



## Participant Instructions for Link2eLearning

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## 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.

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

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

The screenshot shows the top navigation bar of the Link2eLearning website. On the left is the Link2eLearning logo and the text 'Your online training connection'. On the right are links for 'Participant Instructions', 'Browser settings', and 'Support', along with a language dropdown menu set to 'English'. Below the navigation bar is a menu with 'Home', 'Login', 'Register', 'Contact us', and 'Help'. The main content area is titled 'Login' and contains a form with 'User name' and 'Password' input fields, a 'Login' button, a 'Forgot Password' link, and a 'Register Here' button. A red arrow points to the 'Register Here' button. At the bottom of the form are links for 'Login / Register', 'Activate Your Course(s)', 'Contact Us', and 'Help'.

## 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 anytime.

The screenshot shows the top navigation bar of the Link2eLearning website. The bar is blue and contains the Link2eLearning logo on the left, the text "Your online training connection" in the center, and a navigation menu on the right with links for "Participant Instructions", "Browser settings", and "Support". A red arrow points from the "Help" tab in the main navigation menu to the "Support" link in the top right navigation bar. Below the navigation bar is a "Login" section with a form containing "User name" and "Password" fields, "Login" and "Forgot Password" buttons, and a "Register Here" button. At the bottom of the page, there are links for "Login / Register", "Activate Your Course(s)", "Contact Us", and "Help".



## 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.

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.

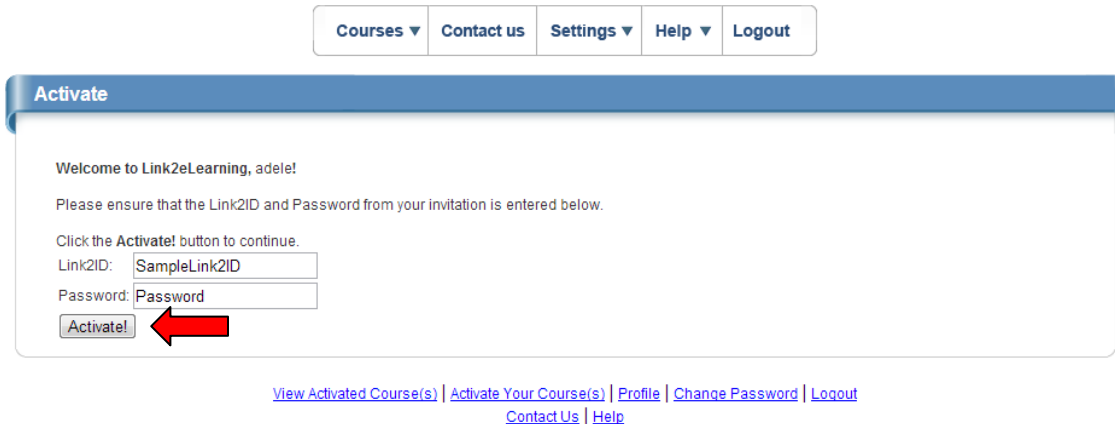
\* Required Field

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.

## Activating a Course

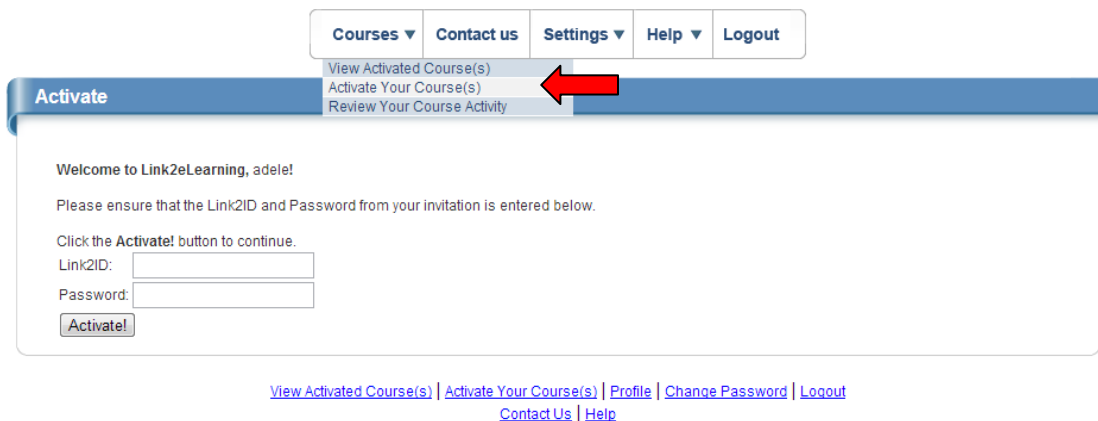
There are 2 ways to activate a course:

1. If you have received an email from your administrator with a link, click on the link to register. Once you have registered, the Link2ID and Password Fields are automatically filled in. Click **Activate!**.



The screenshot shows a navigation bar with 'Courses', 'Contact us', 'Settings', 'Help', and 'Logout'. Below it is a blue header for the 'Activate' page. The main content area contains a welcome message, instructions, and a form with 'Link2ID' (SampleLink2ID) and 'Password' (Password) fields. The 'Activate!' button is highlighted with a red arrow. At the bottom, there are links for 'View Activated Course(s)', 'Activate Your Course(s)', 'Profile', 'Change Password', 'Logout', 'Contact Us', and 'Help'.

2. If you have been given a Link2ID and Password, click on **Courses** and **Activate Your Course(s)**.



The screenshot shows the same navigation bar and 'Activate' header. The 'Courses' dropdown menu is open, showing 'View Activated Course(s)', 'Activate Your Course(s)', and 'Review Your Course Activity'. A red arrow points to 'Activate Your Course(s)'. The form below has empty 'Link2ID' and 'Password' fields. The same footer links are present.

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="Asbestos Awareness"/> 	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 red 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 red arrow points to the "Review Your Course Activity" link. Below the sub-menu is 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	-	-


[View Activated Course\(s\)](#) | [Activate Your Course\(s\)](#) | [Profile](#) | [Change Password](#) | [Logout](#)  
[Contact Us](#) | [Help](#)

You can also export this information into an Excel spreadsheet.

Courses ▾ Contact us Settings ▾ Help ▾ Logout

Participant Activity

View Activated Course(s)  
Activate Your Course(s)  
Review Your Course 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](#)

## Further 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](#).

 Your online training connection

Participant Instructions  
Browser settings  
Support

Logged in as: demo demo  
English ▾

Courses ▾ Contact us Settings ▾ Help ▾ Logout

Support

Help  
Test your system settings  
Contact Support

Please submit your support request using the form below. If you are experiencing technical issues, please submit your request from the PC on which you are experiencing difficulty. Please submit your support request using one of the links below. If you are experiencing technical issues, please submit your request from the PC on which you are experiencing difficulty.

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

You can also reach us directly at: [support@link2elearning.com](mailto:support@link2elearning.com).

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

