

Learning System Quick Start Guide



FREQUENTLY USED BUTTONS

LOGIN

Enter your *username* and *password*, and then click the Login button. Note that the password fields are **cAsE-sEnsltiVe**.

Username: First initial of your first name, First initial of your last name, Employee Number (Example: **Bob Smith - bs12345**)

Password: Your employee number, followed by the three letters representing your property in CAPS (ACP, STA, AZC, AZB, AQU) (Example: **12345STA**)

A screenshot of the login form. It contains two input fields: 'Username:' and 'Password (case-sensitive):'. Below the password field is a 'Login' button.

Username:	<input type="text"/>
Password (case-sensitive):	<input type="password"/>
	<input type="button" value="Login"/>

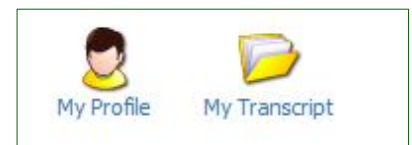
TOP MENU

The Top Menu ribbon is located just underneath the Casino Essentials Logo, and can be used to navigate to the **Home Page** and **My Account** buttons.



MY ACCOUNT

The My Account screen contains the icons for **My Profile** and **My Transcript**. The My Profile icon contains the user's personal information. The My Transcript icon contains information on completed courses.



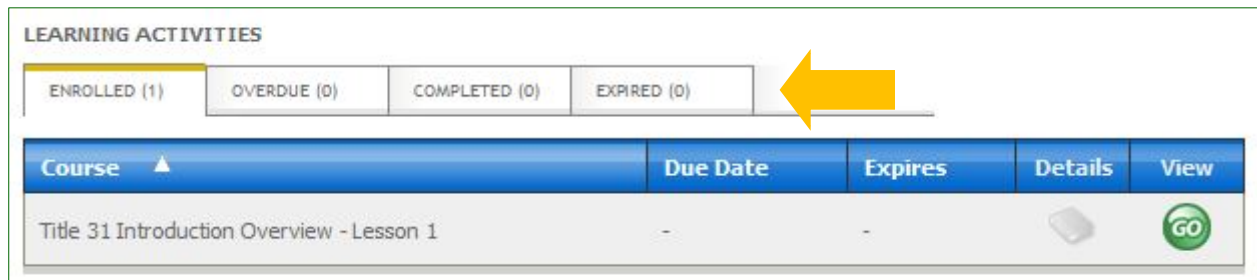
LEFT SIDE MENU

The left side menu of your main page contains a calendar with important training dates, as well as the **My Certificates** icon. Here a user may view and/or print completed training certificates.

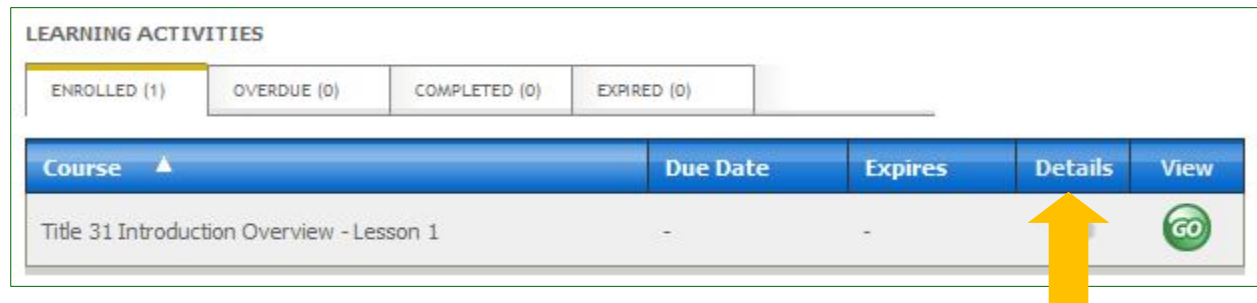
GETTING STARTED

All enrolled courses should be readily viewable and available immediately following your log on. If not, click the “My Account” tab in the top menu.

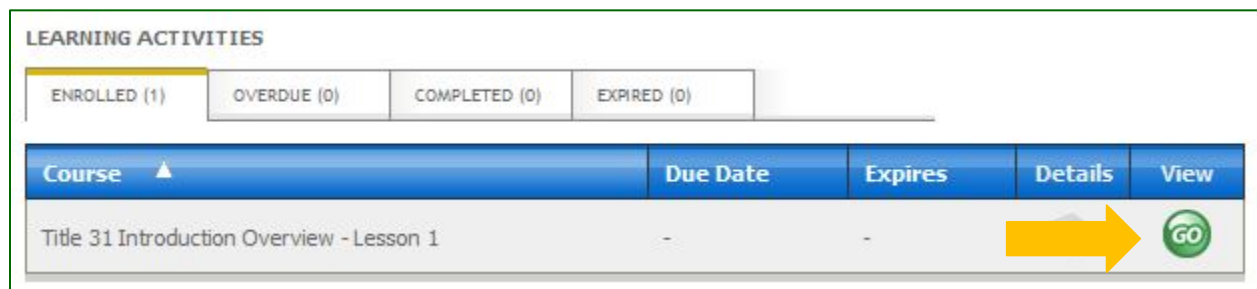
1. Click the tabs to view **Enrolled**, **Overdue**, **Completed**, and **Expired** courses.
 - a. Each tab displays the number of courses it contains in parenthesis after the tab label.





- b. Click the **Details** button to view the course details that are associated with the course. You will see a list of all the lessons that are contained in the course along with your current Status and Score as well as the lesson type.



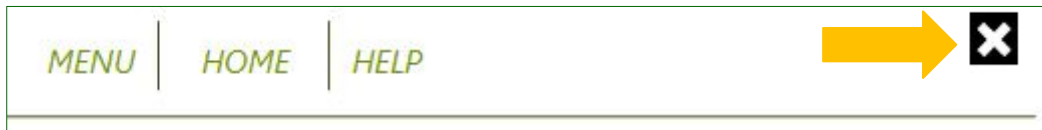
2. Click the **Green “GO”** button in the course listing to launch training on the enrolled tab under My Courses & Information. Make sure your *pop-up blocker is turned off or adjust the settings to allow the pop-up screen for training on this site.*



3. Click the **Green “GO”** button again to launch the lesson.

Lesson	Type	Status	Score	Action
1. Title 31 Introduction Overview - Lesson 1		Not Attempted		

- The pop-up blocker may block the new window that will load the lesson. If this happens, click the Click Here button to try the link again. The administrator should add the Casino Essentials Online Title 31 Training site to the allowed sites list in the user's popup blocker settings, or turn off the popup blocker during training.
 - While the lesson is running the new browser window, do not close the main browser window or all of your data for the currently launched lesson will be lost.
4. When closing the lesson, click the **“Exit”** button that is provided in the lesson in the upper right corner.



- Closing the browser or shutting down the computer prior to clicking the lesson's exit button may result in a communication error between the lesson material, exam status and student records. **Always** close the lesson using the **“Exit”** button in the upper right corner of the screen.
- While you are logged into the system, there is a 20-minute limit for non-activity. If you have not performed any function that accesses the server (page navigation or data loads) within this time, you will automatically be logged out of the system and must log back in to continue. Note, however, that this limit is lifted and automatic logout will not occur while you are viewing a lesson.