

**Mind**Leaders **UK**

# User Guide





Welcome to your MindLeadersUK e-Learning courses.

We want you to take your development into your own hands and to help you out we have put together some useful information and tips in one handy guide.

Your development program comes with unique login information that will have been given to you by your Administrator.

We suggest writing your login information in the spaces below.

Site URL:

Self-Registration Key:

The following pages will take you through the steps of how to login to your e-Learning courses for the first time.

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You will have a unique URL that will be your login page for your MindLeadersUK courses.

Type the URL into the address bar of an Internet Explorer page.

Save this page as one of your favourites so you do not have to re-enter the URL.

The Log In page will appear. Click on [I have a self-registration key](#).

★ + MindLeaders

## Log In


User ID:

Password:

[Text Only](#) | [Forgot User ID or Password?](#)

**I need a User ID**  
[I have a self-registration key.](#)

### Announcements

 **Tech Support Holiday Hours**  
2007-06-20  
In observance of the national Independence Day Holiday

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The Self-Registration page will appear. Fill in all of the required fields.

Click **Submit** to register your details with MindLeadersUK.

Once you have submitted your details, you will be instructed to wait for an email. Follow the instructions on the email, which includes your login information, and this will successfully activate your account.

You will now be able to login to your courses.

## Self Registration

Self-registration key  
(separate multiple  
keys with comma):

E-Mail address:

Last name:

First name:

User ID:

Password:

Confirm password:

Note: All fields are required.

Close

Submit

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Once you have logged into your e-Learning courses, the Home page will appear. To access your courses click on the **View All Learning Resources** option located under My e-Learning.

From the My Account option, you can update any personal information or change your password by clicking on **Update Account**.

The Home page will also display your **Recently Accessed Courses** and any important **Announcements** from MindLeadersUK.

The screenshot shows a web browser window with the address bar displaying "e-Learning that works." The page header features the "MindLeaders UK" logo and navigation tabs for "Home", "Administer", and "Run Reports". A search bar is visible in the top right corner.

The main content area is divided into two columns. The left column contains a sidebar menu with the following sections:

- My e-Learning**
  - [View All Learning Resources](#)
  - [Search Learning Resources](#)
  - [View Transcript](#)
- My Account**
  - [Update Account](#)
  - [Contact Tech Support](#)

The right column displays a "Welcome" message and a "Recently Accessed Courses" section. The list of courses includes:

- [Been There, Done That, Now What? \(s\)](#)
- [Introduction \(Dreamweaver MX - Cour](#)
- [Introduction to Access \(Access 2003](#)
- [Setting Up a Web Site \(Dreamweaver](#)
- [Tables \(Dreamweaver MX - Course 5\)](#)
- [Getting Organized \(Web Publishing and hour\(s\)](#)
- [Programming Basics \(Visual Basic 6 - C](#)
- [Introduction and Installation \(ColdFusi](#)
- [HTML, XHTML, and Cascading Style S](#)
- [4.01 and XHTML - Course 3\) - 4 hour\(s\)](#)
- [Animation, Web Pages and Collaborati](#)

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Once you have chosen to View All Learning Resources, you will see a list of all of your e-Learning courses.

To start a particular course, you can expand it using the + to see the individual course modules.

As an example, we have highlighted the Access 2003 course so you can see how the courses are expanded.

Click on the first course module to begin using the course.

The screenshot shows a web browser window with the address bar displaying "e-Learning that works." The page header features the MindLeaders UK logo and a navigation menu with "Home", "Administer", and "Run Reports" options. The main content area is divided into two columns. The left column, titled "My e-Learning", contains a link to "View All Learning Resources" (highlighted with a red arrow), "Search Learning Resources", and "View Transcript". Below this is the "My Account" section with links for "Update Account" and "Contact Tech Support". The right column, titled "All Learning Resources", lists various courses with expandable icons (+). The "Access 2003" course is expanded, showing a list of modules: "Introduction to Access", "Designing and Building Tables", "Enhanced Tables and Datasheets", "Searches and Queries", "Advanced Queries and Calculations", "Access Report System", and "The Internet, Forms, and the Analy". Other courses listed include "401(k) Plans", "Access 2000 MOS", "Access 2002", "Access 2007 UPDATED", "Basics of Business Math", "BCS Certificate for IT Users (Level 2) - U", "Building Relationships", "Business Ethics", "C", "Career Development (Videos)", "CGI/Perl", "CICS/ESA", and "Cisco Related Series by MindLeaders BC".

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Your course will load in a new window. If the course has sound, this will begin immediately but can be turned off by clicking on the **Speaker** located in the right hand bottom corner of the screen.

Course pages can be printed by clicking on the **Printer** icon, also located in the right hand bottom corner of your screen.

To move onto the next page, use the **Arrow** button.

The screenshot shows a course interface with a sidebar on the left and a main content area on the right. The sidebar contains four menu items: "Course Topics", "Course Tools", "Search the Course", and "Help". The main content area has a "Welcome" heading, followed by a paragraph of text, a paragraph of text, and a paragraph of text. Below the text are two buttons: "Take the Skill Assessment" and "Begin the Course". At the bottom of the main content area, it says "Course Length: Approx. 2 hours". At the bottom of the entire interface, there is a dark blue bar with the word "Welcome" on the left and four icons on the right: "Exit", a user profile icon, a speaker icon, and a right arrow icon.

**Course Topics**

**Course Tools**

**Search the Course**

**Help**

## Welcome

Welcome to **Access 2003: Introduction to Access**. We hope this is a rich, interactive learning experience for you.

You can now begin the course or take a **Skill Assessment**, which consists of questions on topics covered in this course. Taking the Skill Assessment first allows you to determine which topics in the course you should focus on.

To take the Skill Assessment from within the course, simply click the Course Tools tab and then click Take the Skill Assessment.

[Take the Skill Assessment](#) [Begin the Course](#)

**Course Length:** Approx. 2 hours

Welcome

Exit

Speaker

Printer

Arrow

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Located down the left hand side of your screen you will see a series of yellow tabs, designed to help you navigate your courses successfully.

**Course Topics:** This tab will let you access all of the separate modules and exercises within the course.

**Course Tools:** Course Tools will let you take an assessment, view your current scores and see your progress report. If you wish to print a certificate of achievement, you can do this through the Progress Report link.

**Search the Course:** Search for particular course elements by selected words, phrases, or similar words to your request.

**Help:** Useful information on how to use your course and how to contact technical support.

If you require any further information, please email Technical Support on [support@mindleadersuk.com](mailto:support@mindleadersuk.com) or contact your Administrator.

Enjoy your courses!

Course Topics

Course Tools

Search the Course

Help

## Welcome

Welcome to **Access 2003: Introduction**. This is a rich, interactive learning experience.

You can now begin the course or take a Skill Assessment which consists of questions on topics in the course you should focus on. Taking the Skill Assessment first allows you to see the topics in the course you should focus on.

To take the Skill Assessment from within the Course Tools tab and then click **Take the Skill Assessment**.

**Take the Skill Assessment**

**Course Length:** Approx. 2 hours

Welcome