

ProSkills Online Courses

Your access instructions from Crampton Consulting Group

Starting your course is a simple, two step process:

1. Create your login for the training site, then
2. Enroll in the course using an Access Token (License Key)
(This is provided in your purchase confirmation email)

1

CREATE YOUR LOGIN

If you already have a profile on the course website, <http://proskillsonline.com> (e.g. you have previously done a course there) then you may skip straight to Step 2.

- Visit <http://proskillsonline.com/signup>
- Fill in the details to create your username and password
- The site sends you an email. If you don't receive a confirmation email within a few minutes please check in your spam / junk mail folder.
Contact onlinehelp@provet.com.au if you are still having problems

2

ENROLL IN THE COURSE

- Go to the course site <http://proskillsonline.com/>
- Login, if you aren't already. Use the username and password you created for the site
- On the right of the page you will see a box labeled 'ACCESS TOKENS'
- Enter the Access Token (License Key) you received in your purchase confirmation email and click 'Claim'. (NB the token is case sensitive. Copy and paste the token or enter exactly as you see in the email.)
- You will see a link to your course. Click on it and you will be taken directly to the course and can begin

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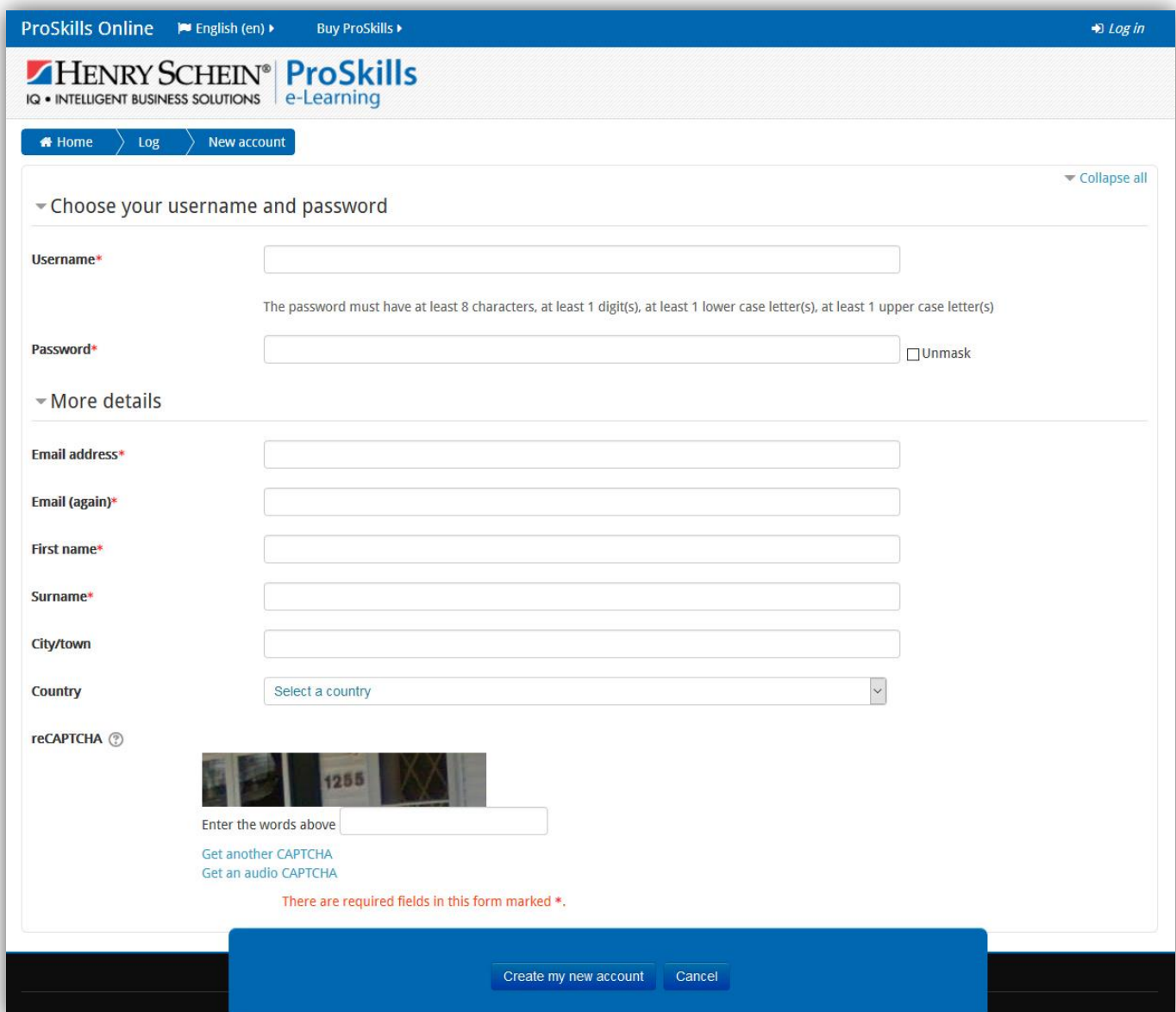
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a. In the LOGIN box, either Log in with an existing account, or “Create new account”.



The screenshot shows the ProSkills Online website interface. At the top, there is a blue navigation bar with "ProSkills Online", "English (en)", "Buy ProSkills", and a "Log in" link. Below the navigation bar is the Henry Schein ProSkills e-Learning logo. The main content area is divided into two columns. The left column is titled "Courses in your own time" and features a green button for "Full Short Course Listing". The right column is titled "Course Options and Pricing" and lists two course types: "Course Type 1: Videocast" and "Course Type 2: Short Course". A red arrow points to the "LOGIN" box on the right side of the page. The LOGIN box contains a "Username" field, a "Password" field, a "Remember username" checkbox, a "Log in" button, a "Create new account" button, and a "Forgot your password?" link.

b. To create an account simply complete the required fields and “Create my new account”. The site sends you a confirmation email. If you don’t receive this email within a few minutes please check in your spam / junk mail folder.



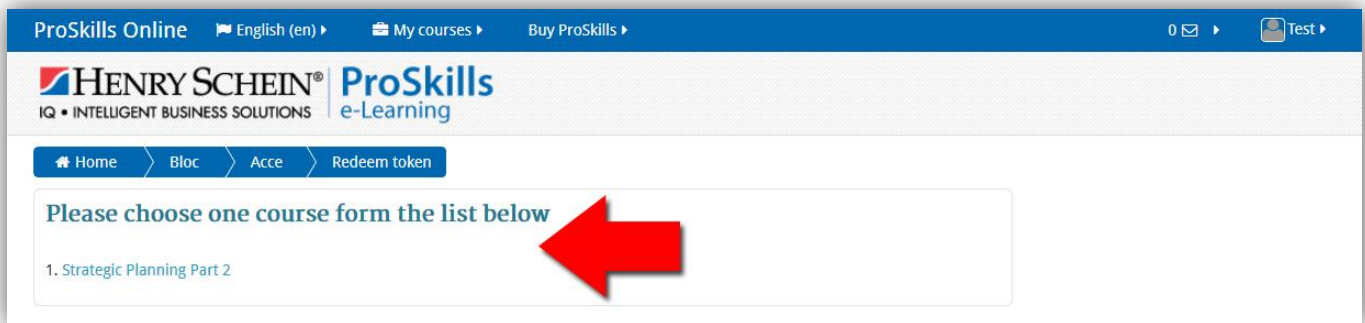
The screenshot shows the "New account" form on the ProSkills Online website. The form is titled "Choose your username and password" and includes the following fields: "Username*", "Password*" (with an "Unmask" checkbox), "Email address*", "Email (again)*", "First name*", "Surname*", "City/town", and "Country" (a dropdown menu). Below the form is a reCAPTCHA verification step with a "1255" image and a text input field. At the bottom of the form, there are two buttons: "Create my new account" and "Cancel".

c. Once logged in, on the home page enter your Access Token (License Key) then “Claim”.



The screenshot shows the ProSkills Online home page. The header includes 'ProSkills Online', 'English (en)', 'My courses', 'Buy ProSkills', '0', and 'Test'. The main content area is titled 'Courses in your own time' and 'ProSkills e-Learning'. A green button labeled 'Full Short Course Listing' is visible. The 'Course Options and Pricing' section lists two course types: 'Videocast' and 'Short Course'. The 'ACCESS TOKENS' section on the right has a 'Token:' input field and a 'Claim' button, with a red arrow pointing to the button. Below it is a 'COURSE LIST' section with a 'TEST' button, and a 'SEEING UNWANTED ADS HERE?' section with a message about redirection.

d. Select the relevant course to be automatically enrolled and taken to that course.



The screenshot shows the ProSkills Online course selection page. The header is the same as the previous screenshot. Below the header is a breadcrumb trail: 'Home > Bloc > Acce > Redeem token'. The main content area has a white box with the text 'Please choose one course form the list below' and a red arrow pointing to it. Below this text is a list of courses, with the first one being '1. Strategic Planning Part 2'.

PLEASE NOTE:

- If you have multiple Access Tokens (License Keys) for multiple courses they can only be redeemed one at a time from the home page, steps (c) and (d).
- Not all courses are released on set dates. Occasionally you may see a message informing you that the course is not yet available and a go live due date on which to return. Your access period to the course only begins once you have successfully entered the course.

If further help is required, please contact onlinehelp@provet.com.au