



External Learning: Quick Start Guide

This guide is designed for external learners who are accessing eLearning content provided by BC Housing. In order to access eLearning content you must be authorized, and have a username and password provided to you by BC Housing, for use at this site: <http://elearning.bchousing.org>

For more information please contact: elearning@bchousing.org

A. GET STARTED

Typically, a central point of contact at your organization will register several eligible staff for online training, using the External Learner Registration Form provided by BC Housing. Individuals will receive a phone call/voice message with their specific login details (User ID/temporary password). Please do not share this information with other learners – each learner must have their own User ID for compliance purposes.

1. Visit: <http://elearning.bchousing.org>
2. Review the disclaimer text
3. Click **Start eLearning**
4. Enter the User ID (UPPERCASE) and Password provided
5. Click **Sign In**

Note: The eLearning system features an automatic logout feature, for security purposes. After 75 minutes of inactivity, you will be presented with a warning. After 90 minutes with no action, you will be logged out.

B. CHANGE YOUR PASSWORD

After successfully signing in with your temporary password, you will be prompted to change it immediately:

1. Enter your Current (temporary) Password
2. Enter a New Password
3. Confirm New Password
4. Click: **Change Password**

Note: Passwords must meet certain complexity requirements. After 90 days, your password will expire and you will be prompted to choose a new one. You cannot reuse your previous passwords.

C. PASSWORD RESETS

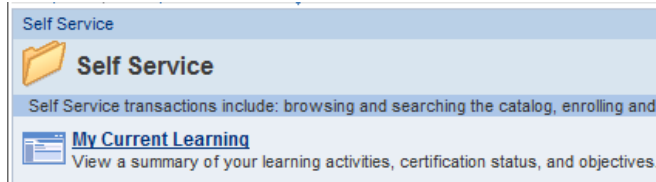
If you forget the password you created, please contact eLearning Support to request a password reset. Please send an email, including your username and phone number to: elearning@bchousing.org



D. ACCESS eLEARNING MODULES

Once you've signed in and reset your password, you are ready to access the eLearning modules:

1. Click: **Main Menu**
2. Click: **Self Service**
3. Click: **My Current Learning**



My Learning					
Title	Type	Status	Status	Date	Launch
AsbestosTraining	Scheduled eLearning Activities	<input checked="" type="checkbox"/>	Completed	05/27/2014	Launch

You can use the **Launch** button to begin the learning activity right away, or click the title of the learning activity to view details such as the Activity Syllabus, Progress Summary, and Grades and Attendance.

E. COMPLETE eLEARNING MODULES

After clicking the Launch (or Re-launch) button, the learning module will be presented on-screen.

1. For a quick tutorial on screen elements, click: **How to Navigate this Course**
2. To get started, click: **Begin this Course**
3. Most screens will have these common interface features:

EXIT	HOME	SOUND	PLAY	PAUSE	BACK	PAUSE
Close Module, Return to Activities	Return to Home, Begin Module Again	Indicates Use of Sound/Voice Track	Play/Resume Sound/Voice Track	Pause Current Sound/Voice Track	Go Back One Screen/To Previous	Go Forward One Screen/To Next

At the end of a module, there may be a short quiz or Check for Understanding. Upon completing the course, use the checkmark button to record your completion:



If you need to exit the course before completion, you can re-launch and resume the course at any time.

F. TROUBLESHOOTING AND SUPPORT

If you cannot see all of the screen elements above, try zooming out by pressing **CTRL** and **-** (control and minus) keys on your keyboard. For all other issues, please contact: elearning@bchousing.org