entire \$10. You must purchase two (2) \$5.00 modules, or one \$10.00 module for a total of \$10.00. Once you have used your PIN, it cannot be used again.

5. The Sub Total (Including Discounts) should now say: \$0.00. Click on “Checkout Now”.



6. Read the “Terms and Conditions” then select the checkbox next to “I agree to the terms and conditions below”.
7. Click the “Continue Checkout” button.
8. Review your order to make sure it is accurate. If it is, click the “Place Order” button to purchase the modules in your shopping cart.
9. A confirmation page will appear with your purchase and a confirmation number. Follow the instructions and click on the link provided to begin taking your module.
10. Once in a module you will have to open the pop up icons or click on the boxes that appear to move through the module.

**Happy Learning!**

<b>CONTACT INFORMATION</b>	
Girl Guides of Canada: <a href="http://www.girlguides.ca">www.girlguides.ca</a> For e-Learning content support: <a href="mailto:training@girlguides.ca">training@girlguides.ca</a>	For e-Learning technical support: The Learning Library 1.877.762.9322 ext. 222 or <a href="mailto:support@learninglibrary.com">support@learninglibrary.com</a>