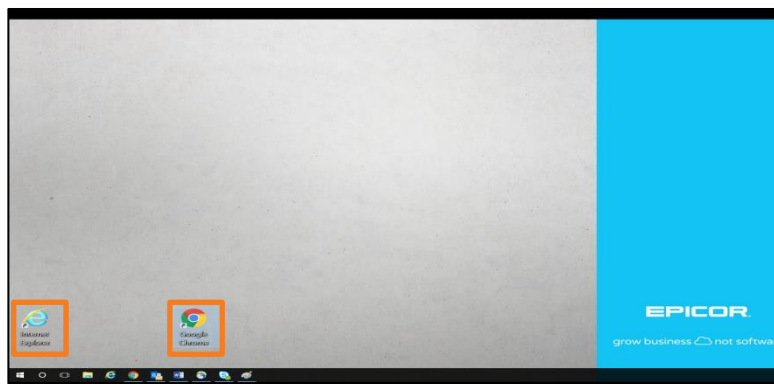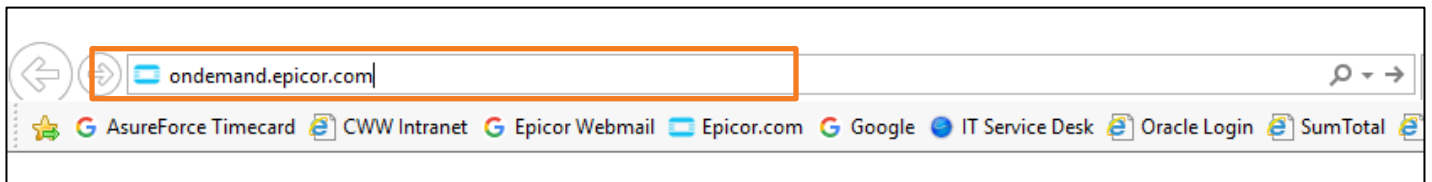# Accessing the Epicor Learning Center

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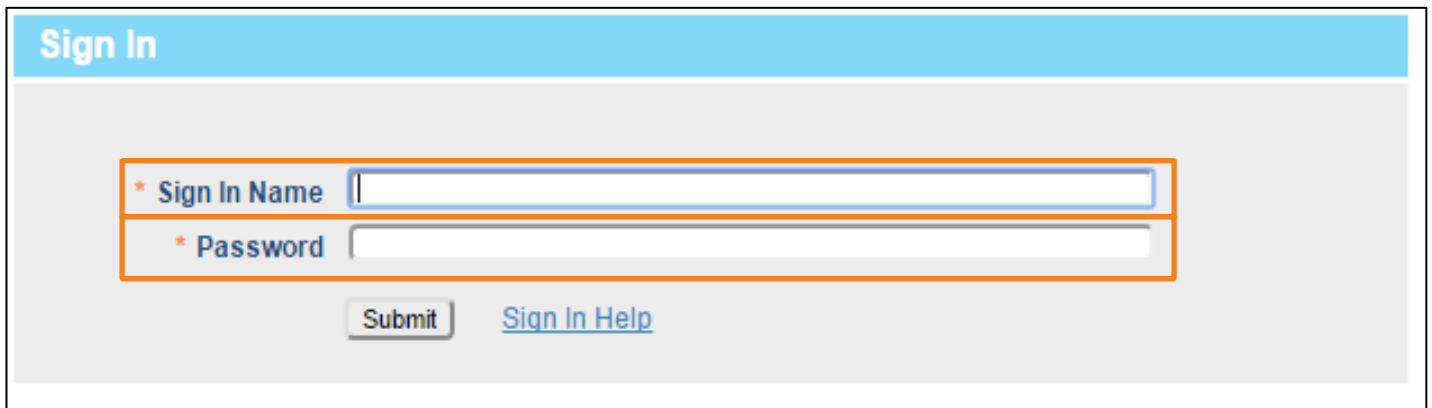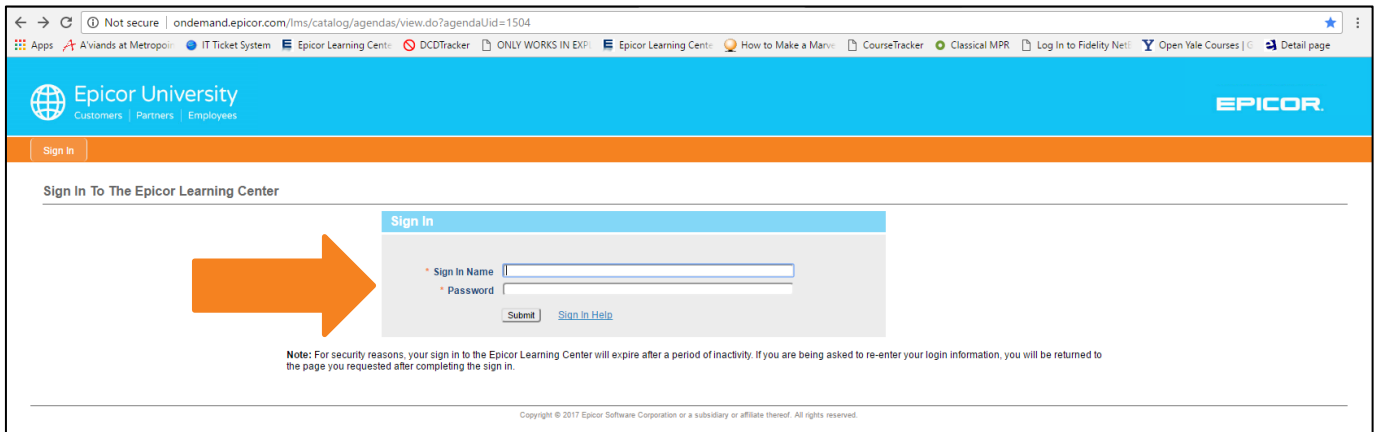
1. Open your preferred web browser, such as Internet Explorer or Google Chrome.
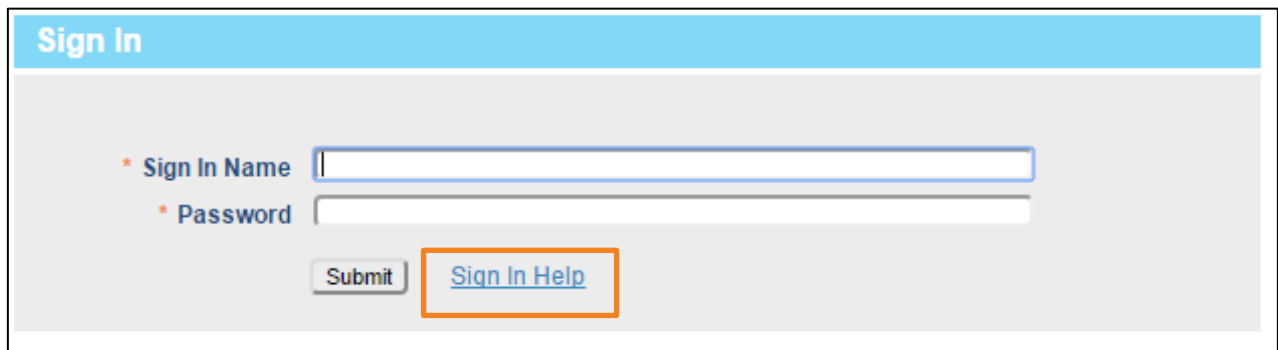

2. In the address bar, type ondemand.epicor.com and press Enter.

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.

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

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

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

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

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

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

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

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

13. A new window will open and begin playing the training video.
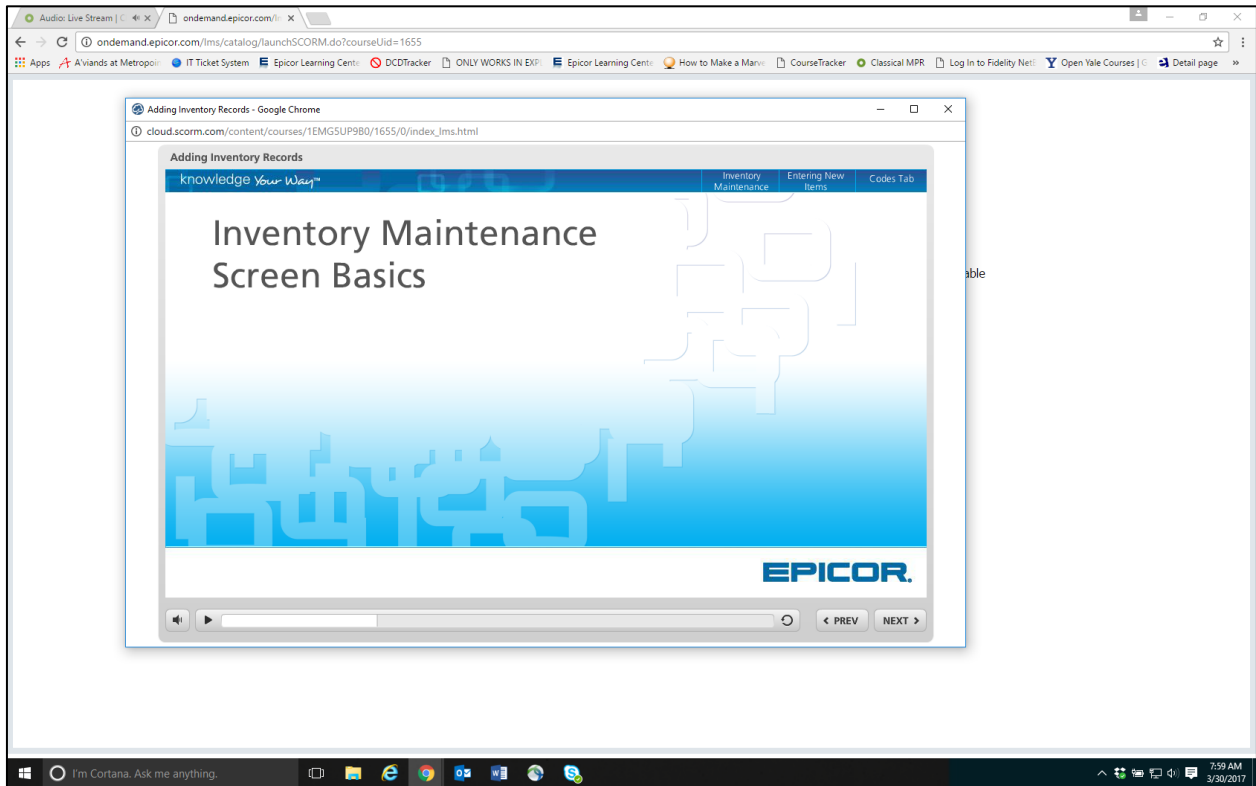
14. If this is your first time watching a training video, you may need to allow for pop-ups.
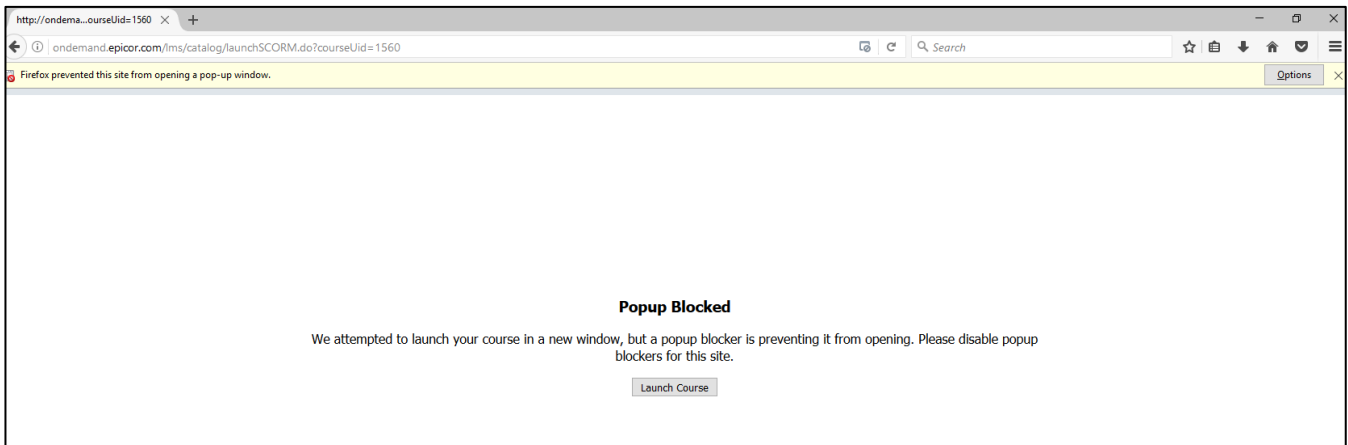
15. Select Options and click Allow pop-ups for ondemand.epicor.com
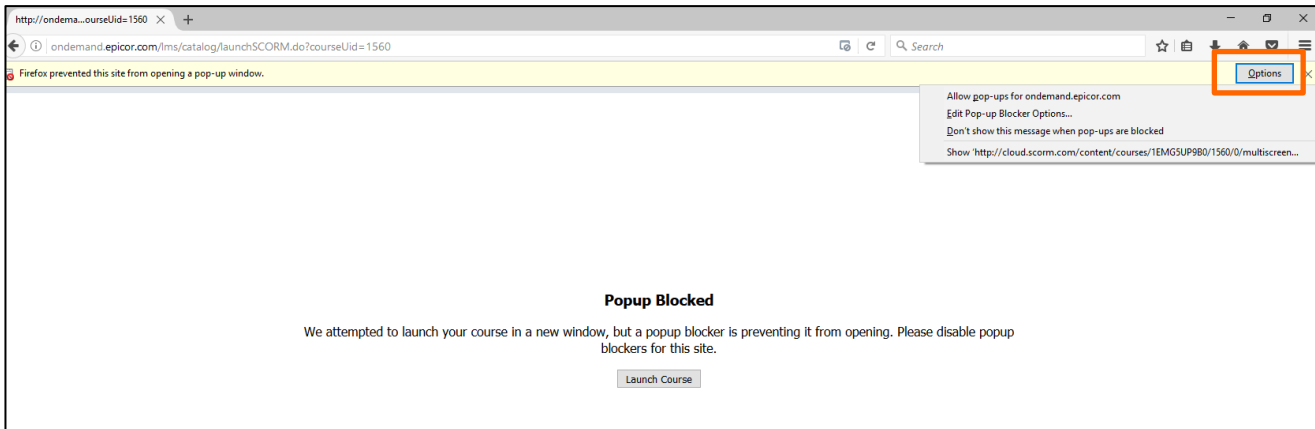
16. If the window does not automatically open, select Launch Course.
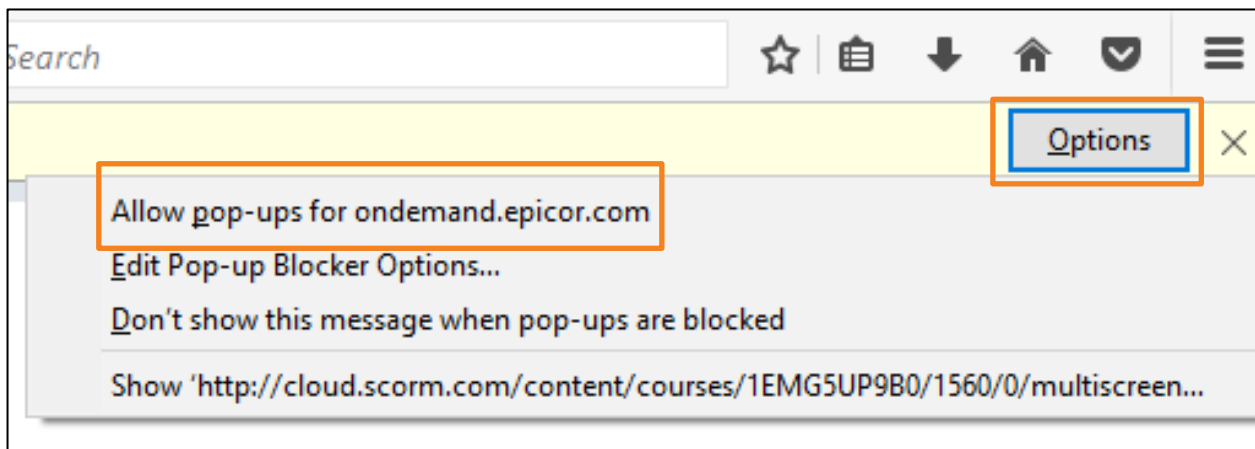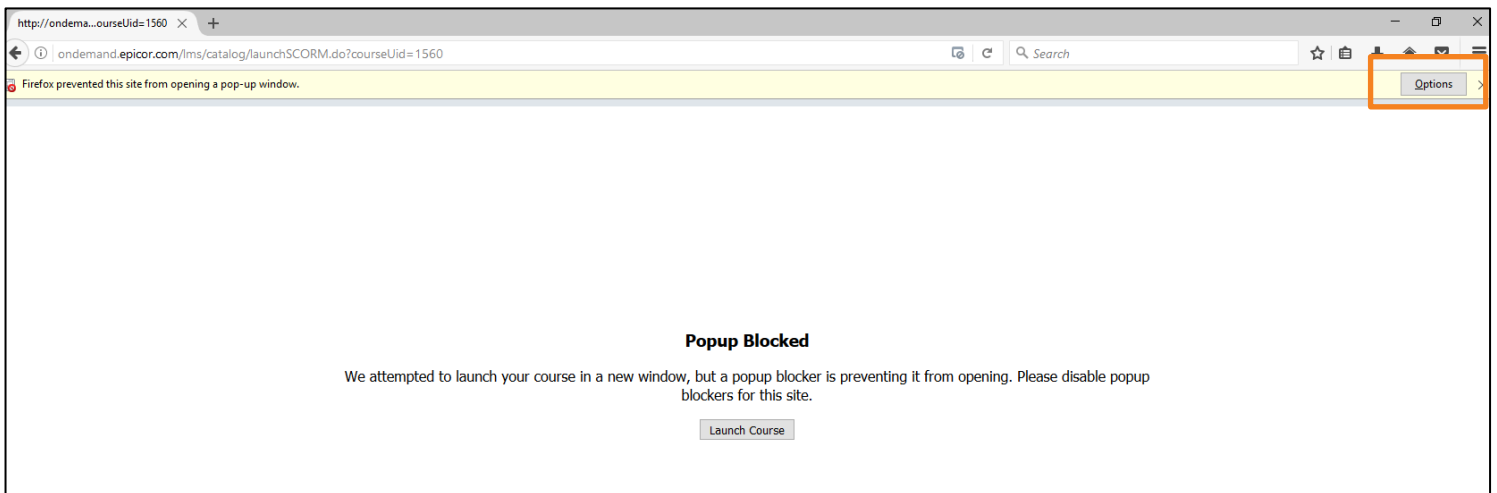
17. View the course in its entirety and then take the related test. If you are the administrator be sure to complete all the courses and tests in this agenda. You can watch a course as many times as needed.

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, connect with Epicor or visit www.epicor.com.

EPICOR.

Corporate Office	**Latin America and Caribbean**	**Europe, Middle East and Africa**	**Asia**	**Australia and New Zealand**
804 Las Cimas Parkway	Blvd. Antonio L. Rodriguez #1882 Int. 104	No. 1 The Arena	238A Thomson Road #23-06	Suite 2 Level 8,
Austin, TX 78746	Plaza Central, Col. Santa Maria	Downshire Way	Novena Square Tower A	100 Pacific Highway
USA	Monterrey, Nuevo Leon, CP 64650	Bracknell, Berkshire RG12 1PU	Singapore 307684	North Sydney, NSW 2060
Toll Free: +1.888.448.2636	Mexico	United Kingdom	Singapore	Australia
Direct: +1.512.328.2300	Phone: +52.81.1551.7100	Phone: +44.1344.468468	Phone: +65.6333.8121	Phone: +61.2.9927.6200
Fax: +1.512.278.5590	Fax: +52.81.1551.7117	Fax: +44.1344.468010	Fax: +65.6333.8131	Fax: +61.2.9927.6298