KnowledgeWare

Student Login Instructions for Online Training

Each time you login for training will need to enter:

- your first name and last name
- your unique personal LoginID and Password
- your companyID number as issued by your training manager

These items will be issued to you by your training manager along with the web address (URL) that you need to go to. Follow the instructions below to login.

System Requirements:

First ensure you have the proper equipment for this course:

- Pentium or faster PC computer (McIntosh not supported)
- Microsoft Internet Explorer web browser V5.5 or above
- high speed internet access (ADSL or cable modem)
- 'Admin' rights required the first time the course is run to install the Macromedia Authorware web player.

1

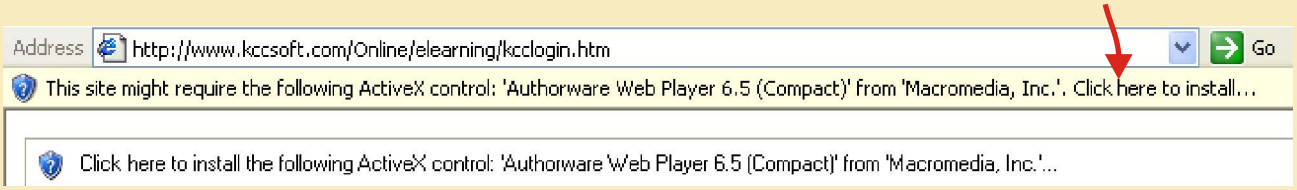
Use Internet Explorer to browse to the elearning login address (URL) issued to you. Click on the login button (it may not look exactly like the one shown). Your training manager may write your company's customized login URL address below:

http://www.kccsoft.com/online/custom/_____.asp

The first time you run the program, items 2 and 3 may appear:

If not already loaded, the Macromedia Authorware web player ActiveX control will attempt to load. This may produce a security warning on your computer like the one below. Follow the instructions on-screen to allow the player to install.

2



3

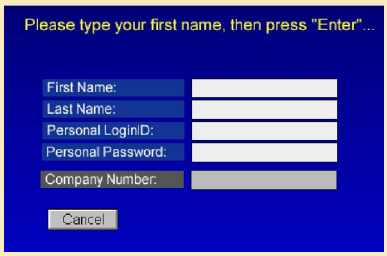
A message box like the one to the left may appear. If so click on the 'Install' button. You will only have to do this once.

Click the 'Install' button

4

The 'Made with Macromedia' logo will appear. Wait for the system to load files (about 20 seconds). *Note: If this logo does not appear, check that you have 'Admin' rights on your machine - permissions or a security software program may be preventing loading. Watch for possible messages near the top of the browser window.*

5



The Login screen will appear. Enter your first name, last name, personal LoginID and personal Password and your CompanyID number. Press the 'Enter' key after each item. The first time you logon you may also be prompted to enter your Company LoginID and Password (ask your training manager for this information) and for your location, department and job title.

6

The 'Learning Centre' screen will appear. Double click on the course of your choice to start it.

Contact your training manager if you need help!

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