

# Getting Started Guide

## Logging In

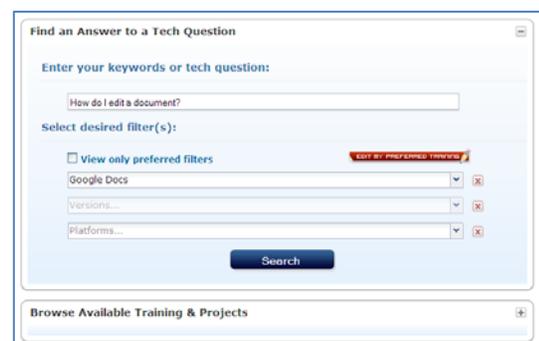
- Your system administrator will provide you with a link to a special login page for your institution. From that page, type the same username and password as you use to access your institution's website. Click 'Log In'.
- If you've forgotten your username or password, contact the system administrator at your institution.
- If you see a Welcome message and a 'Log Out' link at the top of the page, your organization may already have you logged in to the Atomic Learning website. In this case, you'll bypass these steps.



## Finding Answers

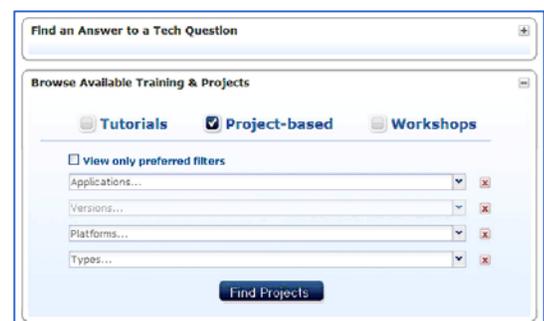
### Keywords or a Tech Question:

- On the home page, expand the 'Find an Answer to a Tech Question' module by clicking the plus sign (+) in the upper right corner. You may also click the link under 'Home' in the menu.
- Type your question or keywords into the text field.
- Set any filters you'd like to use in the dropdown menus below. You may select the checkbox next to 'View only preferred filters' to limit results to your preferred training.
- Click the 'Search' button.
- The resulting list contains application titles. Click an application title to expand the list, displaying individual lessons. Click a lesson title to view the tutorial in the player window.



### Browse Training & Projects:

- On the home page, expand the 'Browse Available Training' module by clicking the plus sign (+) in the upper right corner. You may also click the link under 'Home' in the menu.
- Select 'Tutorials', 'Project-based', or 'Workshop's at the top of the module. A checkmark appears next to your chosen selection.
- Make filter selections in the dropdown menus below. You may select the checkbox next to 'View only preferred filters' to limit results to preferred training. *Note: These filters do not appear under 'Workshops'.*
- Click the 'Find' button or a workshop title.



## Using 'My Training'

- On the home page, expand the 'My Training' module by clicking the plus sign (+) in the upper right corner. You may also click the link under 'Home' in the menu.
  - Here you may view your Favorites, Assigned and Recommended Training, Assessments, and your ePortfolio.
- Note: Depending on your subscription, not all portions of this feature may be available and individual log-ins may be required.*



# Getting Started Guide (continued)

## Favorites

As you browse and search for tutorials, you'll notice a gray star icon next to each tutorial. Clicking the star will turn it gold, and add the selected tutorial to your Favorites list. The Favorites area is conveniently organized selections for later reference.

- To view a tutorial in your Favorites list, click the tutorial title.
- To view an entire series, click the series title.
- To collapse an application list, click the application title.
- To remove a tutorial from your Favorites, click the trash can icon in the right-hand column, and then click OK in the confirmation box.



## Assigned Training

Here you will see a summary list of training that's been assigned to you.

- Each assignment has a due date, which turns green when due within seven days and red when overdue.
- The Progress column shows how many of the assigned tutorials have been viewed.
- To view your assigned training, click the assignment name or the 'view' button.
- Once the assignment is opened, view other assigned tutorials by clicking the 'Tutorial Playlist' button in the player window.



## ePortfolio

The ePortfolio allows you to keep a record of your accomplishments and experiences by enabling you to upload documents and images to a central location.

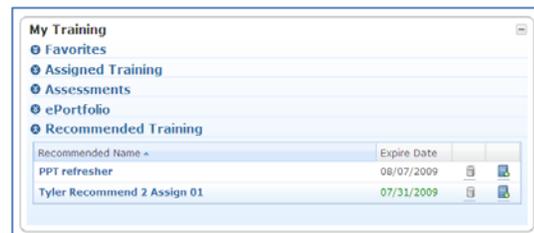
- Click 'Upload a New File'.
- Type a description.
- Click 'Browse' and select a file from your computer.
- Optionally, associate the file with an assignment.
- Click 'Upload'.
- ePortfolio files are listed here and may be viewed by clicking their titles.



## Recommended Training

If training has been recommended to you, it will be listed here.

- To view a tutorial, click its title.
- To remove a tutorial from the list, click the trash can icon.
- To create an assignment from a recommended item, click the book icon in the far right column. Type a name and due date, before saving. The item will appear under 'Assigned Training'.



## Customer Assistance

- 866-259-6890 ext. 8
- cs@AtomicLearning.com
- www.AtomicLearning.com/highed/request-help-online