

GRACE HILL ONLINE TRAINING INSTRUCTIONS



Online Training Instructions

Step 1 – Establish Membership:

Each student must have a unique membership account at Grace Hill in order for us to track individual performance. If you have not yet signed up for your membership:


- Go to <http://www.gracehill.com>.
- Click on Learning Center at the top of the page
- Click on **'Become a Member'** in the upper right corner of the screen.
- Complete all of the required information on the registration form with proper capitalization using your company name, community address and community phone number.
- During this process, you will choose a personal **User ID** and **Password**. You will need your User ID and Password each time you enter Grace Hill's Learning Center.
- Next, enter your **Employee ID** only if required by your company. *(Please note you will leave this field blank if your company does not require an **Employee ID**.)*
- Be sure to click **'Yes'** for **'Mailing List Opt-In?'** to ensure you receive correspondence from Grace Hill. (I.e. course completion certificates, monthly newsletters, new course announcements, etc.)
- Click the box indicating you have read and agree to the Grace Hill Terms of Service.
- Click **'Continue'** and the system will ask you to verify your information. If correct, print this page for your records then click **'Next'** to enter Grace Hill.

You have now established your membership. For all future visits, simply click **'Log In'** in the top, right hand corner of the screen when you access <http://www.gracehill.com> and enter your personal User ID and Password when prompted. When you have completed your visit to Grace Hill, please click **'Log Out'**, which is also located in the top, right hand corner of the screen to end your session.

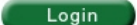
Step 2 – Access Learning Center:

There are two ways to access the 'Learning Center', once on the Grace Hill website.



First, choose the **'Learning Center'** tab at the top of the screen.

- Enter your **User ID**, **Password** and company **Training Code**, which is **LENN865**.
- Click  .

Or, click  directly from the Home Page, located on the right side of the screen.

- Enter your **User ID**, **Password** and company **Training Code**, which is **LENN865**.
- Click  .

You will see a list of **Courses**:



- Click  next to the course title you wish to take.
- Choose your **Community** and **Job Position** from the dropdown menus then click  .

When exiting a course prior to completion, simply choose the **'Exit'** button on your screen. The system will bookmark your location and prompt you to access your last location upon returning to the course.



Please Note: You must allot enough time to complete the final Knowledge Challenge in one sitting. If you exit before completing all of the questions, you will be instructed to take the test over in its entirety the next time you enter the course.

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Lunch & Learns:



- Scroll over **'Lunch & Learns'** on the green menu bar then click the **'Lunch & Learns'** box.
- Click  next to the Lunch & Learn video you wish to view.
- Choose your **Community** and **Job Position** from the dropdown menus then click .

Learning Games:

- Scroll over **'Learning Games'** on the green menu bar then click the **'Learning Games'** box.
- Click  next to the Learning Game you wish to play.
- Choose your **Community** and **Job Position** from the dropdown menus then click .

If you exit a Learning Game prior to completion, your progress will not be recorded. You must complete your Learning Game in one sitting.


Quick Quizzes:

- Scroll over **'Quick Quizzes'** on the green menu bar then click the **'Quick Quiz'** box.
- Click  next to the Quick Quiz title you wish to take.
- Choose your **Community** and **Job Position** from the dropdown menus then click .

If you exit a Quick Quiz prior to completion, your progress will not be recorded. You must complete your Quick Quiz in one sitting.






Course Material:

All workbooks and other downloadable resources referenced in any of Grace Hill's courses are archived here. They are also available within each course itself.

- Scroll over **'Course Material'** on the green menu bar then click the **'Course Materials'** box.
- Choose the appropriate course title from the dropdown menu.
- Click  next to the document title you would like to print or download.

My Certificates:

Here you can view/ print/ email your training transcript or receive a copy of your course completion certificate.

- Scroll over **'My Certificates'** on the green menu bar then click the **'My Certificates'** box.
- Click  if you would like to print your training record.
- Click  if you would like to email your training record to yourself or someone else.
- To email a course completion certificate for a particular course, click on the  icon located next to the appropriate course or quiz title. Type in the email address where you would like your certificate to be sent then click .
- To print a course completion certificate for a particular course, click on the  icon located next to the appropriate course or quiz title.

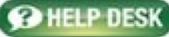
✂ Tape Me To Your Computer!

My Training Code is: LENN865

grace hill

For questions or technical assistance, contact the
Grace Hill Help Desk

Toll Free at 866-GRACEHILL / (866-472-2344) or

click  located in the upper right corner
of the screen at www.gracehill.com