

Getting Started Online

EctoLearning Instructions

To begin your workplace safety program, you will first take an online orientation program. To get started follow the directions below:

Tools you will need:

- Computer
 1. Home PC
 2. Schedule time in the employee training center on site

At the computer:

- Access the internet
- Access the Course web site
 1. Change the URL
 1. Click on the URL field to highlight the content
 2. Press the Delete button
 3. Place this link in the URL field: <http://ectolearning.com>
 4. Press Enter
- Learn about EctoLearning
 1. Locate the Ecto 101 tab at the top
 2. Scroll down to the Teachers and Students talk about Ecto!
 3. Click on the arrow in the middle to play the video
- Sign Up
 1. Locate and Click the Sign Up link in the upper right corner
 2. Complete the fields
 - Note: Use the email address for most convenient computer access. In other words, if you are completing these courses at home, then use your home email address. If you will be using the employee training center, then use your work email address.
 3. Press the Sign Up button.
- Join a Group
 1. Locate the Groups section on the left side (3rd section on the left).
 2. Press the Join a Group button.
 3. Use the 2nd field to type the course name (Have Fun Online Orientation).
 4. Press the Search button.
 5. Press the Join button once the group appears.
- View Have Fun Online Orientation
 1. Click on Have Fun Online Orientation link under Groups

