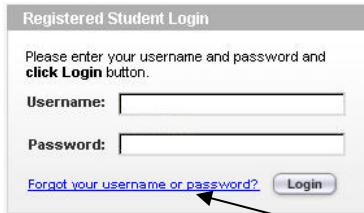


▶ Logging In to Element K

- 1) **Open Internet Explorer** and in the Address bar at the top of the window, type:
<http://www.knowledge.elementk.com>
- 2) **Type your username and password.** (They're case sensitive.) **Click Login.** *You will be asked to change your password the first time you login.*



Registered Student Login

Please enter your username and password and click **Login** button.

Username:

Password:

[Forgot your username or password?](#)

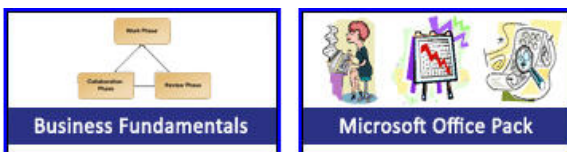
If you forget your username or password, you can click this link, enter your email address, and you will receive an email within minutes. If you do not have an email address contact Carolyn Calderon, 425-388-3411, x2070.

▶ Navigating

Once you've logged in to Element K, you are on the Welcome page. You can browse by pointing to one of the tabs across the top, then selecting a page from the drop-down list. To return to the Welcome page, **click Welcome** under My Account.

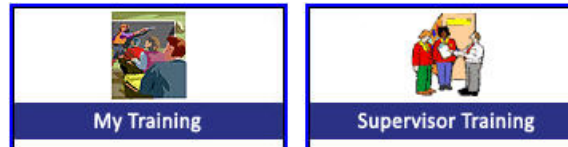


▶ Locating Courses on Element K



Click Business Fundamentals to locate courses and references on communication, business writing, managing conflict - to name a few topics.

Click **Microsoft Office Pack** to locate courses and resources on desktop applications such as, Word, Excel, Outlook, etc.



Click **My Training** to resume courses you have begun and to access your Transcript.

Click **Supervisor Training** for management training courses.



Click **Compliance** for required courses.

Click **Brainbench** for exams that assess your skills and indicate strengths and areas that need attention.

Find courses via Search

Search is found in the upper-right corner, above the navigation menu headings. From the drop-down list, **select a content type.** **Type a keyword** (for example, mail merge) **and click Search.**



Search will display a list of self-paced and online resources containing the keyword in the title or contents.

▶ Accessing Courses and Resources

To access self-paced courses

Shockwave and/or Flash Player are needed to run the self-paced courses. If you do not have this on your computer you will need to contact the DIS Help Desk x3378 to have them assist you.

Manager Approval

Prior to taking a course on paid county time you must have your manager's approval.

▶ Starting a Self-Paced Course

Click a course title link. Select the Course Content tab.



Click any topic to begin.



If you are unable to access a course, you may need to disable your pop-up blockers. Follow the instructions that display in the bar.

To begin an assessment to identify skill gaps, **select Course Assessment. Click Launch Assessment.**

▶ Self-Paced Course Navigation

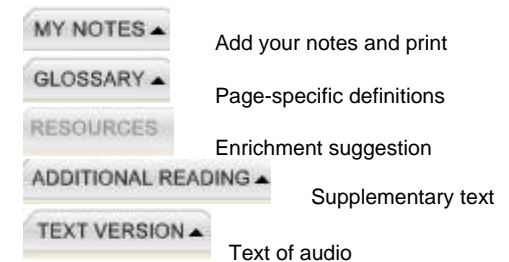


**Most courses are in the format depicted above.*

Navigate the lower navigation bar. "Nice-to-know" information is available via tabs on the right.

Use the left navigation frame to quickly access other lessons and topics within these courses.

***Note:** Tab is unavailable when grayed out



Use the toolbar below to turn your audio on/off, choose closed captioning, pause or repeat a page.



Roll your mouse over the icons at the bottom of each course screen to discover your navigation options.



Click **Back** to return to a previous screen and **Next** to advance.

► Exploring Professional Development

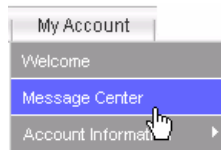
Choose Development Paths under the Professional Development tab.



Development Paths are created by your organization to guide your learning. Certification Paths are created by vendors to help students prepare for vendor certification tests. Brainbench Exams test knowledge of a software application or business skill.

► Viewing the Message Center

From the My Account drop-down list, **select Message Center**.



KnowledgeShare

KnowledgeShare is a message board mentoring option found in the Message Center.

KnowledgeShare



Click **View All** and select from four topics. Click a link below to enter the Message Board.

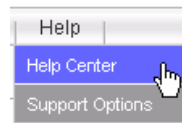
► Printing a Transcript

Select **Transcript** under My Training. Your attendance and assessment history will display, with a Certificate link corresponding to any completed course. To print a certificate, on the browser's toolbar, **click the [Print] button**.

► Using Support Options

Contacting Element K Tech Support

In the upper-right -corner, from the Help drop-down list, **select Help Center** to view frequently asked questions.

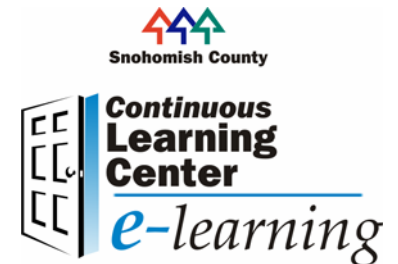


Click Support Options to contact Technical Support directly. Or, use the links available on the Welcome page under **Need Assistance?**

For assistance with e-learning other than technical support, please contact: Carolyn Calderon, HR Analyst/E-learning Trainer via email at carolyn.calderon@snoco.org or by phone 425-388-3411, x2070.

“As a journey leads to a destination,
e-learning is one vehicle to
new opportunities.”

– Aaron Reardon,
Snohomish County Executive



Quick Reference Guide

Version 1.1: Feb 2008
Human Resources