

Welcome to the **AtlantiCare** Computer Based On-Line Training Experience!

Please **Read** and **Print** this entire document before you proceed.

You now have access to get on-line training for **Microsoft Word, Excel, PowerPoint, Access, and Windows XP and Outlook 2003**. Each course contains a specific number of modules that can be completed at your own pace. The system keeps track of all of the modules that you have completed so that you can pick up right where you left off, allowing you to complete a course in a day or over several weeks, whatever works best for your schedule. The average time to complete each module is 2-3 minutes. At the end of each module, there will be a short quiz. This quiz is mandatory to receive credit for completing the module. You will need to have speakers or headphones to complete this training.

How to Log onto the Computer Based On-Line Training site

Your username is an email address using your first name.lastname@atlanticare.org (for example john.doe@atlanticare.org). The password will be **pass** . If you need help, call the Help Desk for assistance at 3-7070 or 569-7070.

If you would like, you can email a report of the course(s) that you have completed to your manager by following the steps below.

1. Click on the **REPORTS** button at the top of the page.
2. Scroll down the list and click on the completed course(s)
3. Click on **Generate Progress Report**
4. Click on **Email report**
5. In the **Email Address box** type the email address of the person you want to send it to.
6. Click in the box next to **Email expanded view**
7. Click **Email Progress Report**

Please make sure that you click the Logout button in the top right hand location of the screen when you are finished!

Please click on the link below to begin your on-line training experience!

<http://lms.customguide.com/framework/index.php?module=Auth&action=Login>

Good luck!