

## Get Connected

The Integrated Learning Manager combines classroom instruction with both eLearning and extensive online supplemental learning resources, providing you with one easily accessible place for Integrated Learning.

The Integrated Learning Manager provides access to your individual training information. You can:

- Register and personalize your homepage
- Take Online ANYTIME self-paced courses
- Attend Online LIVE courses
- Review archived Online LIVE sessions
- Access reference materials online
- View personal transcripts
- Take pre- and post-course assessments
- View learning progress
- Collaborate with peers and experts
- Request information on demand

### How to get started on New Horizons Integrated Learning Manager:

#### Step 1:

Launch Microsoft Internet Explorer and type in:  
<http://my.newhorizons.com>

#### Step 2:

Select the **New Member? Register Me** link on the Integrated Learning Manager Log On page.

#### Step 3:

Complete all required fields in the **Member Registration** screen (\*denotes required).

- **Username:** Enter your email address (write down your Username and Password in the space provided below and store it in a safe place.)
- **Password:** Your password must be a minimum of 5 characters in length and a combination of numbers, letters and symbols.

Store your Username and Password below:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

#### Step 3 (Con't):

- **First Name:** Enter your first name.
- **Last Name:** Enter your last name.
- **City:** Enter the city where you plan to take your training.
- **State/Province:** Enter the state in which you will be taking your training. If a state or province is chosen, you will not need to select a country.
- **Zip Code:** Enter your zip code to correspond with the city you entered earlier. The zip code will determine your Managing Center, the primary center where you will be taking your training.
- **Country:** Enter the country in which you will be taking your training.
- **Time Zone Preference:** Choose your preferred time zone. This feature will automatically adjust the time for scheduled Online LIVE classes, Instructor-led classes and all other time-related features.

#### Step 4:

Click the **Submit** button when finished.

#### Step 5:

Read the **Terms and Conditions of Use** and if you accept them, click the **Accept** button.

### Once logged in, you can...

#### Enter a Training Key:

1. Log On to your Integrated Learning Manager account.
2. Click on the **Enter a Key** link located under the **Training Key** section on the navigation bar on the left hand side of the page.
3. Enter the training key that your instructor has given you.  
**Note:** Type the dashes given.
4. Click on the **Process** button.

#### Access the Online ANYTIME Course:

1. Log On to your Integrated Learning Manager account.
2. Click on the **Learn** menu in the navigation bar on the top of the page.
3. Select **Available Training** on the Learn menu and click on the course you wish to enter.
4. Click on the **Register** link under the **Tasks** section.
5. Launch the course by clicking the **Next** button.

#### Access your Exercise Files and e-Courseware:

e-Courseware is the complete electronic version of your Classroom Learning Guide.

1. Log On to your Integrated Learning Manager account.
2. Click on the **Learn** menu in the navigation bar on the top of the page.
3. Select **Course Resources** on the Learn menu and click on the course you wish to enter.
4. Under the Exercise Files section, click on the **Click here to download the exercise file** link.
5. Save the files to your desktop.

#### Log Off:

1. Click the **Log Off** link at the top right of the window.  
**Note:** Always completely log off to close the session.

## Congratulations!

You have successfully created your account and logged in to the Integrated Learning Manager.

## Features of the Integrated Learning Manager:

- ▶ **Directory:** Located at the bottom of the homepage, the **Directory** contains all available courses, available assessments, demonstrations, guided tours, knowledge documents, and much more.
- ▶ **Managing Your Personal Profile:** View and change your personal profile information, preferences, and Managing Center by selecting the **Profile** link at the top of the homepage.
- ▶ **Search and View Courses:** Search for any course by selecting the **Learn** menu and choose **Catalog**. Type in the course you want to search for, such as Microsoft Word and click **Go**.
- ▶ **Request Information:** To request specific information on a course, click on the **Request Information** link at the top right of the homepage. This will generate an email directly to your Managing Center.
- ▶ **Enter a Training Key:** A Training Key is a code that gives you access to purchased training. To enter the **Training Key**, click **Learn** and choose **New Training Key**. Enter the Training Key in the box and click Process. The new **Training Key** will appear in **Available Training**. You only need to enter your Training Key once to gain access to your content and resources.
- ▶ **View Personal Transcripts:** You can access your personal transcript report at any time by selecting the **Learn** menu and choose **Reports** and then choose **Transcript**.
- ▶ **Collaboration Centers:** Share information by posting messages and questions with students and instructors. To enter the **Collaboration Centers**, go to the **Collaborate Menu** and select **Collaboration Centers**.
- ▶ **Assessments:** You can take a multiple choice assessment test for any course prior to course enrollment to help determine which level to take, or take an assessment after you completed a course to determine what you've learned. To search for an **Assessment**, go to the **Assess Menu** and select **Assessment Library**. Type in the assessment that interests you, such as Microsoft Word Assessment and click **Go**. Click the appropriate assessment and then click the **Register** link.

The Integrated Learning Manager is a Web-based tool that allows you to access your learning resources anywhere there is Internet access.

### How to Get Help:

- ✓ Click on the **Help** link at the top right of the screen.
- ✓ Forgot your password? Click on the **Forgot Password** link on the log-in page.
- ✓ Choose from the many helpful links at the bottom of the homepage.
- ✓ E-mail the New Horizons helpdesk at:  
**helpdesk@newhorizons.com**  
or call 714-940-8029.


# Get Connected

Manage your learning


24 hours a day, 365 days a year

From anywhere at anytime



  
**New Horizons**<sup>®</sup>  
Computer Learning Centers  
CHOOSE. LEARN. SUCCEED.<sup>®</sup>

For more information on the  
Integrated Learning Manager visit  
[www.newhorizons.com](http://www.newhorizons.com)

  
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