Educational Impact — Getting Started Guide

This is your personalized **Getting Started Guide** to the EI Online Academy of staff development programs

STEP 1: Type the following into your browser's address bar: **www.educationalimpact.com**

STEP 2: Log In
Once at Educational Impact's homepage, click the *"Log In"* button located in the upper right-hand corner of the screen.

STEP 3: Tour Our NEW Learning Platform
We recommend you click on the following link:

http://www.educationalimpact.info/eiprvws/NLPtutorial

This tutorial provides you with a brief tour of our new learning platform. This tour will help you navigate the key features of the platform. This tutorial can also be accessed via the log in page

STEP 4: Enter your User ID and Password
Please refer to your Welcome Letter for your ID and Password.

  USER ID: (case sensitive)
  PASSWORD: (case sensitive)
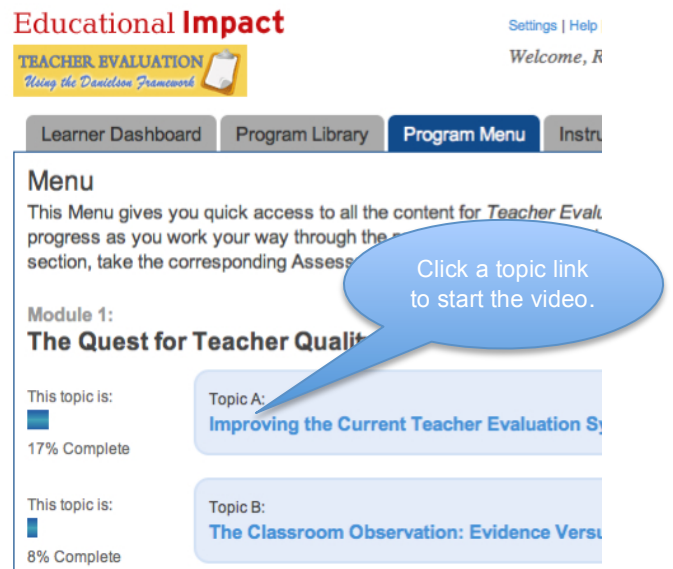
STEP 5: Registration Process
When logging in for the first time you will be asked for some basic contact information. This is to assist our call representatives if you require technical support.

STEP 6: Select a Program
From the Learner Dashboard (main page), click on the "Program Library" tab to access any of the programs in the EI Online Academy. Click any of the program icons to access the menu for each program.
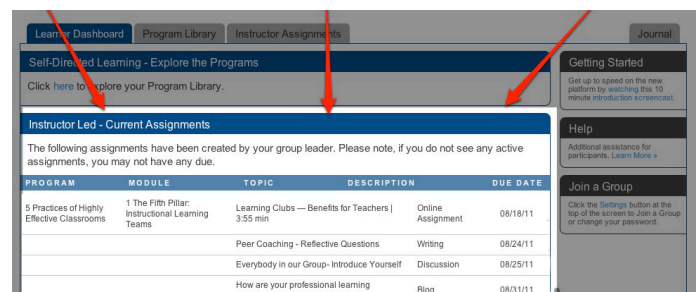
STEP 7: View the Program Menu
At the program menu, click on a topic within the module you wish to view, and the video should begin to play automatically, once enough of the video has been streamed to your computer.

STEP 8: (Optional): Accessing Instructor Led Courses
Your university / college may have created a customized course that utilizes video segments from the EI Online Library. If so, your instructor will provide you with a Group Code. Click on Join a Group (on the right side of your Learner Dashboard). Enter your Group Code and proceed to the contents of the course. The group assignments will appear on your Learner Dashboard and may consist of video segments, blogs, discussion boards, PDF files, URL's or other documents selected by your instructor.

Need Help? Please call **Educational Impact**'s technical support line at **888-207-9856**.

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