



# LearningExpress Library Version 2.0

## User Instructions

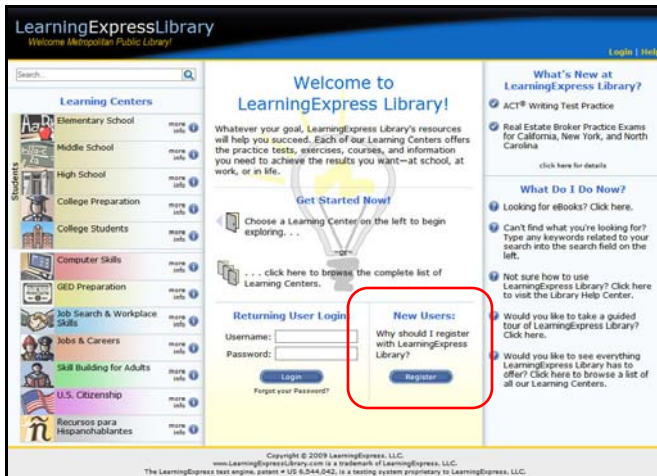
### Accessing LearningExpress Library



LearningExpress Library Home Page (Not Logged In)

- To access LearningExpress Library from your library: click on the LearningExpress Library link on your library's home page, or log in to [www.learningexpresslibrary.com](http://www.learningexpresslibrary.com).
- To access LearningExpress Library from home: log in to [www.learningexpresslibrary.com](http://www.learningexpresslibrary.com).

### New User Registration



New Users Area of Home Page

- New users wishing to register should click on the "Register" button on the LearningExpress Library home page to get started.



New User Registration Page

- You'll arrive at the "New User Registration" page.
- To register, you must fill in the required fields. When you have completed this step, click "Register."



**Codabar Users Update Page**

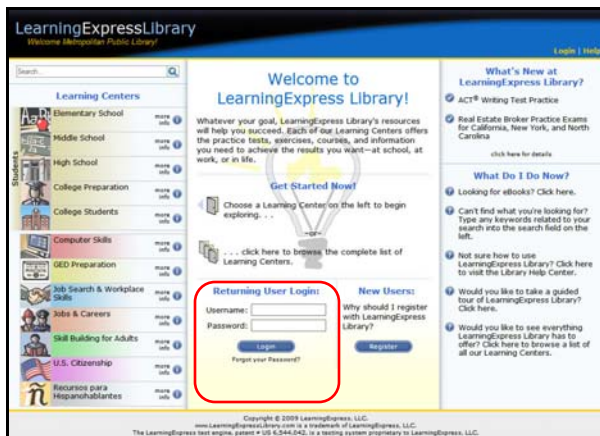
- Occasionally when registering, some codabar users enter a library card number similar to another library card number in our database. If this occurs, you'll have to confirm which library you belong to before your registration can be confirmed.



**Registration Confirmation Page**

- When you complete your registration, you'll receive your registration confirmation. Please make a note of your username and password for future access and then click **"Continue"** to taking advantage of all that LearningExpress Library has to offer.

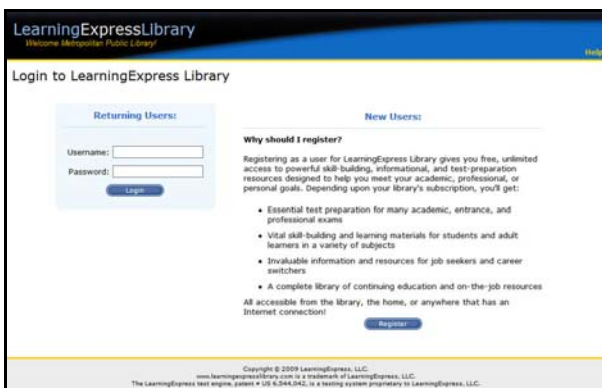
## Returning User Login



**Returning User Login Area of Home Page**

- If you're a returning user, simply enter your username and password into the **"Returning User Login"** area and click **"Login."**

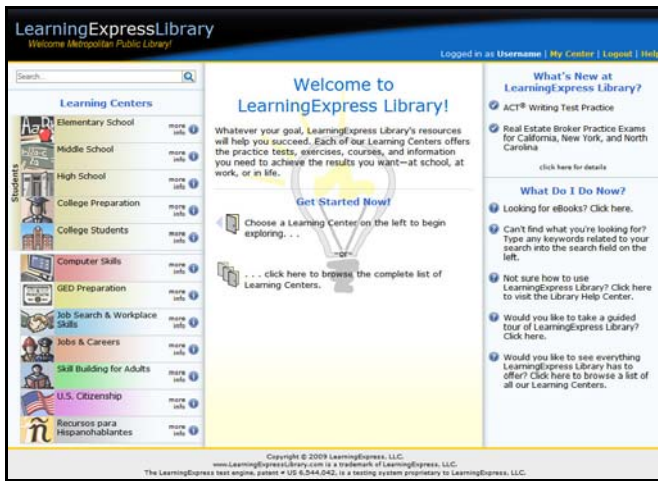
## Alternate New and Returning User Logins



**Alternate Login Page**

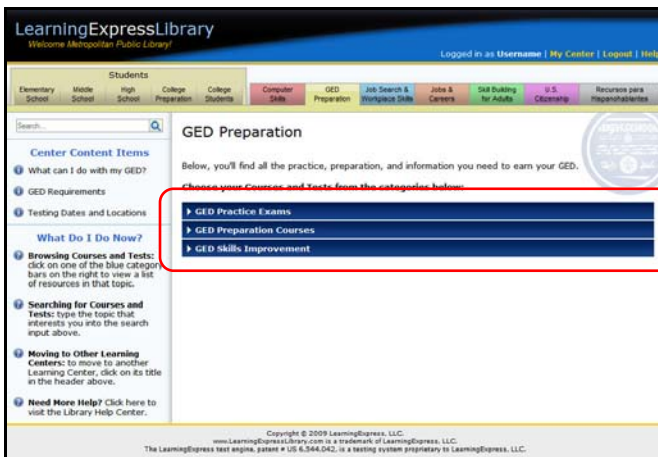
- New and returning users can also log in or register by clicking the **"Login"** link on the top right corner of the LearningExpress Library home page.
- Returning users should simply enter their username and password into the **"Returning Users"** area and click **"Login."**
- New users should click the **"Register"** button and then follow the previously outlined instructions for registering.

# Getting Started



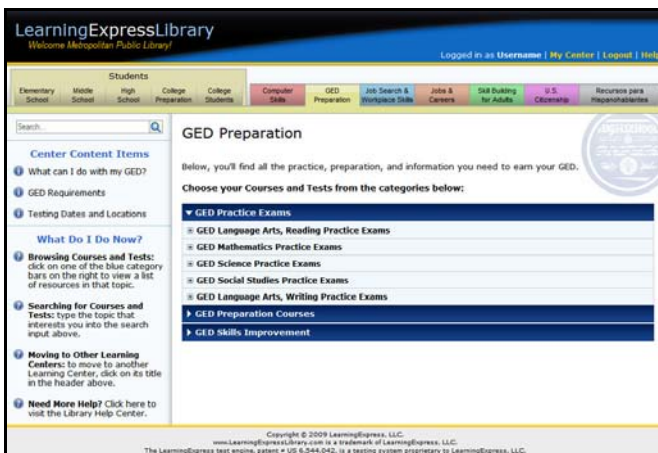
**LearningExpress Library Home Page (Logged In)**

- Once logged in, you'll be able to view and access all resources found in the Learning Centers.
- The combination of Learning Centers available to you was chosen by your library.
- The different Learning Centers house all the available tests and courses related to the Center's topic.



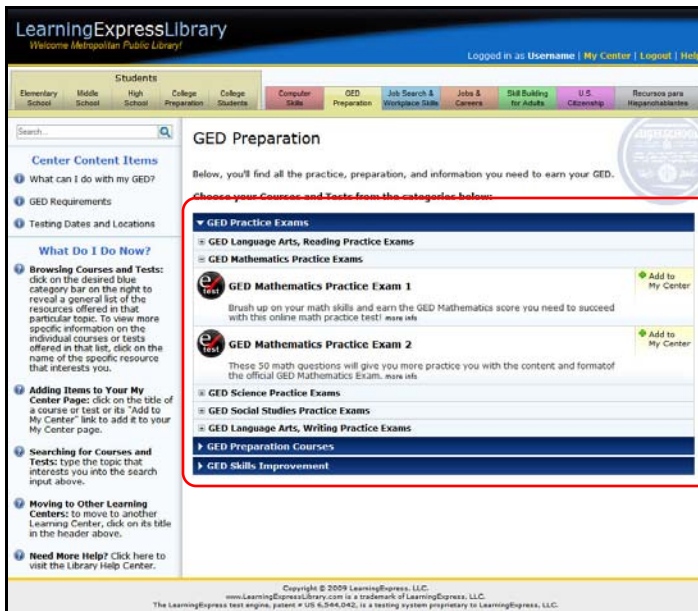
**Collapsed View of a Learning Center's Categories**

- A Learning Center's tests and courses are organized into expandable categories.



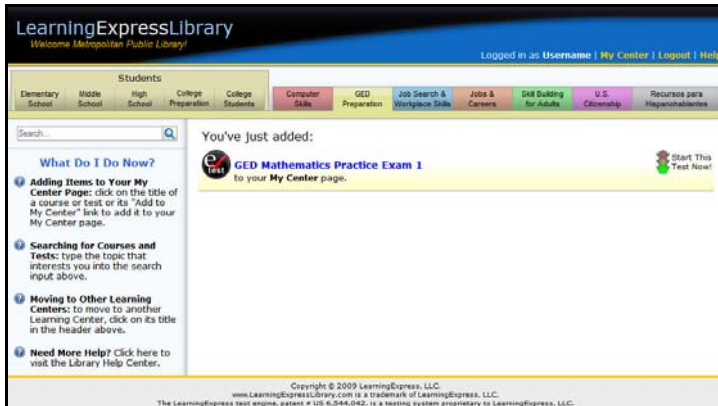
**Subcategory View of a Learning Center's Category**

- Clicking on a category expands it to reveal the related subcategories.



*Expanded View of a Subcategory*

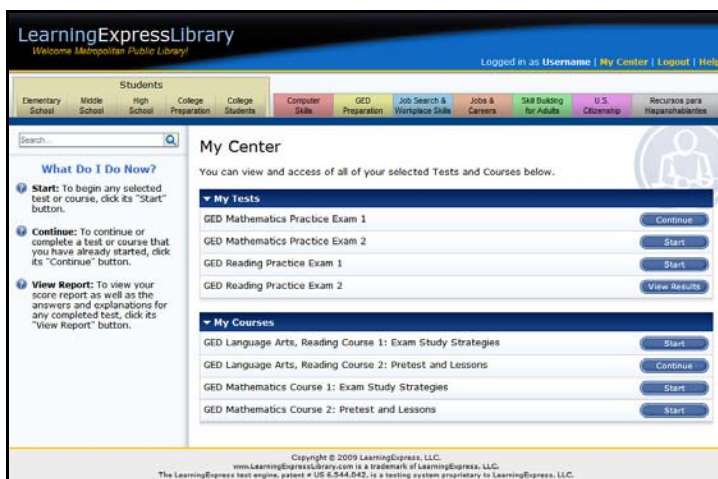
- When you click on a desired subcategory, you will see the available tests and courses related to that subcategory.
- You can find out more about a particular test or course by clicking on it, or proceed to add it your **My Center** page by clicking on the **"Add to My Center"** link.



*"You've Just Added. . ." Page*

- After adding a test or course to My Center, you have the option of starting it immediately or taking it later.
- To start a test or course immediately after adding it, click on the **"Start This Test Now!"** or **"Start This Course Now!"** link.
- If you choose to return to the test or course later, you can then go to your My Center page by clicking on the **"My Center"** link at the top right of the page, or continue to browse the Learning Centers by clicking on a Learning Center tab.

## My Center



*View of a User's "My Center" Page*

- When you are in My Center, you'll be able to view all the tests and courses you have previously selected.
- To start a test or course, simply click on its **"Start"** button.
- To continue a test or course previously started but unfinished, click on its **"Continue"** button.
- To view your personalized score report for a completed test, click on its **"View Results"** button.