

*If you experience problems that are beyond the scope of this document, we suggest that you contact your local technical support.*

*The Learning Partnership provides eLearning courses developed to work on most common computers and their operating systems.*

<b><i>How can I access eLearning?</i></b>	<ul style="list-style-type: none"> <li>▪ Visit <b>The Learning Partnership's</b> website at <a href="http://www.thelearningpartnership.ca">www.thelearningpartnership.ca</a></li> <li>▪ Scroll down to click on the eLearning icon</li> </ul>
<b><i>What if I have forgotten my password?</i></b>	<ul style="list-style-type: none"> <li>▪ Click on <b>Lost Password?</b> on the Home Page and follow the instructions</li> <li>▪ You will receive an email with a new <i>temporary</i> password</li> <li>▪ You can change your temporary password to something more meaningful to you by going into your Profile</li> <li>▪ If you do not receive your temporary password within a few minutes, it may be caught in your junk mail or spam folder (Sometimes your firewall program traps emails and stores them there.)</li> </ul>
<b><i>How can I test to ensure the videos will work with my computer?</i></b>	<ul style="list-style-type: none"> <li>▪ Try watching a <i>YouTube</i> video on your computer</li> </ul>
<b><i>What if I am having trouble navigating in the course?</i></b>	<ul style="list-style-type: none"> <li>▪ Work through the <b>Navigation Module</b></li> </ul>
<b><i>What equipment do I need to use the eLearning course?</i></b>	<p>You will need:</p> <ul style="list-style-type: none"> <li>▪ an Internet connection</li> <li>▪ a computer that has an Internet browser (such as Firefox or Explorer), flash player, and Adobe Reader and Adobe Flash Player</li> </ul> <p>These software programs are already installed on most computers, but if they are not on your computer, you can download them here:          Adobe Reader: <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a></p>

	<p>Adobe Flash Player: <a href="http://get.adobe.com/flashplayer/">http://get.adobe.com/flashplayer/</a></p> <ul style="list-style-type: none"> <li>▪ To ensure that the Internet is working, try opening other common websites like Google or Yahoo.</li> </ul>
<b><i>What do I do if the video stops?</i></b>	<ul style="list-style-type: none"> <li>▪ Try restarting the video</li> <li>▪ Refresh the web page</li> <li>▪ Use the arrow keys on the panel beside the video</li> </ul>
<b><i>Can I see the video clips on my iPad, iPhone or iPod?</i></b>	<ul style="list-style-type: none"> <li>▪ Unfortunately the video is not compatible with these products</li> </ul>
<b><i>What do I do if I am still having trouble?</i></b>	<ul style="list-style-type: none"> <li>▪ For issues related to your computer or local network, contact your local technical support</li> <li>▪ For technical issues related to the eLearning course, email: <ul style="list-style-type: none"> <li>▪ Judi Codd at <a href="mailto:jcodd@thelearningpartnership.ca">jcodd@thelearningpartnership.ca</a></li> </ul> </li> <li>or</li> <li>▪ Humberto Garcia at <a href="mailto:hgarcia@thelearningpartnership.ca">hgarcia@thelearningpartnership.ca</a></li> <li>▪ You can expect a response within 24 hours</li> </ul>