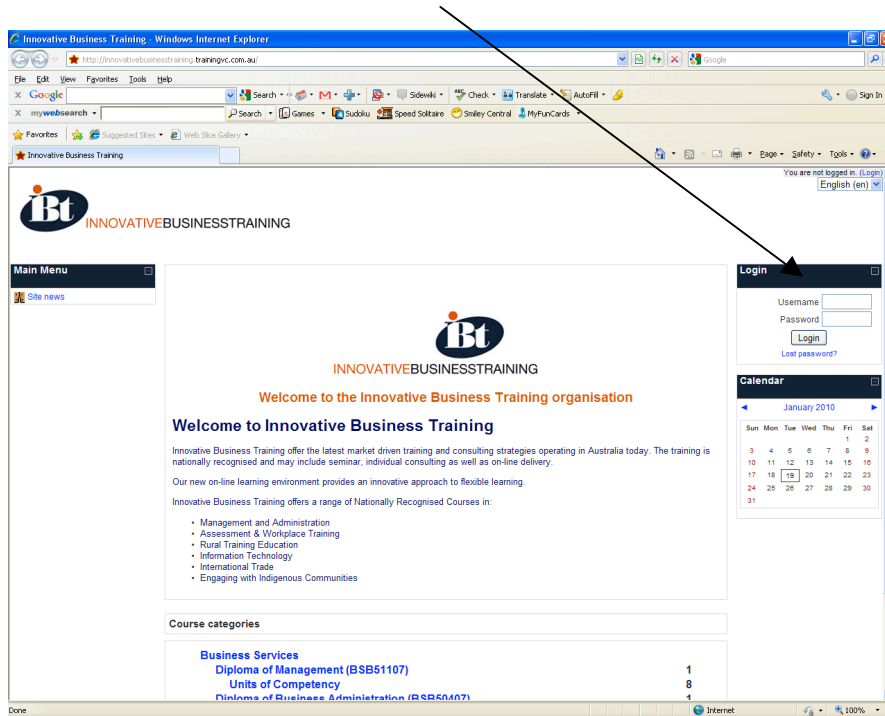
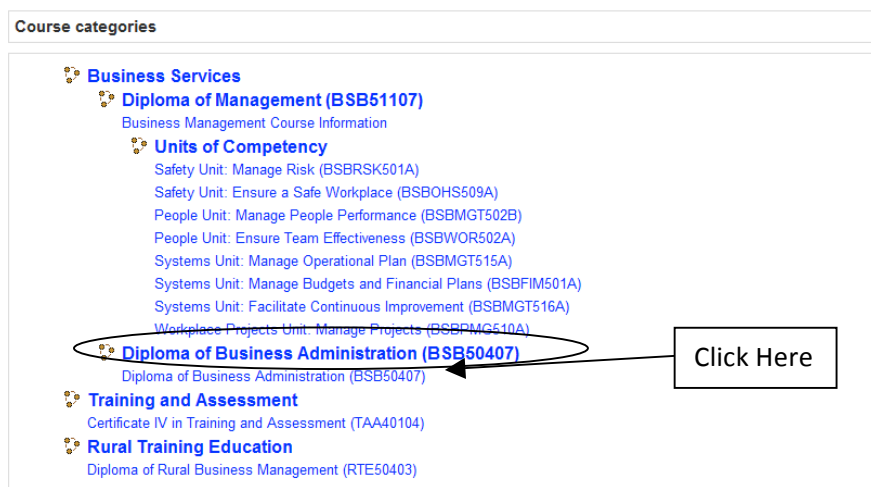


Quick Start Guide to using the e-learning system




1. Go to <http://innovativebusinessstraining.trainingvc.com.au>
2. Enter the user name and password provided



3. Once you are logged in go to the **Course Categories** section and select the course relevant to you. In this example we are using Diploma of Business Administration



4. Once in this section (or other sections) you will see a number of files.

 PDF File	This will open in a separate screen and can be printed
 HTM File	This is the course work it will open on another screen
 Word File	This will be a file you can work with – it will also open on another screen and can be worked with – note that this is not in this particular section will appear in others.

5. To activate course work

- a. Click on the HTM file  and it will open in a window

You may need to expand the window to see all the contents



Select the first unit to complete (e.g. Consultancy)

Click on this link

6. This will now open this unit (you may have to resize the window)

7. You can now explore the unit by clicking on each of the links on the screen.

8. If you need to go back use the arrows
9. The screen can be closed by clicking on the **X** on the corner of the screen



Repeat all the above steps as needed to work through all of the units in your course.