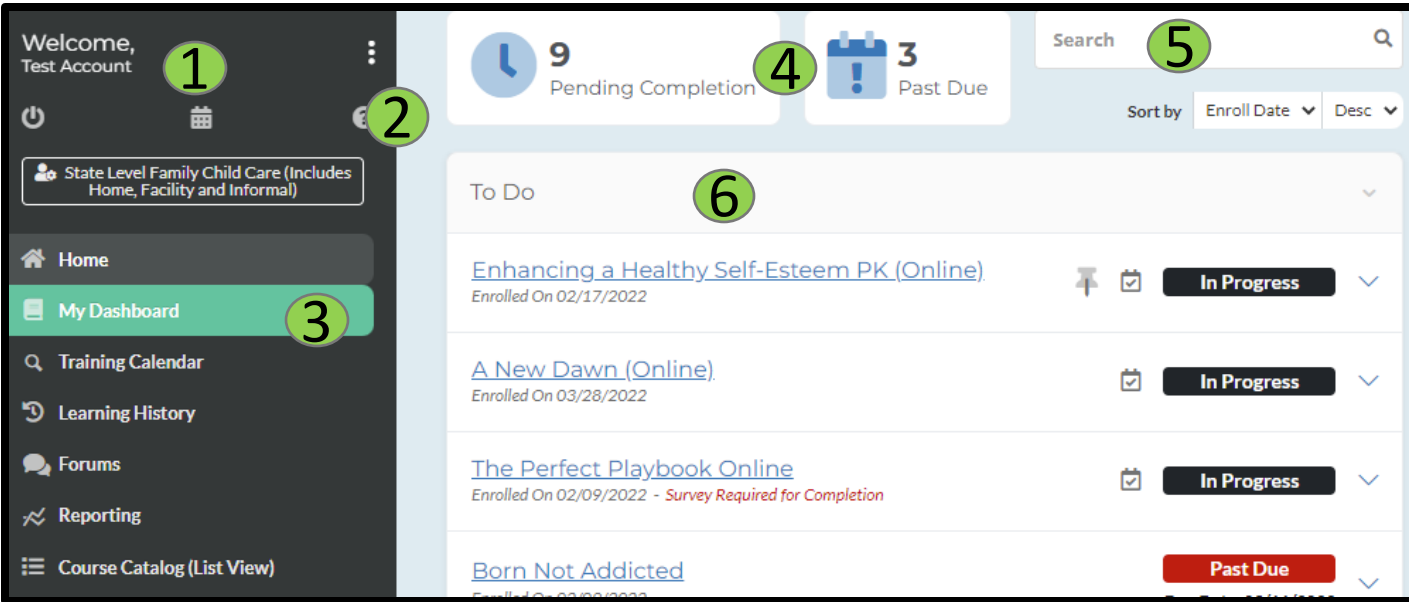


How to Navigate your Dashboard



1 Calendar Icon: Click here to view trainings you have registered to attend

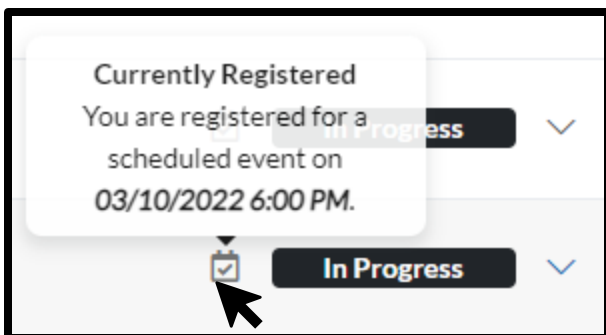
2 FAQ Icon: Click here for Frequently Asked Questions (FAQ's)

3 My Dashboard: Click here to go to your Dashboard

4 Course Status: Click here to toggle between courses in progress and courses that are past due

5 Search: This section allows you to quickly search your to-do list courses

6 To Do List: This section shows the courses that you have enrolled in



Hover your mouse over the calendar icon to see the date and time of this course.



My Dashboard

1 Course Status:
Click here to review your courses by selecting either the Pending Completion or Past Due option

2 Sort By: Sort through your courses by Enroll date, Due Date, Name, or Status

- 3 Pins and Shortcuts:**
- **Pin Icon:** Allows you to pin the course to the top of your To-do list for easy access
 - **Open Folder Icon:** Allows you to open the course and access the module.

4 Course Information:
Click here to expand to show your courses detailed information including enrollment information and due date, course's duration, and a written description detailing what the course is about. Click on the course name to start your course and see your modules.

