

Learning Center Fast Start Guide

Welcome to the Learning Center

From the Learning Center, you can access learning anytime, anywhere. You can monitor your personal progress and success that will help drive you toward your career aspirations.

GETTING STARTED

Access the Learning Center

From Internet Explorer, enter the following URL in your Internet browser:

 <http://63.246.2.xxx/opportal>

Login

Enter your Login ID and Password. Click the **Login** button. Note: Both fields are case sensitive.

Login:

Password:

[Forgotten your password?](#)

Remember login information

After logging in, the Portal Page will display. You may change your password by clicking on the [My Profile](#) link at the top right.

Main Portal Page

The Learning Center portal allows you to:

1. View important Messages.
2. Access Learning Resources and make use of several Quick Links.
3. Perform a Search to locate information that you need.
4. Access your personalized Learning Path, Online Courses, Instructor-Led Events, On-the-Job Activities and view your Current Status.
5. Take a shortcut to any Pending Assignments.

Tip: The Learning Center uses pop-up windows in various places to display new information. If you encounter an error reading "Pop-up blocked," you will need to change your computer setup to allow pop-ups.



ONPOINT DIGITAL
Learning and performance solutions

Welcome Alan Boyette, Last Login: 16 Jul 2009 3:05 PM

MESSAGES
Announcements: 0
Notifications: 34 (of 34)

LEARNING RESOURCES
Nuggets
Document Library
Course Catalog

SEARCH
Enter Search Term:
Advanced Search

MANAGER OPTIONS
Course Manager

Welcome to the **Online Learning Center**

Click on the appropriate tab above to access any assigned Courses, Events or Activities. Click on the My Status tab to view your progress.

View Course Catalog

For a shortcut to jump right to a pending assignment, use the list of hotlinks below.

Assignments Pending Completion

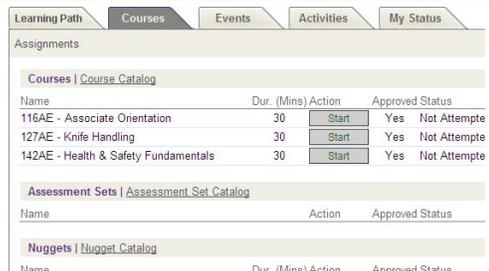
Courses	Not Attempted
101 - Proficiency	Not Attempted
102 Business Process Management and Workflow	Not Attempted
SPS Sales Fresh Training Test	Not Attempted
Course Specific Courses	Not Attempted
Customer Service & Workplace Violence	Not Attempted
Fresh Hire & Season	Not Attempted
Fresh Produce	Not Attempted

LEARNING CENTER ASSIGNMENTS AREA

Courses

Click the **Courses** tab to view any online learning courses you are currently assigned to complete. When you select a course, a Course Information Screen will appear providing more details.

Click **Start** to start a course. Click **Continue** to continue a course that you have previously started. Click **Browse** to revisit a course you have previously completed. If you did not pass a final test of a course, click the **Retake** button to begin the course again.



Name	Dur. (Mins)	Action	Approved	Status
116AE - Associate Orientation	30	Start	Yes	Not Attempte
127AE - Knife Handling	30	Start	Yes	Not Attempte
142AE - Health & Safety Fundamentals	30	Start	Yes	Not Attempte

Assessment Sets | Assessment Set Catalog

Name	Action	Approved Status
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Nuggets | Nugget Catalog

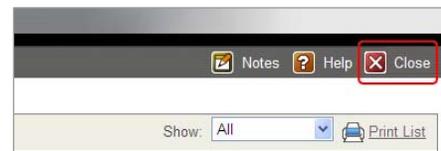
Name	Dur. (Mins)	Action	Approved Status
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FINISH AND LOGOUT

Logout

When you are finished using any tabbed area of the Learning Center, click the Close icon to return to the main Portal page.

When you are finished using the Learning Center, click the Logout icon in the upper right corner. The system will ask if you are sure. Click the OK button to end your session.



Notes Help **Close**

Show: All Print List



My Profile Help **Logout**

Events Activities My Status