

▶ Enrolling on New Horizons Learning Port® for the *first time* using an Access Key

- 1) Open your browser and enter <http://learning.newhorizons.com> in the address or location bar at the top of the screen. **Click Go or press Enter** on your keyboard.
- 2) **Click the Enroll button**, located on the upper-right section of the page.

New Students:

Click Enroll to use your enrollment key to setup your username and password.

Enroll

- 3) On the next page, **enter the [access key]** from above and click Send.

(Be sure to include the dashes. Access keys are case-sensitive; any text must be entered in exactly as displayed.)

Access Key:

1111-demo-1111

Send

- 4) On the next page, **enter your personal information**, including a username and password. All fields marked with an asterisk are required and must be filled in.

* Username:

* Password:

Re-type Password:

Submit

▶ Logging in to New Horizons Learning Port® after you have enrolled (*you only enroll once!*)

- 1) Open your browser and type <http://learning.newhorizons.com> in the location bar at the top of the screen. **Click Go or press Enter** on your keyboard.

The New Horizons Learning Port® home page will appear.

- 2) **Enter your username and password.** (These are case-sensitive.) **Click Login.**

Registered Students

Username:

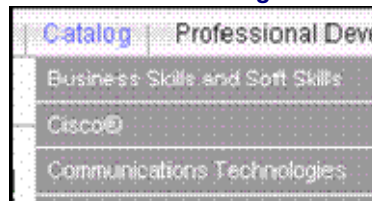
Password:

Login

▶ Locating Courses on New Horizons Learning Port®

Once you've logged in, the Welcome page will be displayed. You may find courses in the following two ways:

Via the Course Catalog:



At the top of the page, **roll over the Catalog tab** to display the courses sorted by category. Roll over a category to view a list of sub-categories. **Click a Sub-Category title** to view the courses.

Via the Search Function:

The Search function is available in the upper-right corner, above the tabs. **Enter a keyword** (for example, Excel 2003) and **click Search**.



Search Results:



To perform a search for a specific modality, **select the modality** from the drop-down menu.

▶ Accessing Courses and Resources on New Horizons Learning Port®

To Access Online Instructor-led Courses

Click the course title. Select the Upcoming Sessions tab. Register for the course.

To Access Online References

Click the online technical reference title.

To Access Self-paced Courses

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

***Note:** If your network environment prevents you from downloading Shockwave, you will need to contact your Network Administrator.

▶ Starting a Self-paced Course

From the Overview tab.

Overview Course Content

Click **Begin** to start the course.



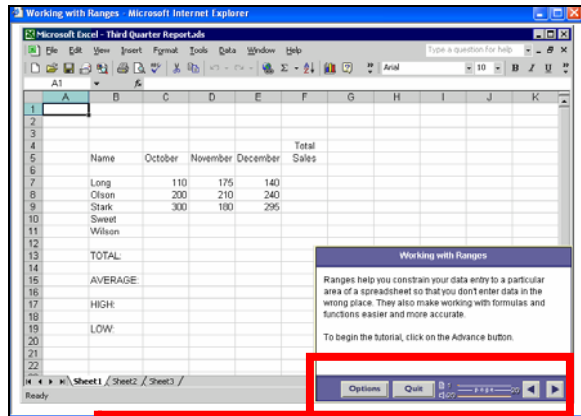
Select the **Assessment** tab to take a pre-test to identify skill gaps or a post-test to check acquired skills.

Overview Course Content Course Assessment

Click

Launch Assessment

▶ Navigating through a Self-paced Course



Basic controls:



Goes to the previous page of the topic.



Goes to the next page of the topic.



Displays a dialog box with additional user options such as audio on/off, help, and restart.



Quits the course prior to completion.

▶ Add Professional Development Roles

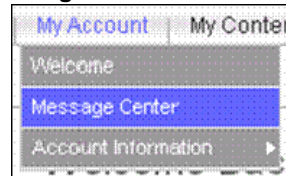
Select the Professional Development tab.



Select the **Professional Development Category** and then **click the path or certification plan** you would like to place on your My Professional Development page and **click the Add Bookmark** link.

▶ Visiting the Message Center

Select the Message Center tab under My Account.



Click **View All** to see all the messages under each topic.

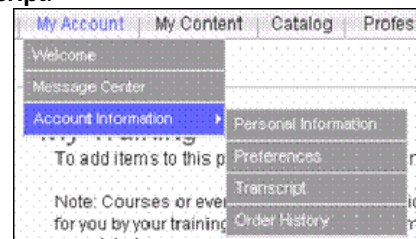
▶ Accessing KnowledgeShare

Select the Message Center tab under My Account, then **Select KnowledgeShare**.

Click the KnowledgeShare Questions link. **Select a topic. Post your question or comment** on the message board.

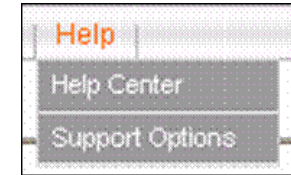
▶ To Access Your Transcript

On the upper-right side of the page, **select the My Account** tab, then **Account Information**, then **Transcript**.



▶ Contacting New Horizons Tech Support

Select the **Help** menu on the right side of the menu bar. Select **Help Center** to view frequently asked questions.



Click the **Support Options** link to contact tech support directly.

▶ Support Options:

- 24X5 Live Chat
- E-mail Support
- 24X5 Phone Support

Quick Reference Guide to New Horizons Learning Port[®] at <http://learning.newhorizons.com>

