#### **Staff and Volunteer Dedicated Space Navigation Tutorial**

## **User Tutorial**

# Navigating the Staff and Volunteer Dedicated Space



#### Before You Can Access the Dedicated Space...

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**Step 1** Create an ALZeducate account if you do not already have one.



www.alzeducate.ca

Request permission to access the dedicated space, using your staff email Step 2 (for ASiO staff). Please take a moment to email your request now.



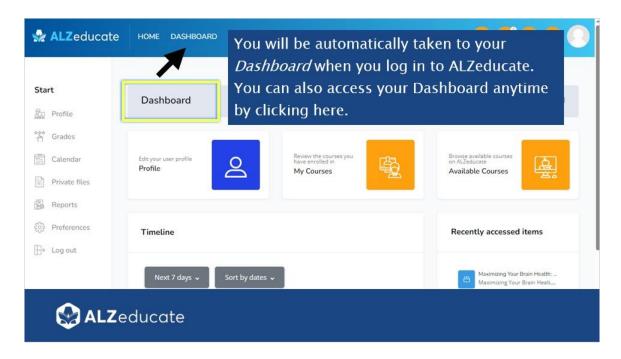
alzeducate@alzon.ca

Log in to your ALZeducate account. Once permission has been granted, Step 3 you will see the dedicated space for staff and volunteers.

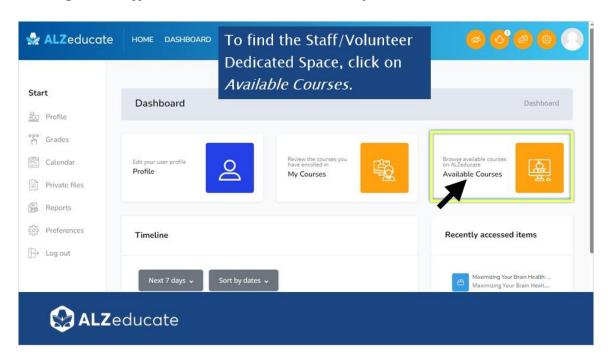


<sup>\*\*</sup>Note: Volunteers will use their own email account (unless they have an Alzheimer Society email) and indicate which local Society they are with.

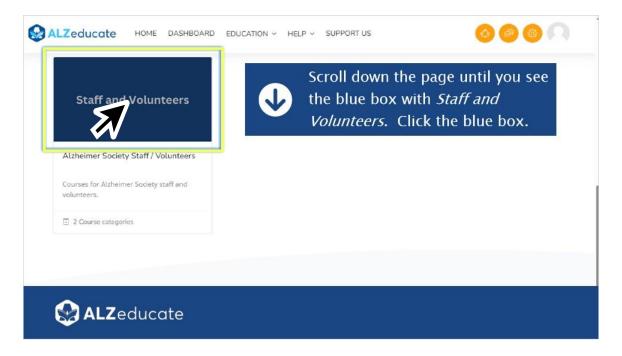
#### **Dashboard**



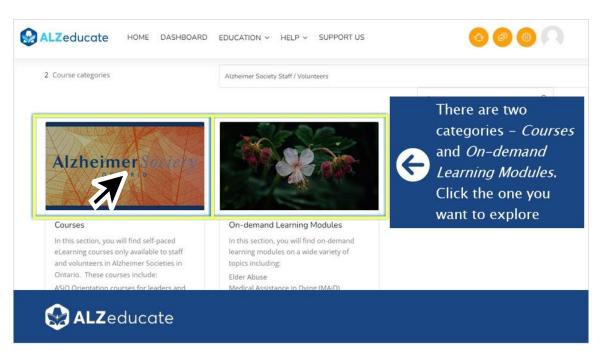
#### Finding the Staff and Volunteers Dedicated Space



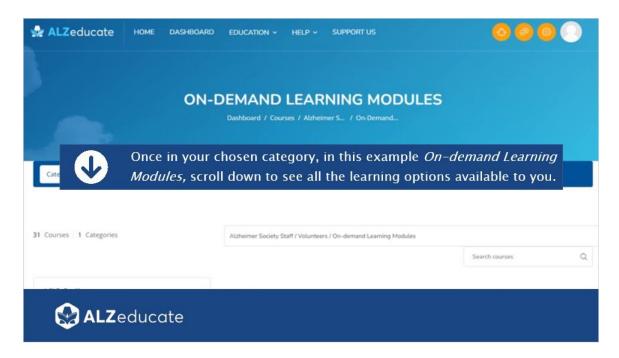
#### What to Look For: Staff and Volunteers Dedicated Space



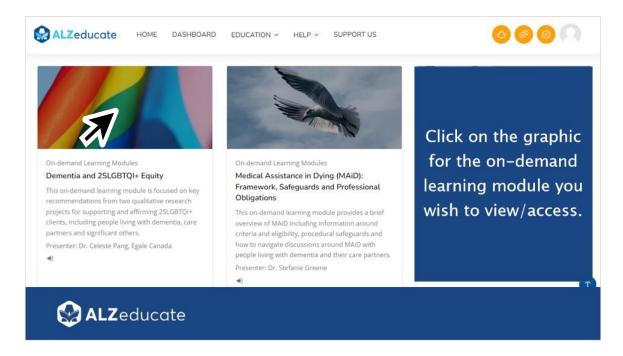
#### **Courses and On-demand Learning Modules**



#### **Explore Learning Options Available**



#### Choose a Course (i.e., On-demand Learning Module)



#### Enrol Me in a Course





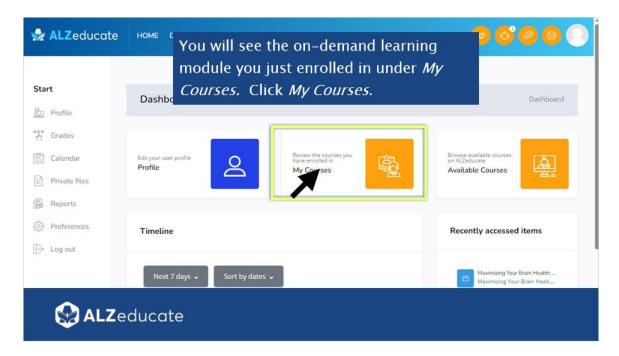
#### Start a Course/On-demand Learning Module



#### Return to Dashboard



#### **Dashboard: My Courses**



# View and Access Active Courses, Webinars and On-demand Learning Modules



#### **Enrolling in Courses**

## **Enrolling in Courses**

Follow these same instructions for exploring, and enrolling in, courses in the *Courses* category of the *Staff and Volunteers* Dedicated Space.



#### Need Help?

# **Need Help?**

If at any time you need assistance accessing the *Staff and Volunteers* dedicated space, navigating your dashboard, finding or enrolling in courses, or accessing your courses, please reach out! We are here to support you!



