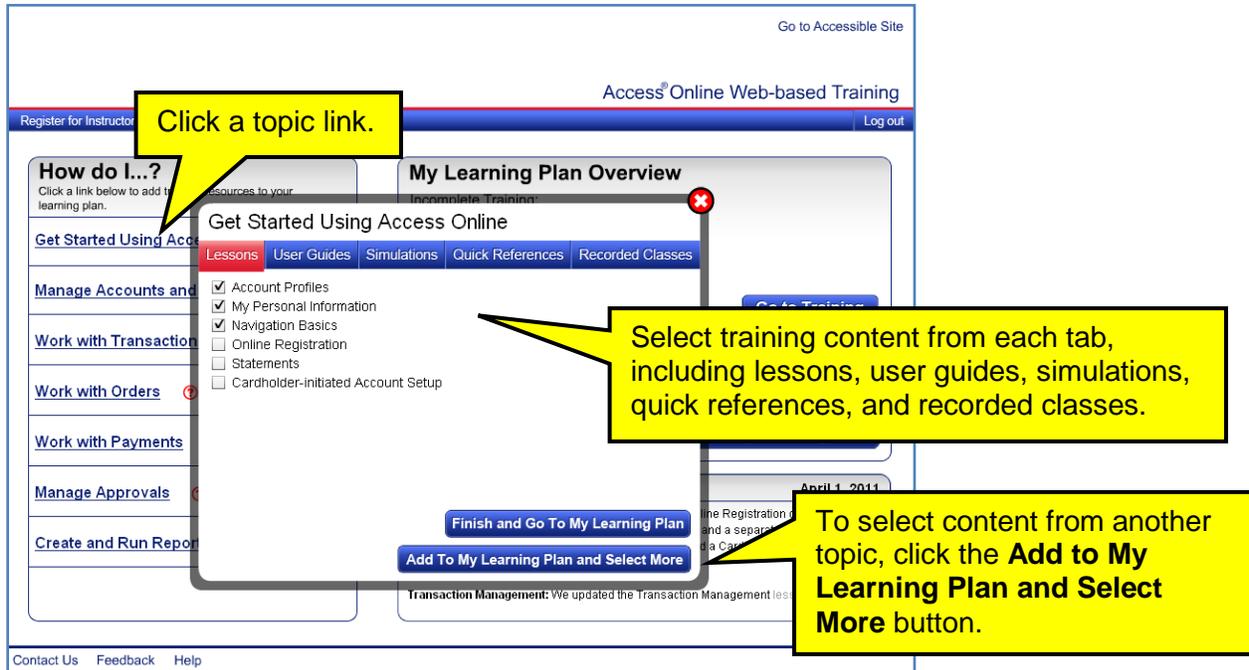


How do I create a learning plan and become certified?

You must register on the web-based training site and then log in as a registered user to create a learning plan. A learning plan keeps track of all the training content you have selected and completed. A summary of your most recent activity displays in the *My Learning Plan Overview* area as soon as you log in. Your complete plan displays when you click the **Go to My Learning Plan** button.



Access® Online: Create a Learning Plan Quick Reference

Go to Accessible Site

Access® Online Web-based Training

Register for Instructor-led Classes Go to Access Online Log out

How do I...?
Click a link below to add training resources to your learning plan.

My Learning Plan Overview
Incomplete Training

Lessons User Guides Simulations Quick References Recorded Classes

Transaction Management
 Travel Expense Management

Go to Training

Click another topic link, select content, and click **Finish and Go To My Learning Plan**.

Finish and Go To My Learning Plan
Add To My Learning Plan and Select More

April 1, 2011

Transaction Management: We updated the Transaction Management lesson and user

Contact Us Feedback Help

Go to Accessible Site

Access® Online Web-based Training

Home Go to Access Online Log out

My Learning Plan

Remaining

- Get Started Using Access Online
- Manage Accounts and Users
- Work with Transactions
- Manage Approvals

Completed

Remove

My Saved Documents

- Accounting Code Favorites
- Glossary
- Transaction Management
- View Transactions

Start Training!
Add More Training Content

U = User Guide Q = Quick Reference D = Delete

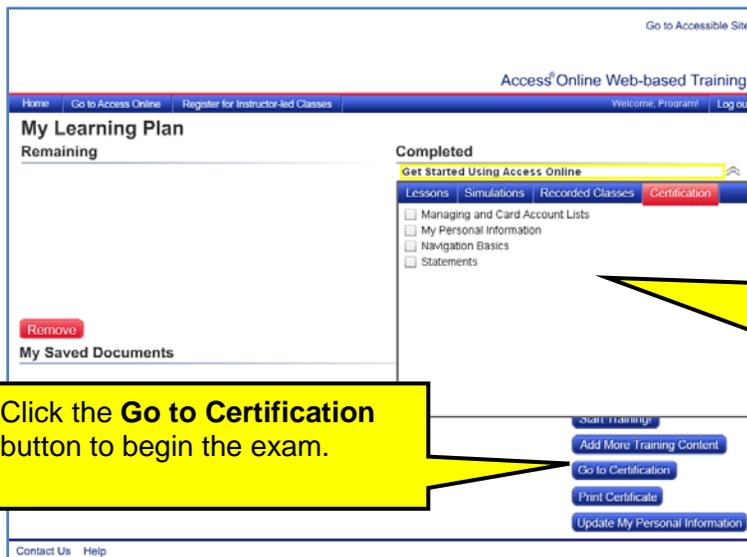
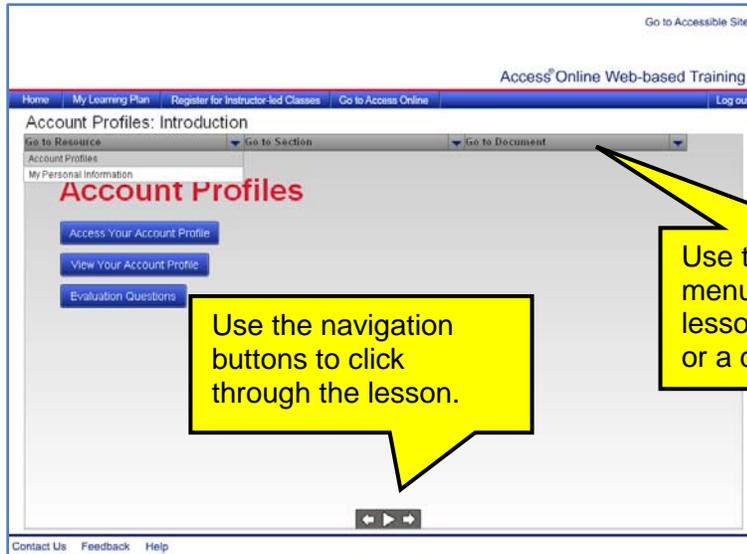
Click the **Start Training!** button to begin.

All Users

1.0

© 2012 Elavon Financial Services. All trademarks are the property of their respective owners. You may not reproduce this document, in whole or in part, without written permission

Access® Online: Create a Learning Plan *Quick Reference*



All Users

© 2012 Elavon Financial Services. All trademarks are the property of their respective owners. You may not reproduce this document, in whole or in part, without written permission