

Registering for Element K training the first time

- 1) Open your browser and type <https://portal.vt.edu/> in the address or location bar at the top and click **Go** or press enter on your keyboard. (The Hokie Portal Home Page will appear)
- 2) **Log in** using your PID and password from **Hokie Portal** at the left hand of the web page.
- 3) On the opened page, click on "**Academics and Training**", which is the second tab at the top of the page.
- 4) On the opened page, under the central column, Click on the link to "**Element K**" under the second subtitle of "Computer Software Training".
- 5) The page below will appear. Click on the "**Continue**" button.



- 6) Make a note of your username. (The username is case-sensitive.). Select and enter a password that you will remember. Enter in your other personal information. When you are finished, click on the **SUBMIT YOUR PERSONAL INFORMATION** bar at the bottom of the page. You will then be transferred to the Element K home page where you can log in.

Logging into Element K

- 1) Open Your Browser and type www.elementk.com in the address or location bar at the top and click **Go** or press enter on your keyboard. (The Element K Home Page will appear)
- 2) Type in your **Username** and **Password** and click the **LOG-IN** button. (Your username is case-sensitive)

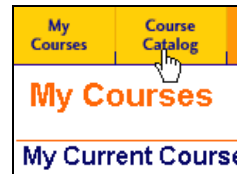


Locating Courses on Element K

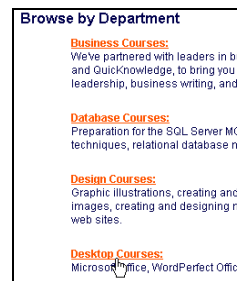
Once you've logged into Element K, the **My Courses** page will be displayed. You may find courses in the following two ways:

Via the Course Catalog

- 1) Click on the Course Catalog tab at the top of the Page:

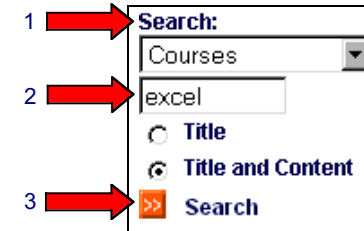


- 2) This will bring up the courses sorted by department. Click on a Department title to view the courses.



Via the Search Box

- 1) Locate the search box on the left-hand side of the My Courses page.
- 2) Enter a keyword (For example, excel).
- 3) Click the **Search** button.



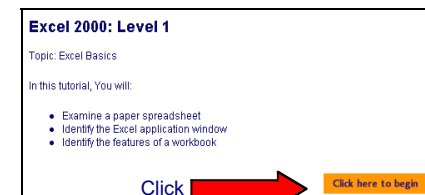
- 4) This will display a list of courses containing the word **excel** in the title or course contents.



- 5) Click on a Course title and a course syllabus page will display.

Starting a Tutorial

Click on the topic you would like to take from the course table of contents. This will take you to the screen below. The "Click here to begin" button will start the tutorial.

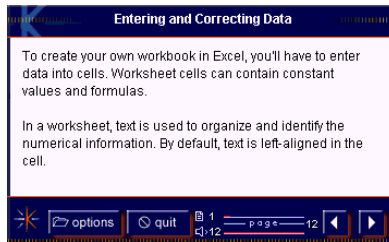
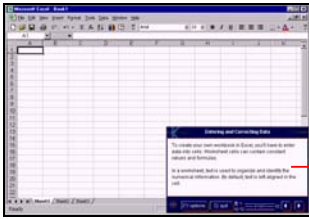


Shockwave Player needed to run the Tutorials

You may need to do a one-time download of Macromedia's Shockwave player to run the tutorials. If you do not have the web-player, Instructions will pop up and walk you through the installation.

***Note:** If your network environment prevents you from downloading the web-player, you will need to contact your Network Administrator.

Navigating Through a Tutorial



There are four basic controls to run the tutorials:

- | | |
|------------------|--|
| Options | Turn audio on/off, restart the tutorial etc. |
| Quit | Quit the tutorial |
| ◀ Rewind | Go to the previous page of the tutorial. |
| ▶ Advance | Go to the next page in the tutorial. |

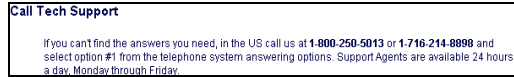
Contacting Element K Tech Support

If you encounter any problems while using the Online training, you can contact Element K Tech Support by clicking on the "Contact Us" link on the left side of the page:



After clicking on the Contact Us button, you have three options for contacting Tech Support

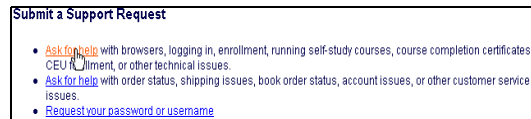
- 1) Call Tech support at 1-800-250-5013, opt #1 Monday-Friday 24 hours a day.



- 2) Chat in "real time" with a tech support agent by clicking on the "Live" button.



- 3) Submit a support request. Click on the "ask for help" link and complete the form. Tech support will respond within 24 hours.



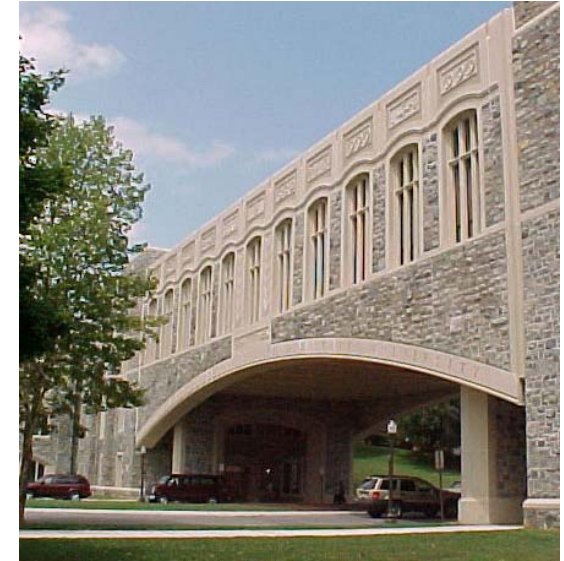
- 4) After submitting a support request, you can view the response from tech support by clicking on the "View Your Support Cases" link.



Element K Training

Virginia Tech

<http://www.edtech.vt.edu/softwaretraining>



Information Systems offers over 200 web-based tutorials covering a wide range of computer software. Virginia Tech has contracted with **ElementK.com** for a one-year trial license covering all faculty, staff and students. All you need to gain skills on a software package is a computer connected to the internet with a current version of Netscape or Internet Explorer and a correctly configured Shockwave plug-in.