



## Welcome to Learning Harbor!

### Quick Reference Guide

1. Go to: [www.learningharbor.com](http://www.learningharbor.com)
2. LOGIN: Enter your UserID and Password which have been supplied to you by your employer.
3. Click on **MY LEARNING PATH** (blue tab) to view your assigned modules/classes and current record. Click on the name of the class you want to take.
4. Select ENGLISH or SPANISH and AUDIO or NO AUDIO if option is available.
5. Use the BACKWARD and FORWARD buttons (or arrows) at the top or bottom of each page to navigate the module unless directed otherwise. Assignments are usually more than one page. Be sure to check the number of pages at the bottom of your assignment box. [1] 2 3.
6. To take a quiz: After you exit the module, return to the **MY LEARNING PATH** screen and click on the "Test In English" column next to the module you have just completed (or you can select the test in Spanish, if available.) Read question, select correct answer from the drop down box, then click "NEXT" button. Continue to answer all questions, clicking NEXT to get to the next question. After you answer the last question, click "End Test". You will then see your test score. Click "Close Window" to get back to **MY LEARNING PATH**. If you passed the test, a "certificate" icon will appear in the "Get My Certificate" column. For Learning Harbor modules, a passing score is 70%. For your facility-specific modules, the passing score may be higher. Check with your supervisor.
7. To print a certificate from the **MY LEARNING PATH** page, click on the "Get My Certificate" icon next to the class you have completed. In order to print the entire certificate, your printer setting needs to be on landscape. Click PRINT.
8. To view or print your records (transcript), click on blue **REPORTS** tab and then on the green **TRANSCRIPT** tab. Select "Printable HTML" or "Export to Excel".
9. To meet your annual training requirements you must successfully complete all required classes under **MY LEARNING PATH** box.
10. To access OPTIONAL CLASSES (your employer will inform you if they want you to have optional modules), click on **MY LEARNING PATH** (blue tab), and **MY CLASSES** (blue tab) **and** **MY ONLINE CLASSES** (green tab). If you scroll down, the optional classes are listed in the "Optional Classes" box. Select module and proceed as above.
11. Troubleshooting: If you have trouble accessing the Learning Harbor material, the most common cause is that your computer has pop-ups blocked or has accumulated a lot of temp files which need to be deleted. To unblock pop-ups, go to "Tools" on the top menu bar, click on "Pop-Up Blocker" and then on "Turn-off Pop-up Blocker" (on Internet Explorer – other browsers may have different directions).

**For problems**, contact your manager or the Learning Harbor administrator at your facility.

**Do not use Tabs other than those described above. They are reserved for future upgrades to the system.**