
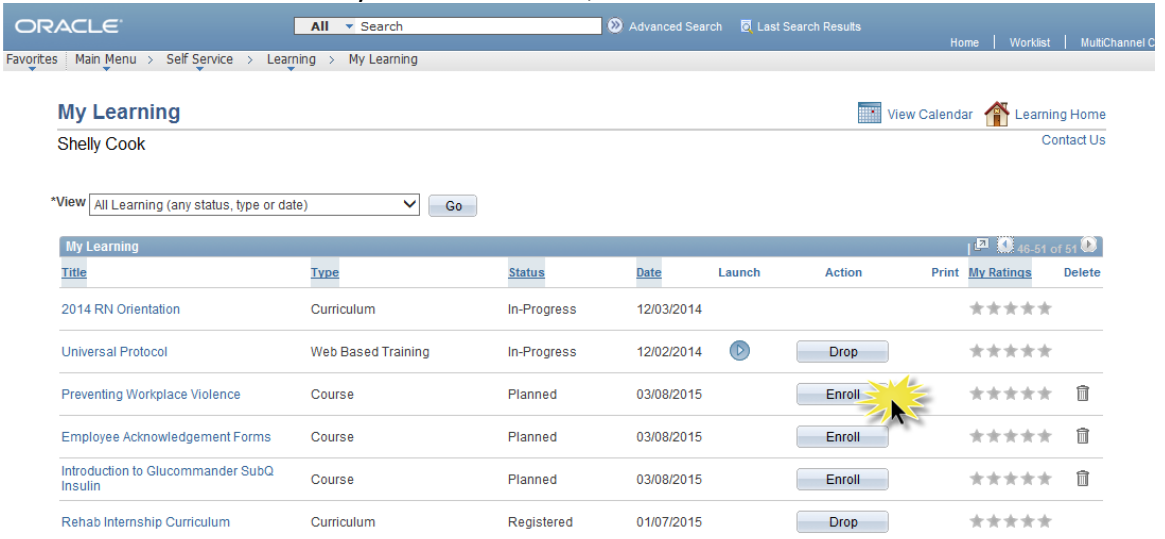
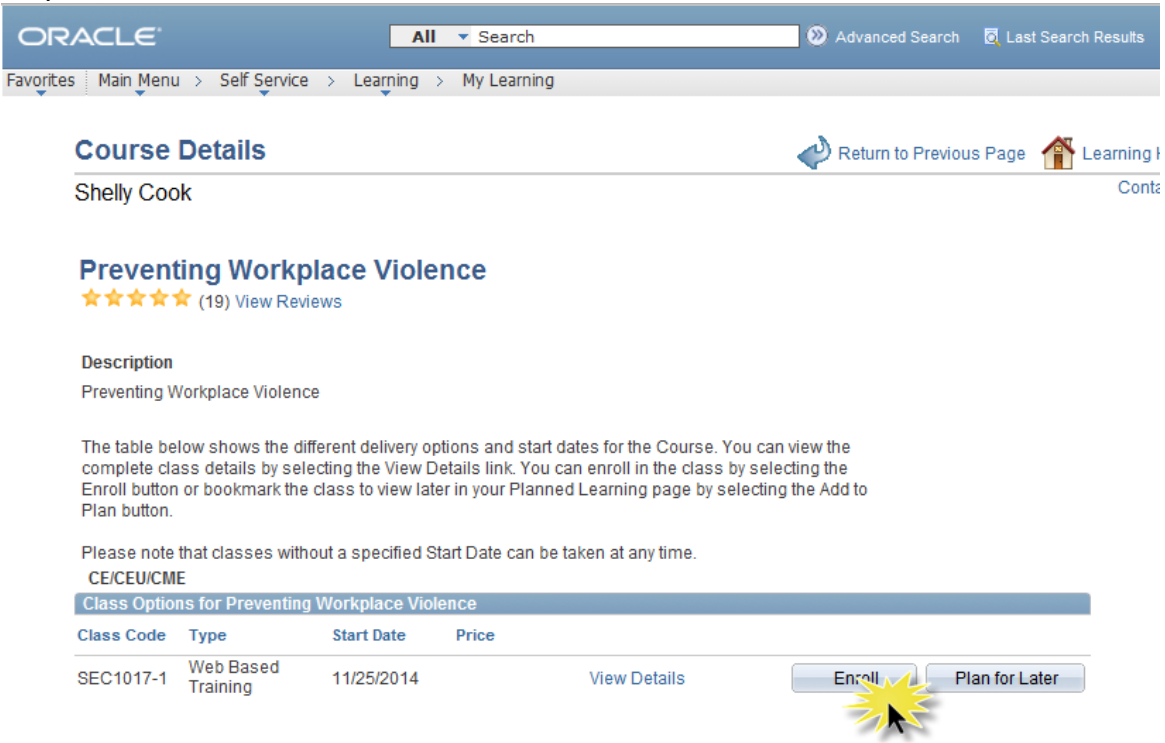
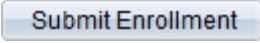
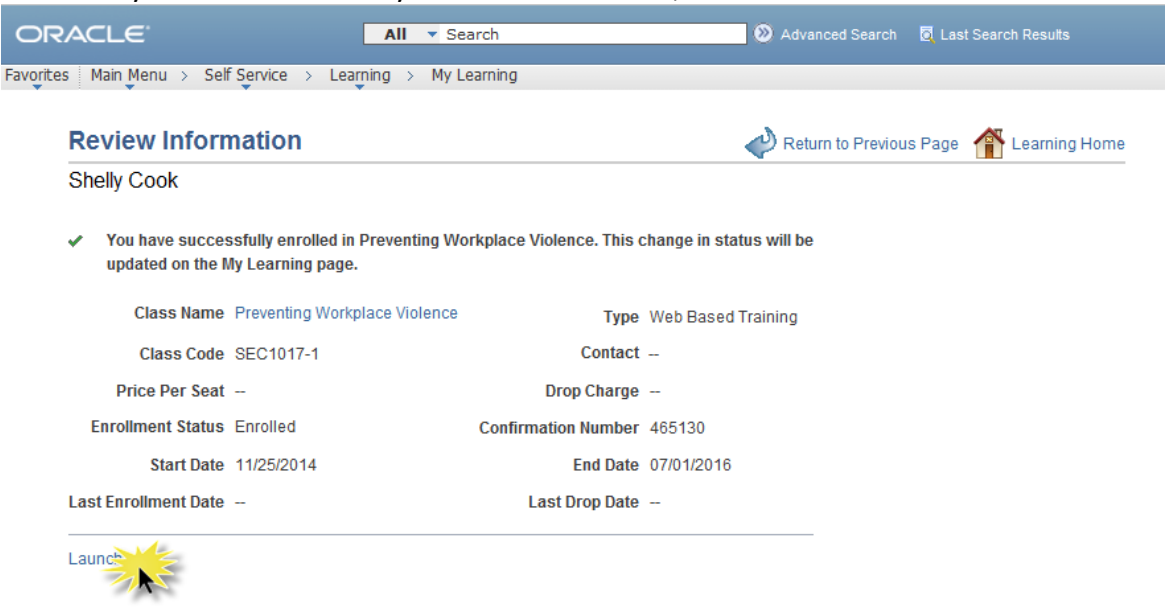
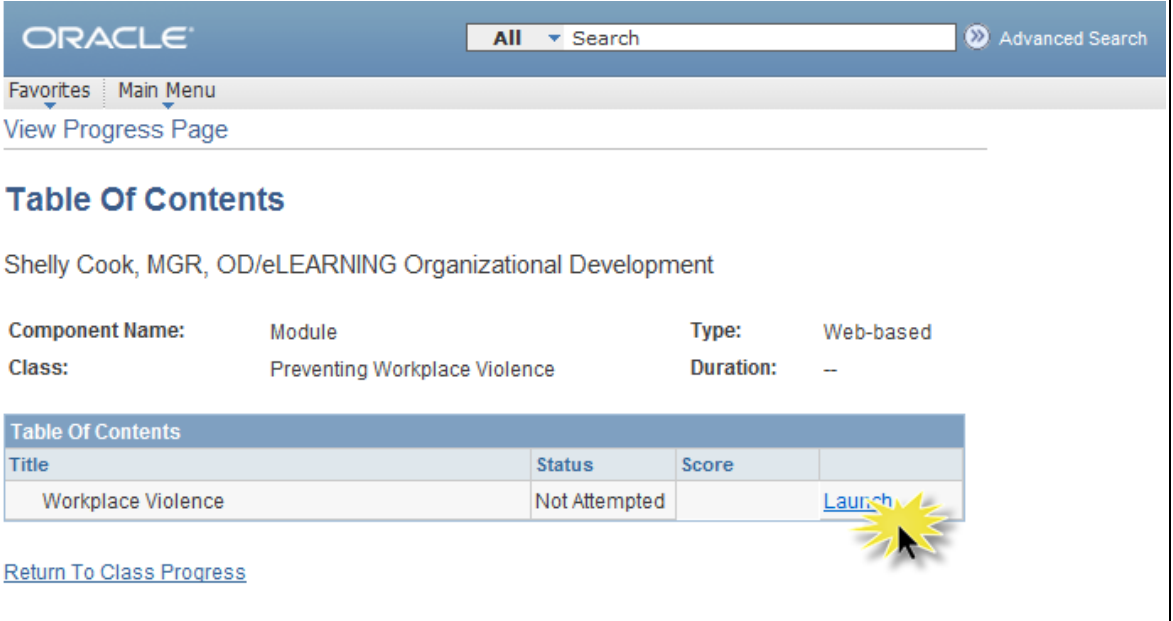



Completing Web-Based Training Assignments

Step	Action
1.	From your OneLink Learning home page, click on My Learning Quick Link.  My Learning
2.	Using the drop-down menu, change the view to show All Learning . <div> <div>*View</div> <div>Past Due & Incomplete Learning</div> <div>Go</div> </div> <p>Once you have changed the view to All Learning, click on the GO button.</p> <div> <div>*View</div> <div>All Learning (any status, type or date)</div> <div>Go</div> </div>
3.	All learning activity (classes and programs) will be displayed.
4.	Locate the course in which you wish to enroll, and click the ENROLL button. 

Step	Action
5.	<p>The Course Details page will be displayed. For most web-based training there will be only one class available. Click the ENROLL button.</p> 
6.	<p>The Review Information screen will be displayed. Click the Submit Enrollment button.</p> 
7.	<p>Now that you have successfully enrolled in the class, click the LAUNCH link.</p> 

Step	Action
8.	<p>The Table of Contents screen will be displayed. Click the LAUNCH link.</p> 
9.	The content will open in a new window. Please make sure that you do not have any pop-up blocker enabled or you will not be able to view the content.
10.	View the course in its entirety and complete any post-test, if available. NOTE: Not all courses contain a post-test.
11.	When you have completed the course, close the content window. NOTE: the Table of Contents page has not yet been refreshed.
12.	Click the Return to Class Progress link. Return To Class Progress
13.	<p>The Class Progress will page will be displayed and your completion will be noted.</p> 
14.	If you need to review the content again in the future, you can re-launch the content from the Class Progress page.
15.	You have now successfully completed a Web-Based Training course.