

# Welcome to Epicor Learning Center

Welcome to Epicor Learning Center. We are so glad you're here! This is the first step to get the most out of your Epicor software. I want to be sure you feel comfortable with navigation and functionality, so let's spend a few minutes together getting acquainted. See the buttons over here? These are the topics we want to talk about first. Ready to get started? Ok, here we go!

## SIGN IN NAME AND PASSWORD

The system administrator for your site was given credentials to log in and has the ability to add new users.

As new users are added, they receive an email with their credentials. Enter your Sign In name and Password and press Sign In.

If you ever forget your password use the Sign In Help option. I know mine so I'll log in and check out the Home page!

## TOUR OF THE HOME PAGE

Now that we've logged in, let's discuss what's here. Notice the various information cards. Featured content gives you a quick link to new videos or important updates.

This card is a link to your assigned agendas.

The full catalog can be opened and searched here by individual courses or here by category.

This section has your individual assignments and shows the date that they're due and what type of content it is.

I'll click this course to open the Assignment Detail page. A detailed description is provided, and I can use this button to view the course now. When I have watched it all the way to the end, it will be removed from my open Assignments and added to my Transcript.

## AGENDAS

To help make sure you are comfortable using Epicor Learning Center we have created three agendas to get you up to speed. Agendas are a training path designed to help you process toward system knowledge.

Depending on your permissions, you will be assigned the content related to a standard learner, a learning administrator, or a system administrator. To locate these agendas, even if they are not assigned, navigate to Course Catalog and then Quick Views.

Open Agendas and then expand the Role drop down list. Dependent on your permissions, you may see one, two or all of these. Click Search and you will see them appear in the results below.

Clicking the Name will open the agenda details. This is the order you should take the content in for the best results. All permissions have the ability to assign this agenda to themselves and administrators can assign it to other users. ELC uses smart assignment logic to only assign content that you have not previously completed.

Now that we have been introduced, we want to tell you again how happy we are to have you here. Take some time to complete your assigned Agendas and get familiar with Epicor Learning Center.

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