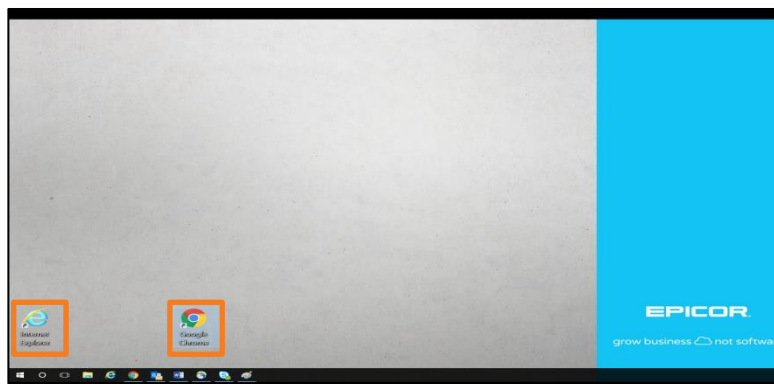


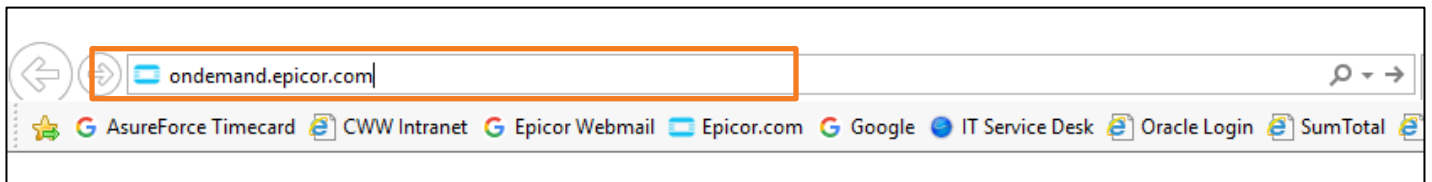
Accessing the Epicor Learning Center

So you're ready to use the Epicor Learning Center, but not quite sure where to begin. This document will walk you through accessing the Epicor Learning center and help you get started!

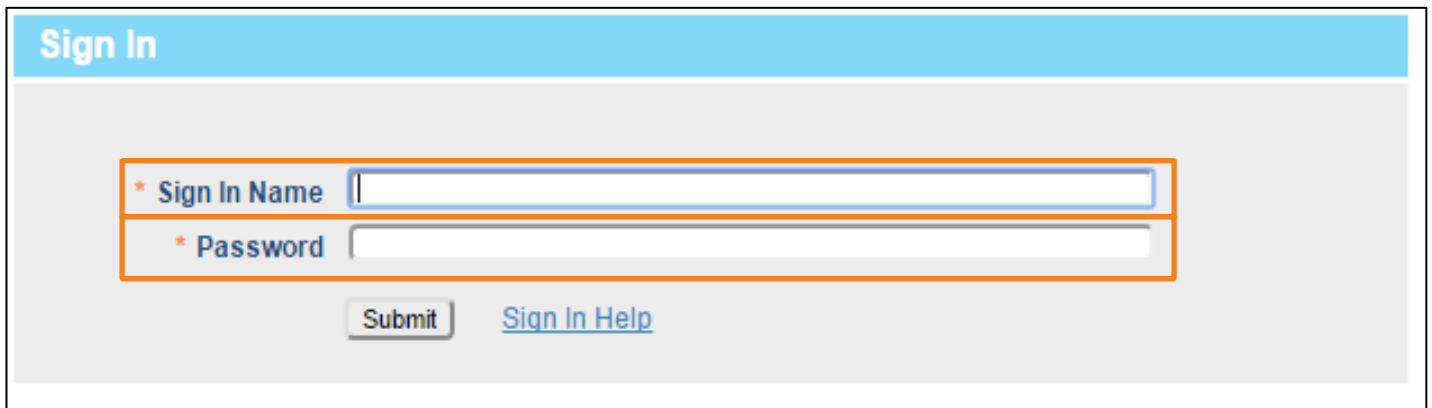
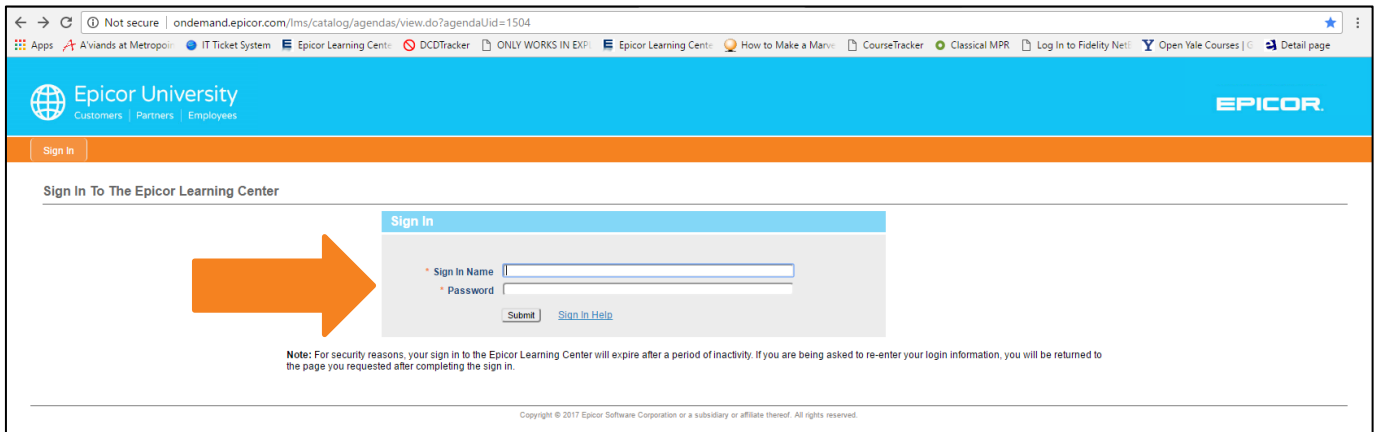
1. Open your preferred web browser, such as Internet Explorer or Google Chrome.



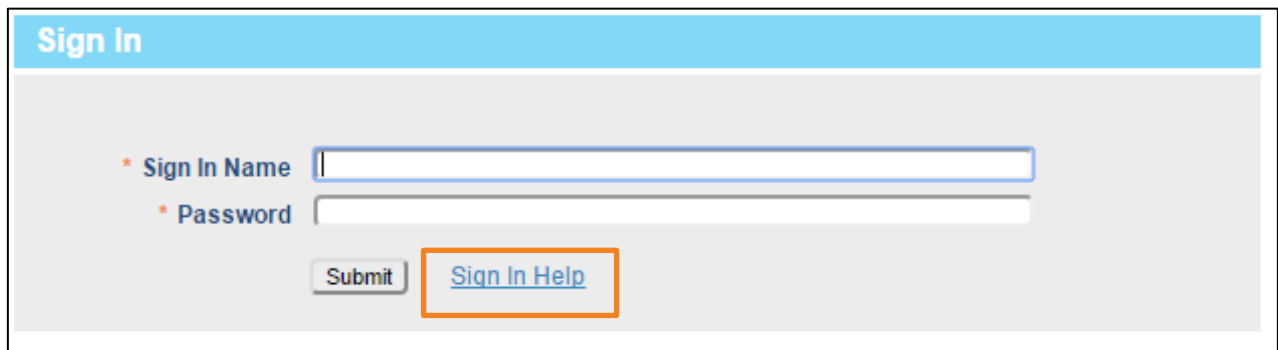
2. In the address bar, type ondemand.epicor.com and press Enter.



3. In the space provided, enter your **Sign in Name** and **Password**.



4. If you cannot remember your Sign In Name or Password, select the **Sign In Help** link.



5. Choose the correct link to retrieve your Sign In Name or Password.

Sign In Help

What Sign In Name and Password should I use?
If you are in need of a user name and password, please contact your system administrator so that they can assign you permission to access the site.

Forgot your sign in?
If you forgot your sign in name, please click here: [Forgot your sign in?](#)

Forgot your password?
If you forgot your password, please click here: [Forgot your password?](#)

➤ If you still need assistance, email knowledgeyourway@epicor.com

6. After signing in, select **Course Catalog** from the toolbar.

Epicor University
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Home **Course Catalog** Assignments Transcripts Library Admin My Profile

Epicor Training on Demand Demo Site

Message Center
▶ (03/09/2017) - Epicor - [Eagle - Course Catalog Update](#)

My Training Assignments

▶ Course	Creating Your First Query	(Due: 11/27/2017)
▶ Test	Creating Your First Query Test	(Due: 11/27/2017)
▶ Course	Customizing Your Query	(Due: 04/16/2017)
▶ Test	Customizing Your Query Test	(Due: 04/16/2017)
▶ Test	Creating Analytics Snapshots Test	(Due: 04/16/2015) Past Due!

[View all assignments](#)

Question Of The Day
How many different methods are available on the "OP Methods" screen of the Order Point Report?

- Two
- Three
- Four

7. On the Course Catalog Page select **Quick Views**.

The screenshot shows the Epicor University website header with the logo and navigation menu. The main content area is titled "Epicor Training on Demand Demo Site". On the left, a "Course Catalog" sidebar lists various options, with "Quick Views" highlighted. The main content area also has a "Course Catalog" header and a list of links, with "Quick Views" highlighted in a red box. The "Quick Views" link is described as "View courses based on Course Type."

8. On the next page select **Agendas**.

The screenshot shows the Epicor University website header with the logo and navigation menu. The main content area is titled "Epicor Training on Demand Demo Site". On the left, a "Course Catalog" sidebar lists various options, with "Quick Views" highlighted. Under "Quick Views", "Agendas" is highlighted in a red box. The main content area has a "Quick Views" header and a list of links, with "Agendas" highlighted in a red box. The "Agendas" link is described as "A training agenda is a list of defined and often associated courses, tests and/or tasks that can be..."

9. In the **Keyword Box**, type “Training on Demand” and then press **Submit**.

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Home | Course Catalog | Assignments | Transcripts | Library | Admin | My Profile

You are signed in as LMS ADMIN (Change Product) (Sign Out)

Epicor Training on Demand Demo Site

Course Catalog

- Browse
- Course Listing / Search
- My Registrations
- Quick Views
- Agendas
- On-Demand Training
- Web-Based Training
- Classroom-Based Training
- Course Suites
- Cancellation and Substitution Policy
- Locations and Directions

Browse Agendas

View Courses Associated with Training Agendas Printer Friendly

Fields marked with an asterisk(*) are required.

Type:

Keyword

Role:

Page: 1 2 3 4 5 6 ▶ Results 1-20 of 106

Name	Description
AR for Calaveras	Accounts Receivable courses for Calaveras Lumber
Accounts Payable Clerk Foundations Agenda	This agenda covers the foundations of the Eagle AP module. Included are: Creating, Maintaining, Editing & Deleting transactions, Prepaid & Recurring transactions, Posting & Looking up transactions, Paying Invoices and Printing checks.
Accounts Payable Reconciliation Agenda	This agenda covers the Reconciliation functions within Eagle Accounts Payable. These include Check reconciliation and Bank Statement reconciliation.
Accounts Payable Setup Agenda	This agenda will cover the process of setting up and configuring Accounts Payable in your eagle System. It will include: Bank Codes, The AP Control File, Terms Codes, and the Purchasing to AP Passoff.
Accounts Receivable Clerk Foundation - N	This entry level agenda provides the recommended foundational training for all employees performing Accounts Receivable tasks.
Accounts Receivable Clerk Foundations Agenda (v.2)	This entry level agenda provides the recommended foundational training for all employees performing Accounts Receivable tasks.
Accounts Receivable Manager Foundations Agenda (v.2)	This agenda builds on the Accounts Receivable Clerk Foundations Agenda and provides a strong foundation for Accounts Receivable Managers. We recommend that you complete the Accounts Receivable Clerk Foundations Agenda before starting this agenda.
Accounts Receivable Manager Foundations Agenda - N	This agenda builds on the Accounts Receivable Clerk Foundations Agenda and provides a strong foundation for Accounts Receivable Managers. We recommend that you complete the Accounts Receivable Clerk Foundations Agenda before starting this agenda.

Fields marked with an asterisk(*) are required.

Type:

Keyword

Role:

10. The **Training on Demand Administrator Agenda** and **Training on Demand Learner Agenda** will appear. Select the appropriate training based on your role in your business

Epicor University
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Home | Course Catalog | Assignments | Transcripts | Library | Admin | My Profile

Epicor Training on Demand Demo Site

Course Catalog

- Browse
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Browse Agendas
View Courses Associated with Training Agendas

Fields marked with an asterisk(*) are required.

Type: --Select Type--

Keyword:

Role:

Name	Description
SMB Getting Started	This agenda will provide the necessary courses to get you started using training on demand including . Using Training on Demand Your Training on Demand Home Page, and more.
Training on Demand Administrators Agenda	This agenda is designed to give the System Administrator the knowledge to successfully manage the Training on Demand System
Training on Demand Learner Agenda	This agenda will introduce the Learner to the Training on Demand system.

11. Click the link to view the first course-Introduction to the Epicor Learning Center.

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You are signed in as LMS ADMIN (Change Product) (Sign Out)

Epicor Training on Demand Demo Site

Course Catalog

- Browse
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Browse Agendas
View Courses Associated with Training Agendas

Assign Action

- Assign this Agenda
- Assign Agenda to Me

Agenda Info

Name: Training on Demand Administrators Agenda
Description: This agenda is designed to give the System Administrator the knowledge to successfully manage the Training on Demand System.

Agenda Items

- Course: [Introduction to the Epicor Learning Center](#)
- Test: [Using the Training on Demand LMS Test](#)
- Course: [Epicor Learning Center Navigation for Administrators](#)
- Test: [Training on Demand Navigation for Administrators Test](#)
- Course: [Epicor Learning Center User Accounts and Groups](#)
- Test: [Training on Demand User Accounts and Groups Test](#)
- Course: [Customizing Your Epicor Learning Center Home Page](#)
- Test: [Customizing Your Training on Demand Home Page Test](#)
- Course: [Creating and Tracking Assignments](#)
- Test: [Creating and Tracking Assignments Test](#)
- Course: [Creating Tasks, Accomplishments, Tests and Agendas](#)
- Test: [Creating Tasks, Accomplishments, Tests and Agendas Test](#)

12. Once the course page opens, click the “take this course” link or the blue button on the right side of the screen.

The screenshot shows a web browser window displaying the Epicor Learning Center interface. The page title is "Epicor Training on Demand Demo Site". The main content area is titled "Course Detail" and "View All Course Information and Access Training". The course is "Introduction to the Epicor Learning Center".

Key elements on the page include:

- Level:** Basic
- Length:** 12 Minutes
- Type:** On Demand Course - Recorded
- Status:** Complete ([take course again!](#))

The "Description" section states: "This course will provide an overview of the Training on Demand Learning Center. You will be shown how to navigate within the Learning Management System (LMS) and customize the Home Page. We will address the use of Assignments and Transcripts as well as how to manage personal information including your password. We will also view and search the Course Catalog to find and complete courses."

Objectives:

- The Learning Center Home Page
- The Assignments Tab
- The Course Catalog
- The Transcripts Tab
- The My Profile Tab

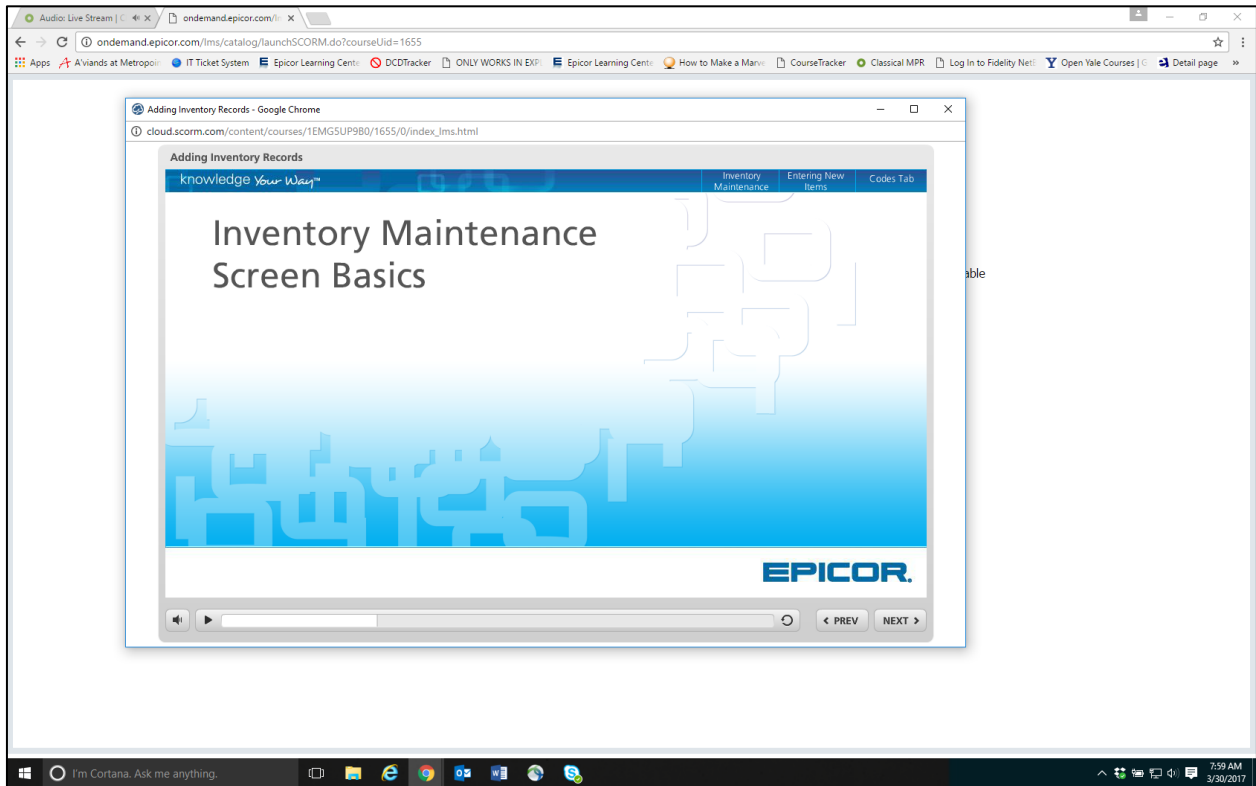
Course Materials:

- [Using the Training on Demand LMS Script](#)

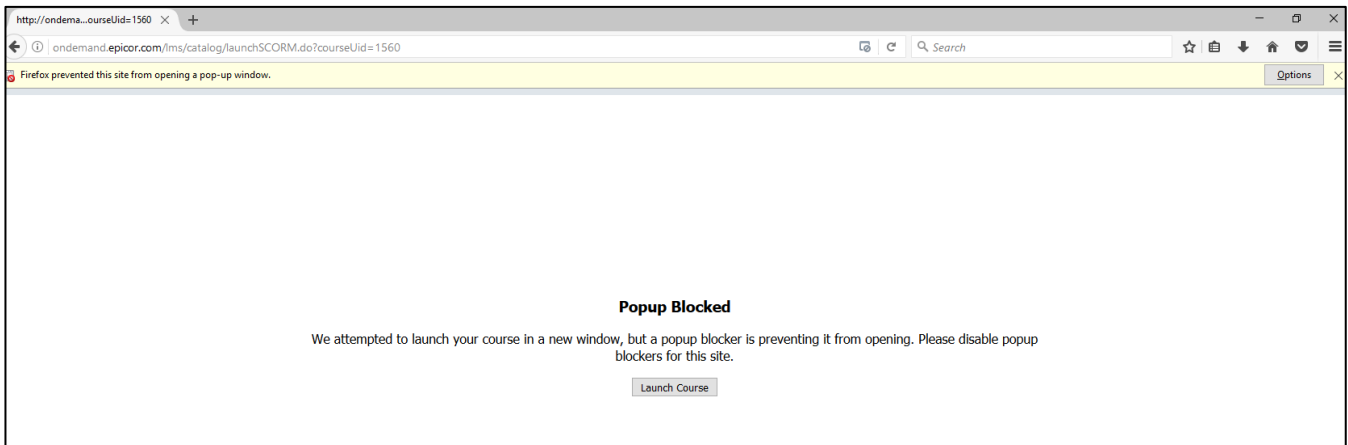
On the right side of the page, there is a "Take Course Again" button highlighted with a red box. Below it is an "Admin Actions" menu with options: Control Access, Assign Course, and Show Completed By.

The bottom of the page shows a Windows taskbar with the time 3:57 PM on 3/29/2017. A "Screenshot Added" notification is visible in the bottom right corner, stating "A screenshot was added to your Dropbox."

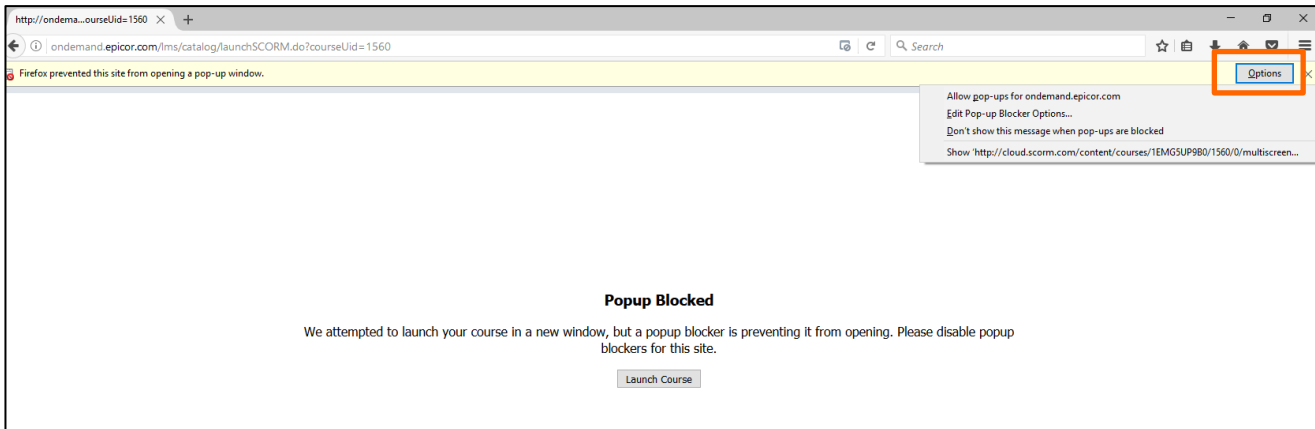
13. A new window will open and begin playing the training video.



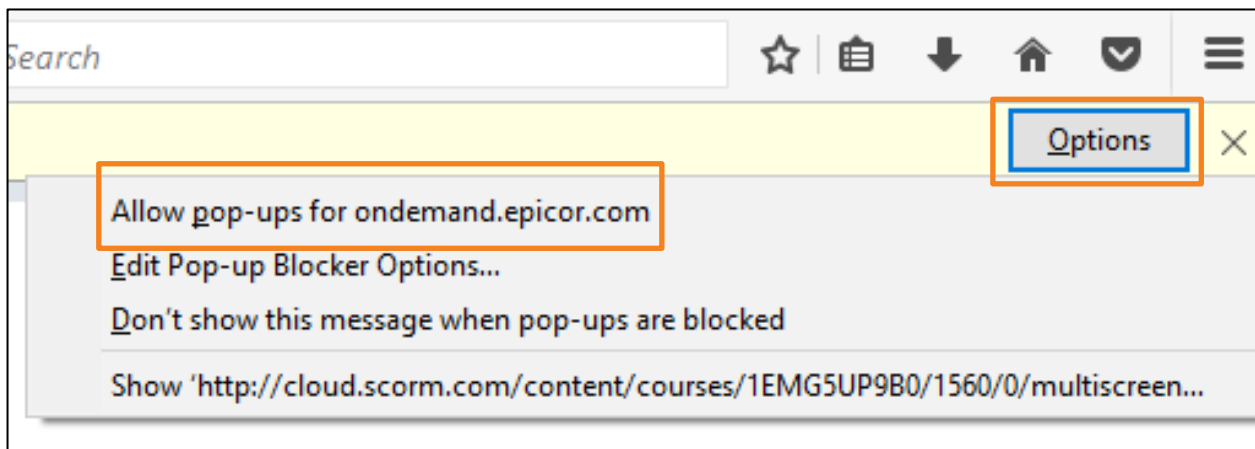
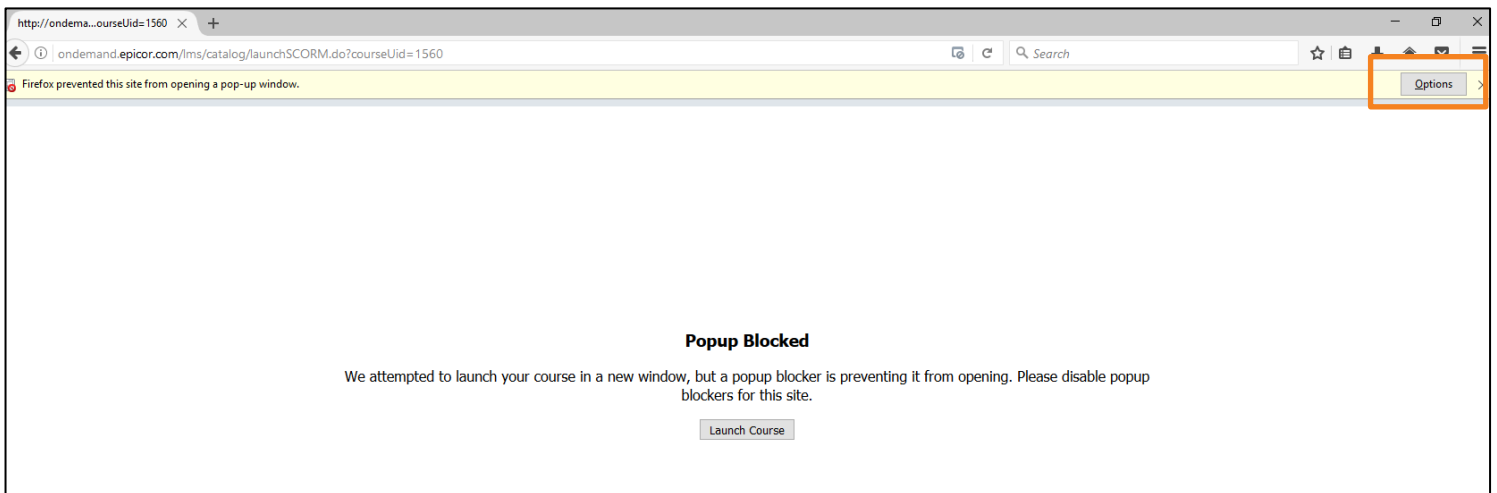
14. If this is your first time watching a training video, you may need to allow for pop-ups.



15. Select Options and click Allow pop-ups for ondemand.epicor.com



16. If the window does not automatically open, select Launch Course.



17. View the course in its entirety and then take the related test. If you are the administrator be sure to complete all the courses and tests in this agenda. You can watch a course as many times as needed.



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Home | Course Catalog | Assignments | Transcripts | Library | Admin | My Profile

Epicor Training on Demand Demo Site

Course Catalog

- ▶ Browse
- ▶ Course Listing / Search
- ▶ My Registrations
- ▼ Quick Views
 - ▶ **Agendas**
 - ▶ On-Demand Training
 - ▶ Web-Based Training
 - ▶ Classroom-Based Training
 - ▶ Course Suites
- ▶ Cancellation and Substitution Policy
- ▶ Locations and Directions

Browse Agendas

View Courses Associated with Training Agendas

Agenda Info

Name Training on Demand Administrators Agenda
Description This agenda is designed to give the System Administrator the knowledge to successfully manage the Training on Demand System.

Agenda Items

- Course [Introduction to the Epicor Learning Center](#)
- Test [Using the Training on Demand LMS Test](#)
- Course [Epicor Learning Center Navigation for Administrators](#)
- Test [Training on Demand Navigation for Administrators Test](#)
- Course [Epicor Learning Center User Accounts and Groups](#)
- Test [Training on Demand User Accounts and Groups Test](#)
- Course [Customizing Your Epicor Learning Center Home Page](#)
- Test [Customizing Your Training on Demand Home Page Test](#)
- Course [Creating and Tracking Assignments](#)
- Test [Creating and Tracking Assignments Test](#)
- Course [Creating Tasks, Accomplishments, Tests and Agendas](#)
- Test [Creating Tasks, Accomplishments, Tests and Agendas Test](#)

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