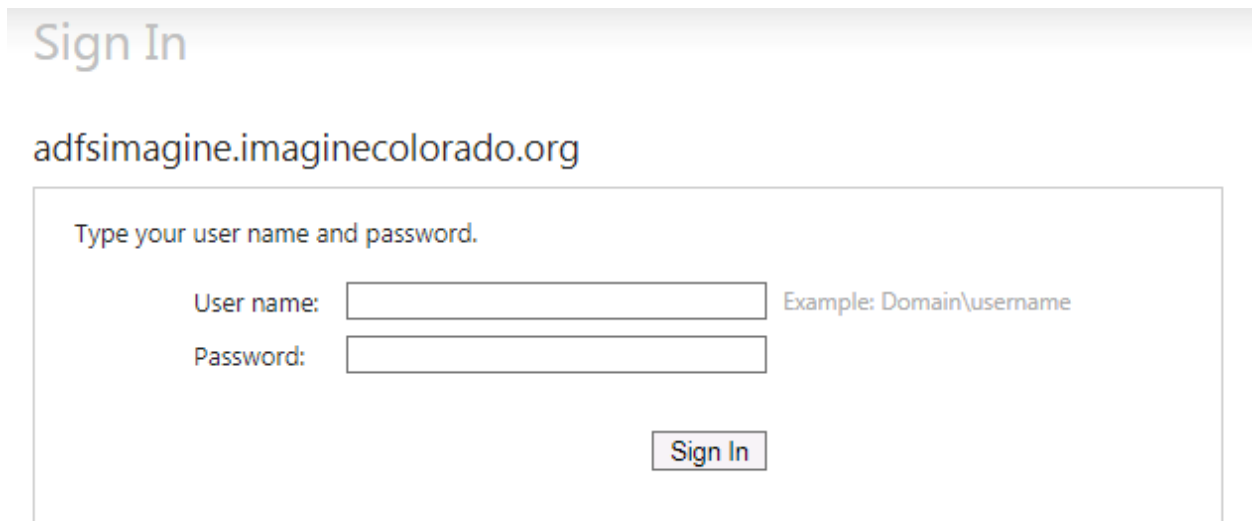


## eSSentials for Internal Employees

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

<https://imagineclassroom.org>

You will then be prompted to log in. Use your Windows username/password. *Note: You do not actually need the "IMAGINE\" before your username.*



Sign In

adfsimagine.imaginecolorado.org

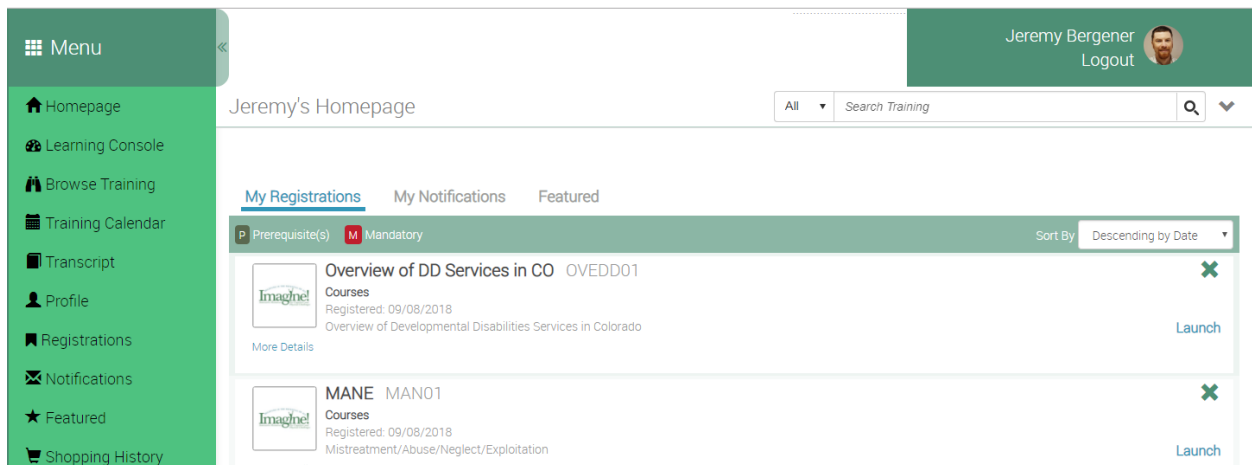
Type your user name and password.

User name:  Example: Domain\username

Password:

Sign In

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



Menu

Jeremy Bergener  
Logout

Jeremy's Homepage

All Search Training

My Registrations My Notifications Featured

Prerequisite(s) Mandatory Sort By Descending by Date

Imagine! Overview of DD Services in CO OVEDD01  
Courses  
Registered: 09/08/2018  
Overview of Developmental Disabilities Services in Colorado  
More Details Launch

Imagine! MANE MAN01  
Courses  
Registered: 09/08/2018  
Mistreatment/Abuse/Neglect/Exploitation  
More Details Launch

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

**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 submit an IT helpdesk ticket.