

eLearning Menu Options

Course Catalog (Optional):

- A complete list of all available online courses

My Courses

- List of **Not-Attempted** and **In-Progress** courses assigned via a Learning Plan
- List of all **In-Progress** courses not assigned via a Learning Plan

My Learning Plan (Optional):

- Progress of assigned Learning Plans

My Profile:

- User can update personal information, including password, preferred Course Language and Timezone

My Transcripts:

- Review and print transcript records

The screenshot displays the eLearning menu interface. On the left is a sidebar with navigation options: Course Catalog, My Courses (highlighted), My Learning Plans, My Profile, and My Transcripts. The main content area features a search filter for 'Choose Learning Plan' and a language dropdown set to 'English (United States)'. Below this, it indicates '6 rows in search result' with a pagination control showing page 1. A table lists the search results with columns for Type, Course Name, Learning Plan, and Actions.

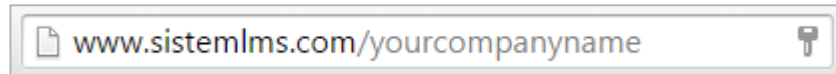
Type	Course Name	Learning Plan	Actions
Company-Specific (eLearning)	Emergency Preparedness (Online) (wJEM14)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Fire Prevention and Protection (Online) (wJEM2)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Forklift Safety Awareness (Online) (wJEM13)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Hand and Power Tools (Online) (wJEM11)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Hazard Communication (pre-GHS) (Online) (wUBM5v2)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Hearing Protection (Online) (wJEM12)	Forklift Ops II Required Courses	Play

eLearning Initial Login

Welcome to eLearning! When you first login, you will be asked to change your password, and to identify your language and time zone preferences. These can be changed in the My Profile section at any time.

Step 1:

- Go to your Alchemy eLearning Website (www.sistemlms.com/yourcompanyname)



Step 2:

- Enter your User Name and Password
 - Don't know your username/password? Speak to your onsite Alchemy Contact
 - See page on User Globalization Options to set language preferences



Step 3:

- Reset your password
 - Needs to be at least 5 characters long
 - Case Sensitive
 - Must contain at least one letter and one number
- Select **Timezone**
- Select **Course Language Preference**
- Select **Submit**

Welcome, Danny Bailey

Help Logout

Please verify the information below and update it if necessary

User Information

These settings can be changed in "My Profile".

In order to improve security, it is necessary for you to change your password. Once you have completed and submitted the form below, your new password will be activated. This new password and your current Login ID will be required for future access.

Username

DBailey97997

A

Password

Password

required

Password Confirmation

Password Confirmation

required

Submit

D

Choose Timezone

America/Chicago

required

B

Choose Course Language

English (United States)

required

C

eLearning

Initial Login - Administrator

Note: If you also have administrative rights to the Manager website, you will have the ability to alternate between your eLearning or 'User' profile and the 'Admin' side of Manager. The default view when you login the first time will be the 'Admin' side of Manager.

Accessing eLearning from the Admin Side:

- A. Select My Profile icon
- B. Select eLEARNING

Accessing the Admin page from the eLearning Side:

- A. Select Admin icon

Type	Course Name	Learning Plan	Actions
Company-Specific (eLearning)	Emergency Preparedness (Online) (wUEM14)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Fire Prevention and Protection (Online) (wUEM2)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Forklift Safety Awareness (Online) (wUEM13)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Hand and Power Tools (Online) (wUEM11)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Hazard Communication (pre-GHS) (Online) (wUBM5v2)	Forklift Ops II Required Courses	Play
Company-Specific (eLearning)	Hearing Protection (Online) (wUEM12)	Forklift Ops II Required Courses	Play

eLearning Handout

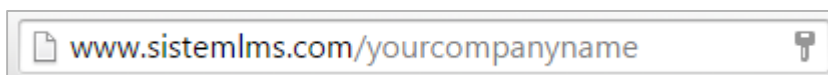
Taking an eLearning Course

This is a step-by-step guide on how to access and run an eLearning course. Before you get started, take a moment to review these instructions, and to fill out the My eLearning Log In Information section. **You may find it helpful to print out these pages and have them with you as you log in.**

My eLearning Log In Information	
Website: www.sistemlms.com/ _____	
Username:	Password:

Step 1:

- Go to your Alchemy eLearning Website (www.sistemlms.com/yourcompanyname)



Step 2:

- Enter your User Name and Password
 - Don't know your username/password? Speak to your onsite Alchemy Contact

Username
Password
<input type="button" value="Sign in"/>
Forgot username or password?

Step 3:

- Select appropriate **Menu** Option
- Choose a course listed in the Course Listing and select **Play**

Welcome, Kelly Littleton

Admin Help Logout

Choose Learning Plan English (United States)

6 rows in search result

Type	Course Name	Learning Plan	Actions
Company-Specific (eLearning)	Emergency Preparedness (Online) (wUEM14)	Forklift Ops II Required Courses	<input type="button" value="Play"/>
Company-Specific (eLearning)	Fire Prevention and Protection (Online) (wUEM2)	Forklift Ops II Required Courses	<input type="button" value="Play"/>
Company-Specific (eLearning)	Forklift Safety Awareness (Online) (wUEM13)	Forklift Ops II Required Courses	<input type="button" value="Play"/>
Company-Specific (eLearning)	Hand and Power Tools (Online) (wUEM11)	Forklift Ops II Required Courses	<input type="button" value="Play"/>
Company-Specific (eLearning)	Hazard Communication (pre-GHS) (Online) (wUBM5v2)	Forklift Ops II Required Courses	<input type="button" value="Play"/>
Company-Specific (eLearning)	Hearing Protection (Online) (wUEM12)	Forklift Ops II Required Courses	<input type="button" value="Play"/>

Course Catalog
My Courses
My Learning Plans
My Profile
My Transcripts

Course Access Points

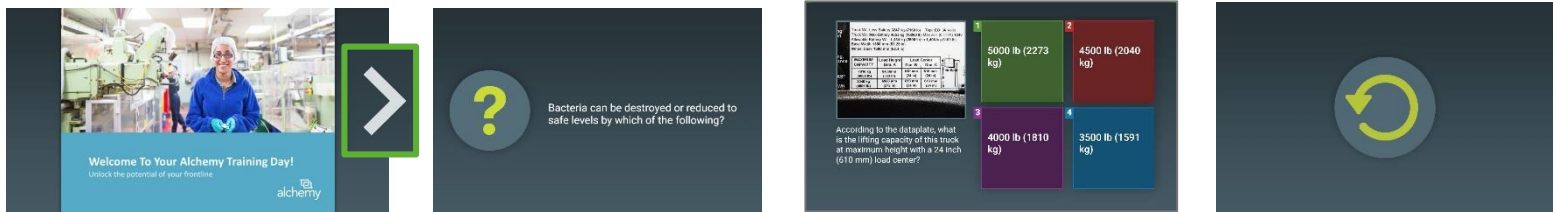
See the following page for Session Notes and Exit Instructions.

eLearning Handout

Taking an eLearning Course

Session Notes

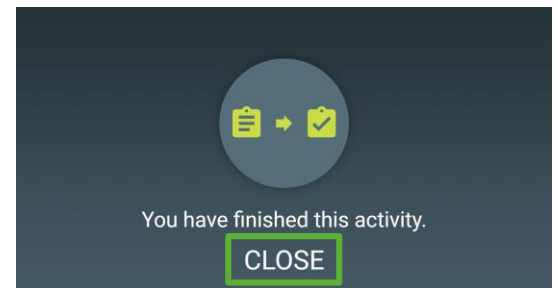
- eLearning sessions may consist of Courses (Alchemy, Creator, Company-Specific), Stand-Alone Tests, or Stand-Alone Evaluations
- The session will run automatically in a pop-up window
 - If the pop-up is blocked, follow the directions on the screen to disable the pop-up blocker
- Most courses advance automatically; if not, press the arrow button on the right hand side of the screen
- Test Questions may be asked throughout the session, or after the session
 - Some questions may include a Remediation (do-over) if you've answered incorrectly



Exit Instructions:

Alchemy and Creator Courses; Stand Alone Tests and Evaluations

- Click on **CLOSE** (Tests and Evaluations have an Exit button); the browser will close automatically
- A verification page will appear; press OK
 - Go to **My Transcripts** on the main page to view your session results



Company Specific Courses

- Upon completing the course, click the Exit button
- A verification page will appear; press OK
 - Go to **My Transcripts** on the main page to view your session results

