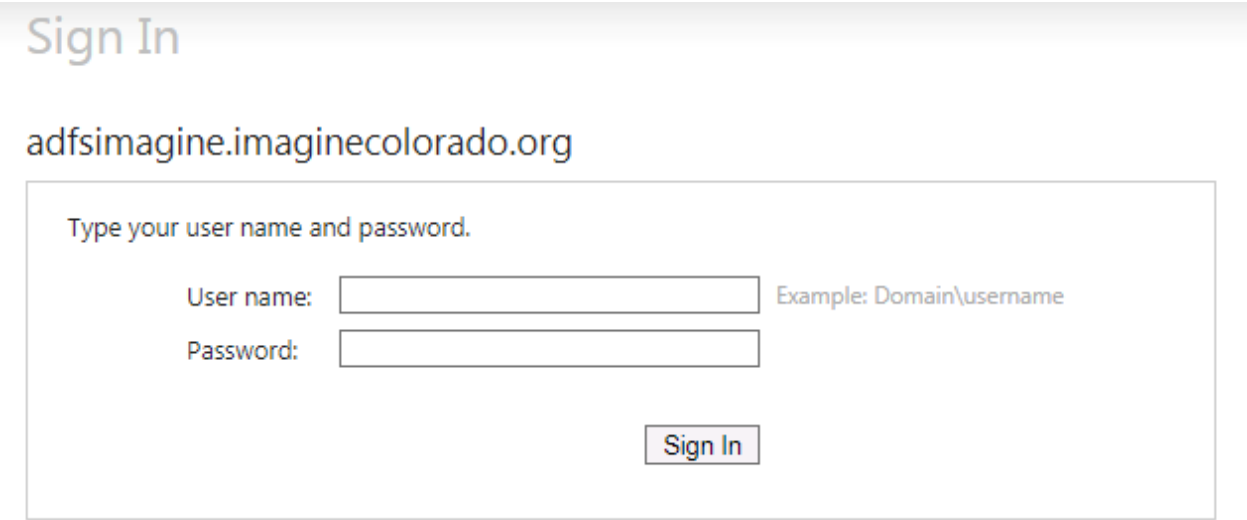
eSSentials for Internal Employees

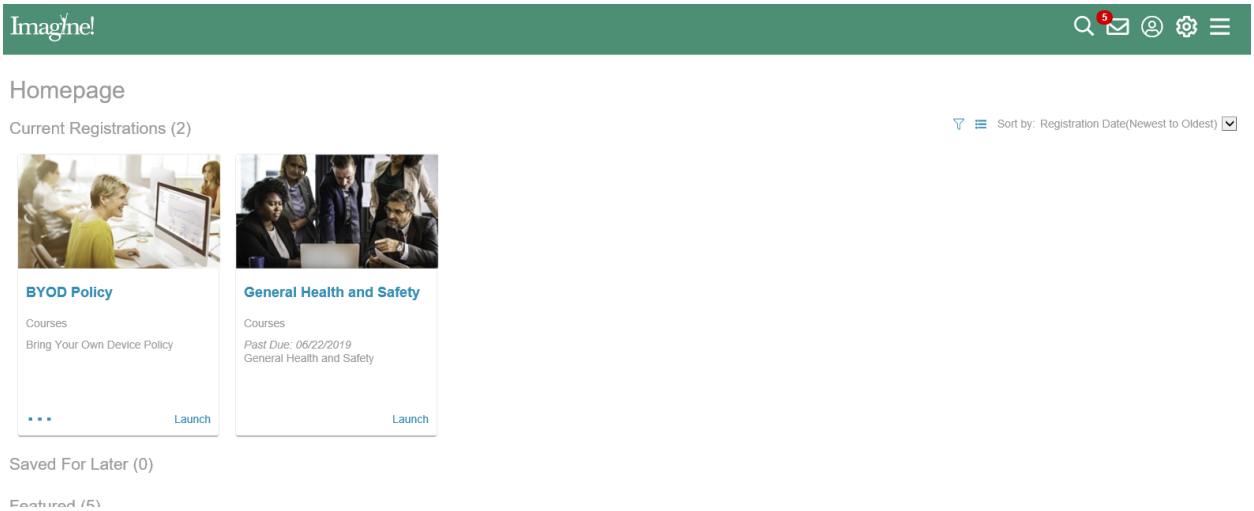
Start by opening a web browser and going to the following URL:

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.*



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



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 "…" at the bottom of the course. Drop Curriculum will appear for you to click on. This will remove you from the selected course.

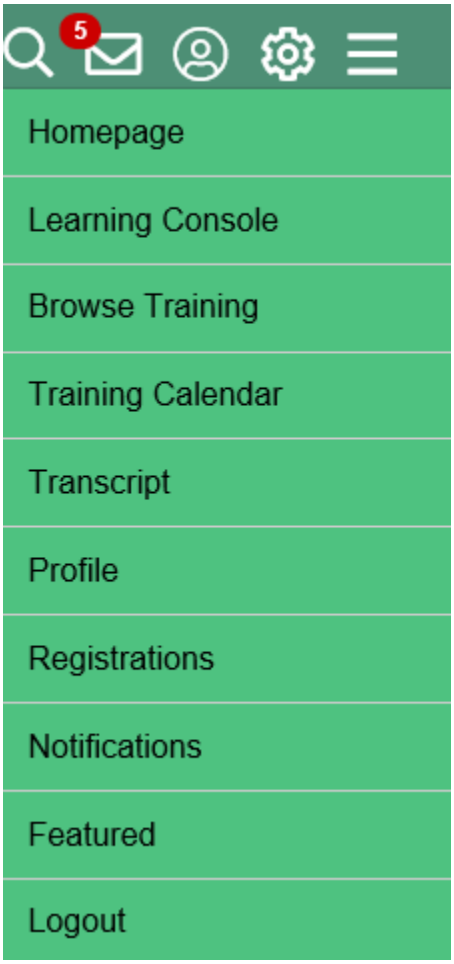
My Notifications (the mail envelope icon at the top right side of screen)

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.

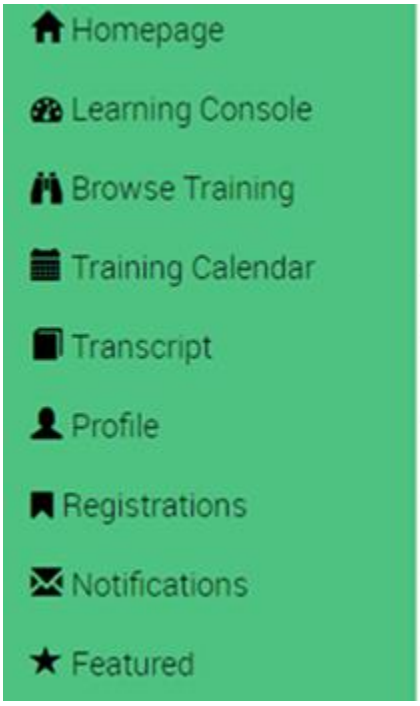
Featured

This is the list of the most popular and high priority classes available in eSSentials. Promoted classes will show up here.

Menu (the 3 horizontal lines icon at the top right side of screen)



Menu Options



Homepage

Learning Console - 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 - This option will take you to the training categories page where you can find classes manually.

Training Calendar - This option brings you to your calendar. Here you can see due dates for the trainings you are signed up for.

Transcript - Here you can see all of the classes you have taken. Certificates and credit accumulation are also available here.

Profile - Here you can update your employee information, password and contact details. You can also add a picture if you'd like.

Registrations - This page allows you to view all current (non-completed) curriculum registrations for your account.

Notifications - This page displays all notifications sent to the user by eSSentials.

Featured - This page displays all featured trainings which the user has not previously registered to take.

Advanced Course Search

There is a search/magnifying glass icon at the top of each page that allows you to search for available trainings.

When you click on the icon a box appears for you to type in.

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.