



## Log On To Learn

**Log On To Learn is a web based service that provides software training through video, step by step tutorials and quick reference guides. This system was designed to complement traditional classroom training in order to meet the needs of today's corporate training budgets. Log on to Learn makes learning in the modern corporate environment self-paced, low cost and available anytime, anywhere.**

### **Video Library**

The video library at Log on to Learn contains a multitude of videos that provide practical instruction in a variety of software including the Microsoft Office Suite, Adobe Creative Suite, Crystal Reports and more. Our training videos are easily accessible by members and are well organized by category, length and difficulty. Whether you're looking for quick answers or comprehensive training in a specific area, the video library has just what you're looking for.

### **Step-by-Step Tutorials**

Go beyond videos and increase your learning options with our Microsoft Office step-by-step tutorials. These outstanding texts provide complete courses in Word, Excel, Access, PowerPoint, Outlook and Windows 7 with pertinent video links and downloadable course files, enabling users to perform class exercises and gain real world practice.

### **Quick Reference Guides**

Members also enjoy access to our Microsoft Office quick reference guides. Need an answer in a flash? Our assortment of quick reference guides provides valuable information at a glance. These handy little documents are packed with easy to understand directions to the most valuable functions within the Microsoft Office Suite.

### **Member Profiles**

With your individual member profile you can manage and personalize your Log on to Learn experience. Create a list of favorite videos for quick access to the content that is most valuable to you. Participate in the Log on to Learn community by posting to the forums and communicating with other members. There's even an option to integrate your social network pages with your Log on to Learn profile to centralize your business and/or personal networks.



## Forums

Browse and add to the helpful information in the forum section for valuable tips and news. Use of our member forums is a great way to get AND give extra help. Our “Ask the Expert” forum provides members with an easy way to post software questions that are read and answered by our staff of expert instructors.

## Free Live Events

Our free monthly live events are always posted on the home screen with information and links for easy registration.

## Easy to Use Navigation

Our video library is easily navigated via our drop down menus AND video button interface. However you choose to browse our content, it’s all been categorized to make sure you can find the training material you’re looking for quickly and easily.

## Enterprise Membership Features



### Administration and Reporting

- ☀ A Log on to Learn corporate Enterprise account provides HR administrators the ability to manage employee sub-accounts for all members of your organization, complete with individual profiles. Employees are empowered with their own log in credentials and administrators have reporting capabilities of employee usage



### Private Groups

- ☀ Through the creation of company-wide groups, we can create a private company page that can contain important notifications and training information. Forming private company groups also allows for the creation of private company forums and blogs, visible only to your group, that allow for internal communication on a variety of subjects.



### Centralized Learning

- ☀ Log on to Learn Enterprise accounts not only provide individual access for all employees of your entire company, but also brings the group together in a centralized location for improved internal communication and professional networking.

