

Follow these steps to access your training.

1

Navigate to your training using this link:



<https://mysavvastraining.com>

To find your program, use the Search bar. Click All to see all programs. Click on the program name to launch the page.

2

**Bookmark it** in your browser to return to this page at any time.

Click the blue  **Play** button to log in to the LMS.

Self-Paced Learning (1 item)			
Title	Tutorial	Handout	Detail
Realize Reports for Administrators (Self pac		-	

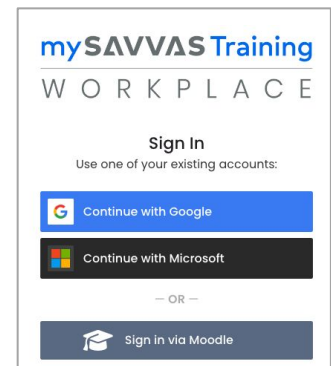
3

Use your **District email/credentials** to log in.

- If you are a **Google™** or **Microsoft™** district, use the same credentials you use to log in to your computer.
- If you don't use Google or Microsoft platforms in your district, you can create an account using your district email address.

#### Login Videos

- [Google/ Savvas Employee](#) - Click the Google Icon and use your district email to login.
- [Microsoft](#) - Click the Microsoft Icon and use your district email to login.
- [Moodle](#) - Click the Moodle Icon to login.
- [Create your account](#) - Only use this option if your district does not have an affiliation with either Microsoft or Google. It is recommended to use district email for both the username and email address when creating an account.

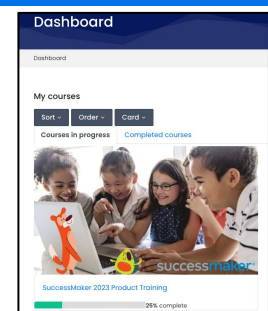


4

After log in, you will land on Workplace Dashboard

Use your bookmark to access your course. Click **Enroll me** to access the course content. You will only have to do this once.

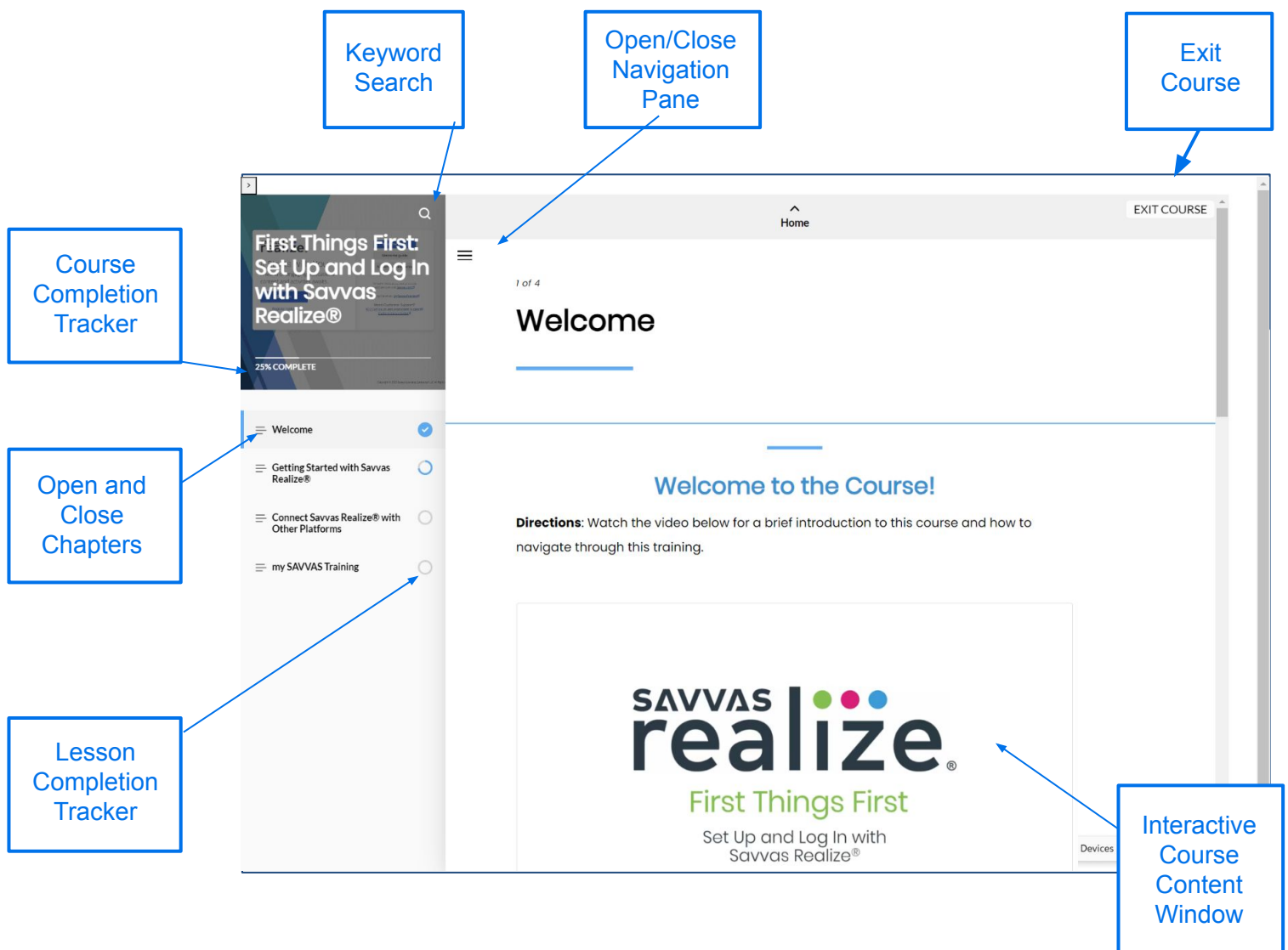
Don't forget to fill out your **User Profile**, in the top right corner, after you finish the course.



## Course Navigation

As you progress through this course, you'll notice interactivities like flip cards, hot spot buttons, scenario simulations, videos, and checks for understanding. These interactivities contain important information that will help you learn your new program; make sure to explore each of them in depth.

Navigate through the modules of this course using the **Continue** buttons at the end of each lesson or by using the menu on the side.



## Frequently Asked Questions

### Q: How do I access my course?

A: Use the link on Page 1 to access the course directly. Or, go to <https://mysavvastraining.com/> and find your program, then click the program name to launch the program page.

1. Click the **On-Demand** tab.
2. Under the **Virtual Program Activation** section (top), click the blue **Play** button next to the course you wish to take. Check out the course details by clicking the **Info** button.

### Q: I see that the course has multiple parts. Do I need to take them all?

A: The course is broken up into smaller parts to make the content more digestible. You must take the required portion(s) of the course to get the completion certificate.

### Q: Why can't I click on the Certificate of Completion? It says it's Restricted.

A: The Certificate of Completion will unlock and become clickable, once you have completed the required parts of the course.

### Q: How do I exit my course when I'm done for the day?

A: Use the **Exit Course** link in the upper-right corner of the course window. Click the box with the course title in the upper-left corner to go back to the **Table of Contents**. Exiting the course properly ensures your progress is saved.

### Q: How do I print my Certificate of Completion?

A: You will be able to print your Certificate of Completion at point-of-use, as soon as you complete the class. You will also get an email saying you have successfully completed the course, as well as an email containing your certificate. It can take up to an hour to generate your certificate. To view certificates after you have completed the class, click the "My Certificates" link in your **User Profile**, where you can see all the courses in which you have earned a certificate. Find your **User Profile** by clicking the link in the upper right corner of the screen.

### Q: Where can I get support?

If you need help or have questions about your self-paced Learning training course, you can email [training@savvas.com](mailto:training@savvas.com).