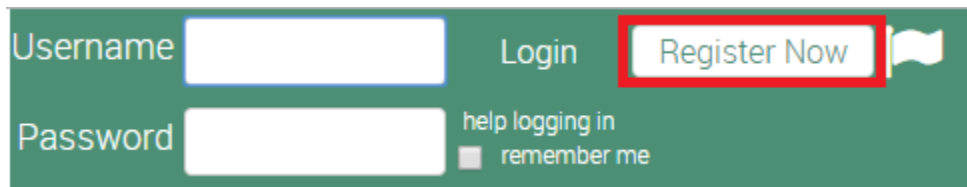


eSSentials for External Employees

Start by opening a web browser and going to the following URL:

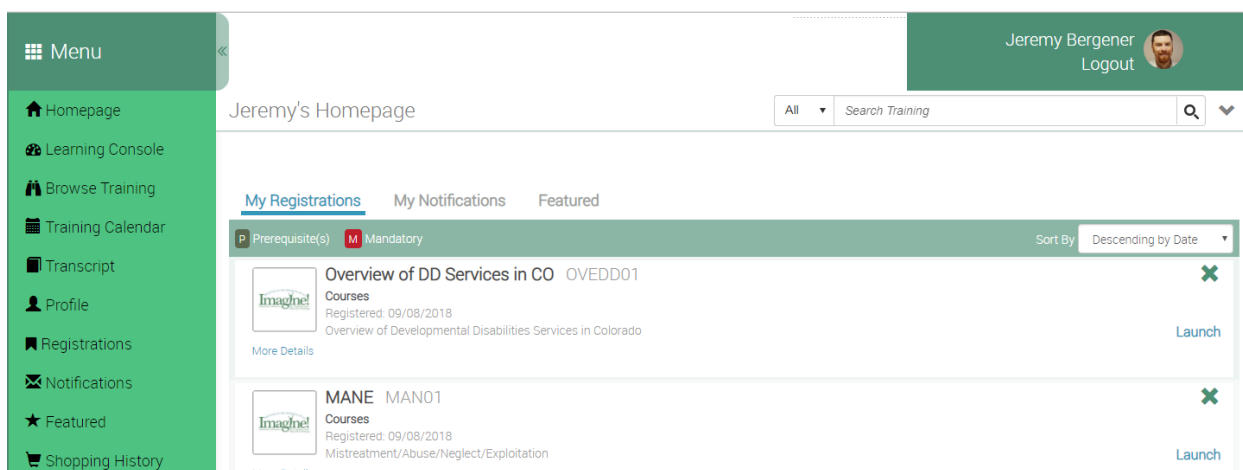
<https://imagineonlinetraining.org>

You will then be prompted to log in. Use the credentials provided to you by your manager. If you do not have a login for eSSentials, click on the “Register Now” button:



A login and registration form on a green background. It features two input fields for 'Username' and 'Password'. To the right of the 'Username' field is a 'Login' button. To the right of the 'Password' field is a 'Register Now' button, which is highlighted with a red rectangular border. Below the 'Password' field, there is a link for 'help logging in' and a checkbox labeled 'remember me'.

Once your account has been authenticated, you will be taken to your Imagine! eSSentials homepage:



The homepage interface for Jeremy Bergener. On the left is a green sidebar menu with options: Menu, Homepage, Learning Console, Browse Training, Training Calendar, Transcript, Profile, Registrations, Notifications, Featured, and Shopping History. The main content area is titled 'Jeremy's Homepage' and includes a search bar for 'Search Training'. Below the search bar are tabs for 'My Registrations', 'My Notifications', and 'Featured'. The 'My Registrations' tab is active, showing a list of courses. The list has columns for 'Prerequisite(s)', 'Mandatory', and 'Sort By' (set to 'Descending by Date'). Two courses are listed: 'Overview of DD Services in CO OVEDD01' and 'MANE MAN01'. Each course entry includes the Imagine! logo, course name, registration date, a brief description, a 'More Details' link, and a 'Launch' button. An 'X' icon is present to the right of each course entry, indicating a removal option.

On the homepage it will show the list of courses you are signed up for. You can start any of the courses at any time by clicking on the “Launch” option. To drop a course that you may be incorrectly signed up for, click on the “X” next to the course. This will remove you from the selected course. You can also find out more information about a course by clicking on the “More Details” link under the course name.











My Notifications

Here you will find notices for any courses that you have signed up for. This includes enrollment notifications and due date notifications as well. Click on the sender name link to view the message which will acknowledge the notification and remove it from the list.

Featured

This is the list of the most popular and high priority classes available in eSSentials. Promoted classes will show up here.

Menu Options

 Homepage	Homepage - This option will take you back to your starting page.
 Learning Console	Learning Console - The Learning Console page is the "command center" for the student. This page can have multiple tiles which are effectively mini-versions of the various pages in eSSentials.
 Browse Training	Browse Training - This option will take you to the training categories page where you can find classes manually.
 Training Calendar	Training Calendar - This option brings you to your calendar. Here you can see due dates for the trainings you are signed up for.
 Transcript	Transcript - Here you can see all of the classes you have taken. Certificates and credit accumulation are also available here.
 Profile	Profile - Here you can update your employee information, password and contact details. You can also add a picture if you'd like.
 Registrations	Registrations - This page allows you to view all current (non-completed) curriculum registrations for your account.
 Notifications	Notifications - This page displays all notifications sent to the user by eSSentials.
 Featured	Featured - This page displays all featured trainings which the user has not previously registered to take.
 Shopping History	Shopping History - Here you can find receipts for any classes you have purchased.

Advanced Course Search

There is a search bar at the top of each page that allows you to search for available trainings. You can also drill down your search to specific criteria by clicking on the down arrow next to the search bar:



The image shows a search bar with a dropdown menu. The dropdown menu is currently set to "All" and has a small downward arrow next to it. The search bar contains the text "Search Training". To the right of the search bar is a magnifying glass icon. To the right of the magnifying glass icon is a red square containing a white downward arrow, which is highlighted by a red border.

Online Help

Online help guide for eSSentials is available from this URL:

<https://guide.elogiclearning.com/Content/eSS/Topics/divider-end-user.htm>

If you run into any issues that the above guide is not able to help you to resolve, please contact your manager for assistance.