Online Training Instructions at Progress Inc.
Using ELEVATE beginning June 2013

Make sure that you are at the following correct ELEVATE website ONLY FOR PROGRESS employees.
http://tndidd-progress193.training.essentiallearning.com

1.) Log in to Elevate using your <u>User ID (log-in)</u> which is your first initial, last name, last 4 of your SS # (John Carter's log-in would be JCarter1234). Your <u>password</u> is always "Hello".

2.) For existing staff that are logging on to complete the 3 annual refresher classes (HIPPA, Title VI and OSHA). If you currently work for another DIDD agency and you are not able to log in under the "Progress Inc." site listed above, then you need to ask the person responsible for training at your other agency what their log in address is and access your training from that company. If they haven't assigned your same annual training on their site then you can "self-enroll". **If you are not able to log-in under the address above AND you are <u>not</u> working for another DIDD agency then please contact Craig or Evalyn in HR**.

3.) When you log in each time you will initially be brought to your "My Learning" page. You will see a "Current" Tab listing any and all training you have due now or in the future. Once you have completed a class it will move to your "Completed" tab.

4.) The first lesson that MUST be completed is titled "Welcome to Elevate" and it may be located at the top or bottom of your "Current" list. You must complete this in order to proceed to your required classes. This tells you everything you need to know to be able to complete your lessons.

5.) Make sure that the computer you are using has the minimum system requirements specified in "Welcome to Elevate". If you can view that first lesson chances are your computer is okay.

6.) Once you have no classes left under your "Current" tab then all your training is complete until 12 months later when your three annual refresher classes become due again.

7.) Keep up with how much time that you spend on each lesson and write that down on your "Training Time-Sheet" BEFORE you proceed to the next lesson so that you can complete your time sheet properly.

8.) There is a "Help" link on the site where you can submit any questions. You can also contact the Progress HR Dept. during business hours for assistance at e.franzone@progress-inc.org or c.lynch@progress-inc.org.