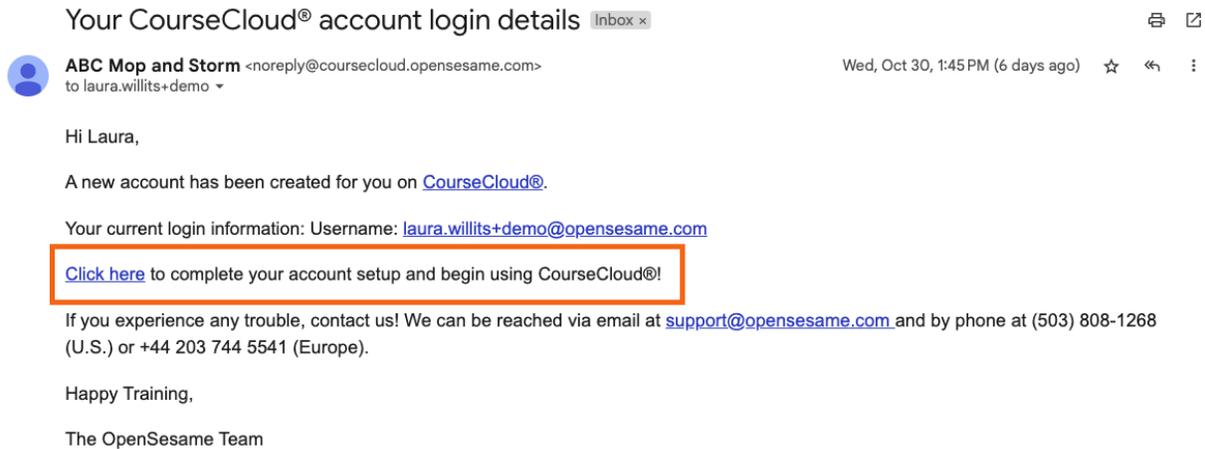
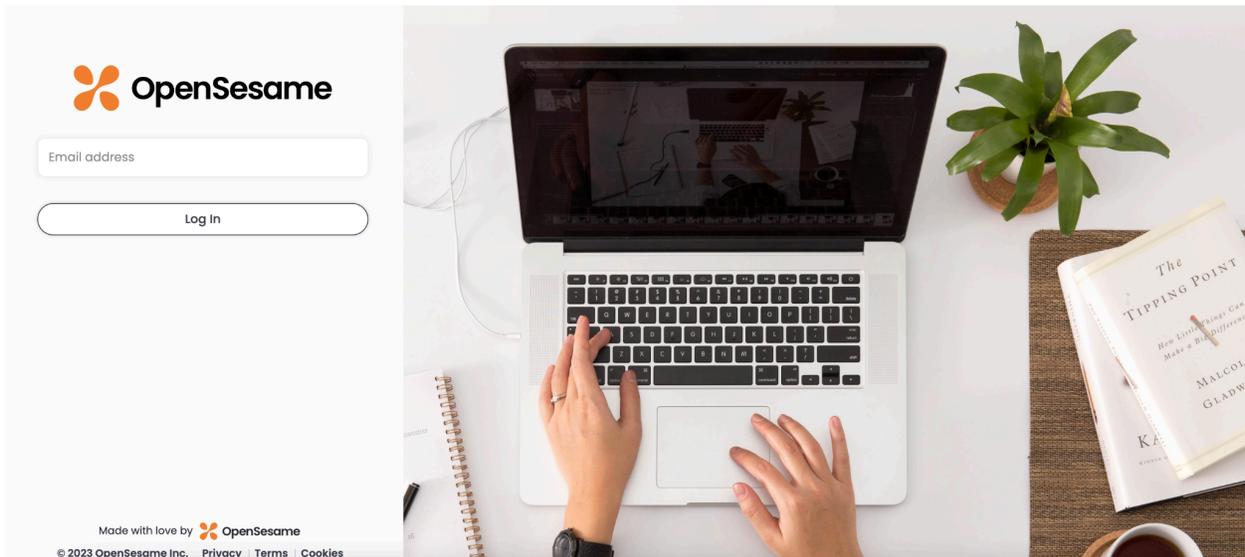


Setting Up Your Account

1. Check your inbox for an email from CourseCloud® (noreply@coursecloud.opensesame.com). Click on the link provided to log-in and complete account set-up.

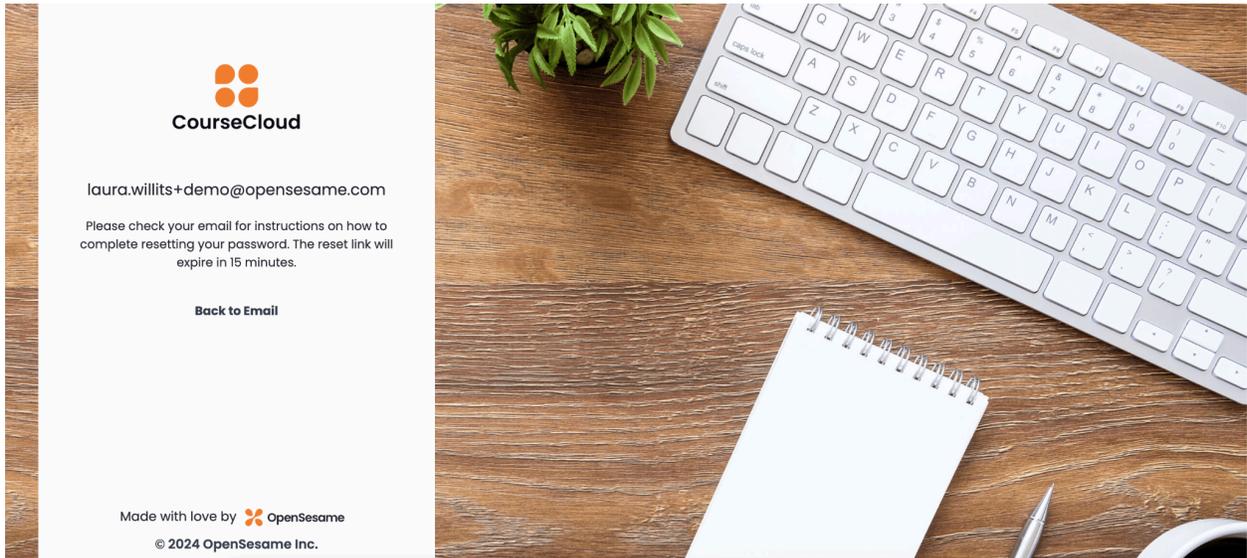


2. Enter your email address into the “Email Address” field and click on the “Log in” button.

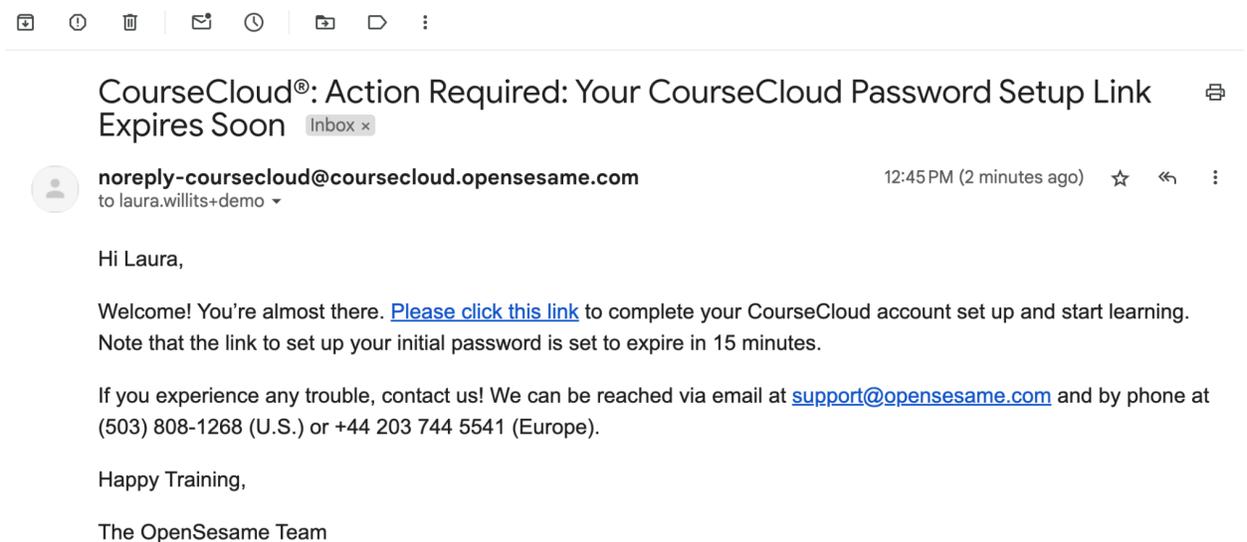


3. If your organization uses SSO to log in, you will be taken through your SSO workflow.

If your organization uses username and password to log in, you will be sent an email with a link to reset your password.

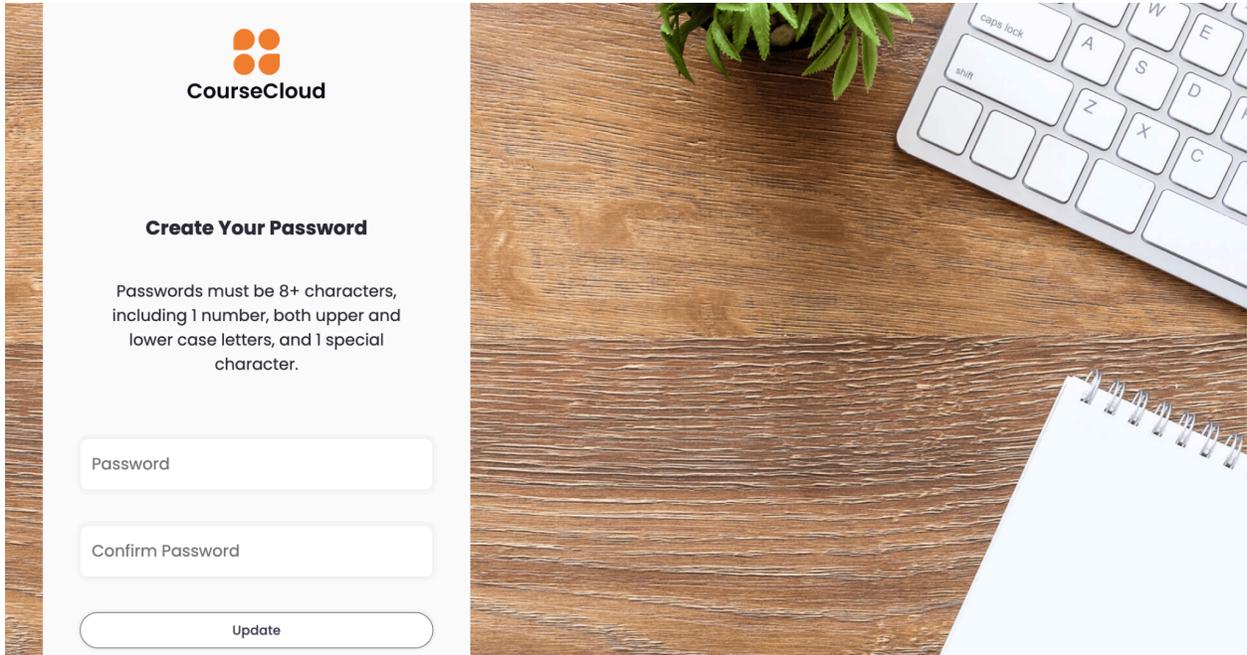


4. In your inbox, check for the new email from CourseCloud. Click the link provided to create a password. Note that the link will expire in 15 minutes.



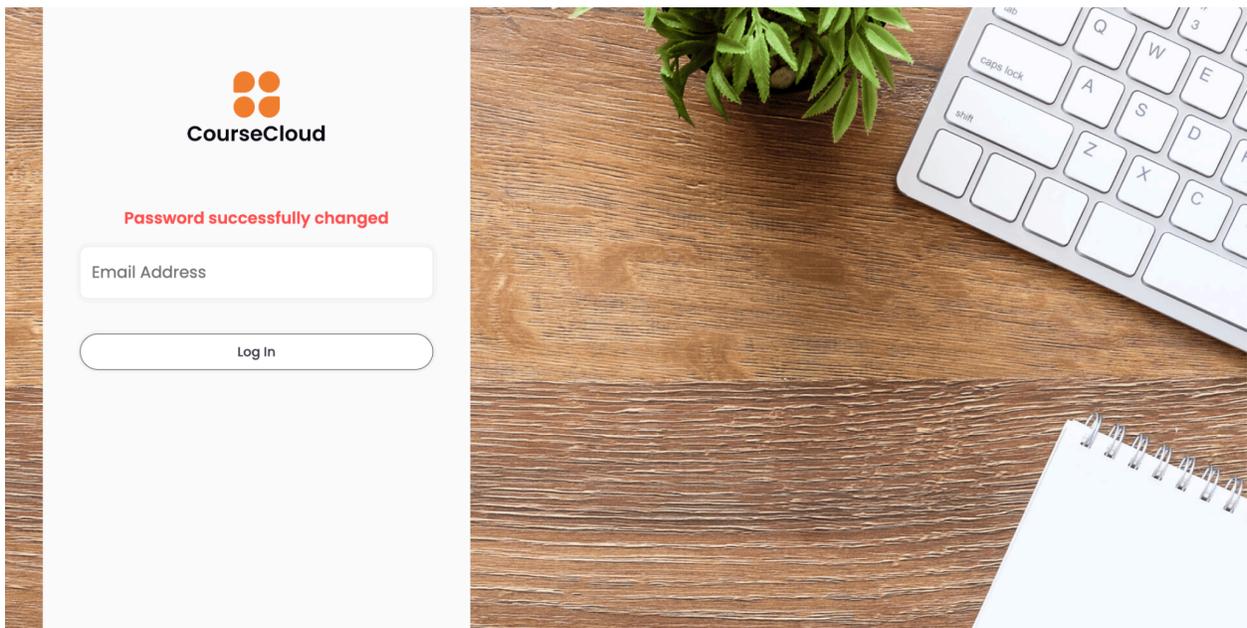
5. Create a new password that meets the specified requirements outlined on the page, and click update to save your new password.

Note: SSO users will not be prompted to update their password.



The screenshot shows the CourseCloud password creation interface. At the top left is the CourseCloud logo, consisting of four orange squares in a 2x2 grid above the text "CourseCloud". Below the logo is the heading "Create Your Password". Underneath, a message states: "Passwords must be 8+ characters, including 1 number, both upper and lower case letters, and 1 special character." There are two input fields: "Password" and "Confirm Password". At the bottom of the form is an "Update" button. The background of the page is a wooden desk with a keyboard and a notebook.

6. Finally, use your new credentials to log-in to CourseCloud!



The screenshot shows the CourseCloud login interface after a successful password change. At the top left is the CourseCloud logo. Below it is a red message: "Password successfully changed". There is an input field for "Email Address" and a "Log In" button. The background of the page is a wooden desk with a keyboard and a notebook.

7. Congratulations on logging in successfully! Your dashboard is now available for you to explore. You can access all available courses, track your completed courses, view your To-Do List to stay updated on courses with due dates, and easily retrieve your completion certificates.

The screenshot shows the OpenSesame dashboard for user Laura Willits. On the left is a navigation menu with 'Dashboard', 'Discover', and 'Learning Paths'. The main area features a 'Dashboard' section with a progress bar showing 85 Completed Courses and 88 Assigned. Below this is a 'My Courses' section with a 'Completed' filter. Three course cards are visible: 'Take Charge of Your Career Development | The Self-Directed...' by OpenSesame University, 'Practicing Self-Compassion' by Healthy Minds Program, and 'Why you procrastinate even when it feels bad | TED-Ed | TED-Ed...' by TED. On the right, there is a 'To Do' list with one item: 'Take Charge of Your Career Development | The Self-Directed Career Growth Pocketbook Series' due on Friday, July 5, 2024. Below that is a 'Certificates' section with two items: 'How to make stress your friend | Kelly McGonigal | TED Talk' and 'The happy secret to better work | Shawn Achor | TED Talk', both dated 30 October 2024.

Begin Taking Courses

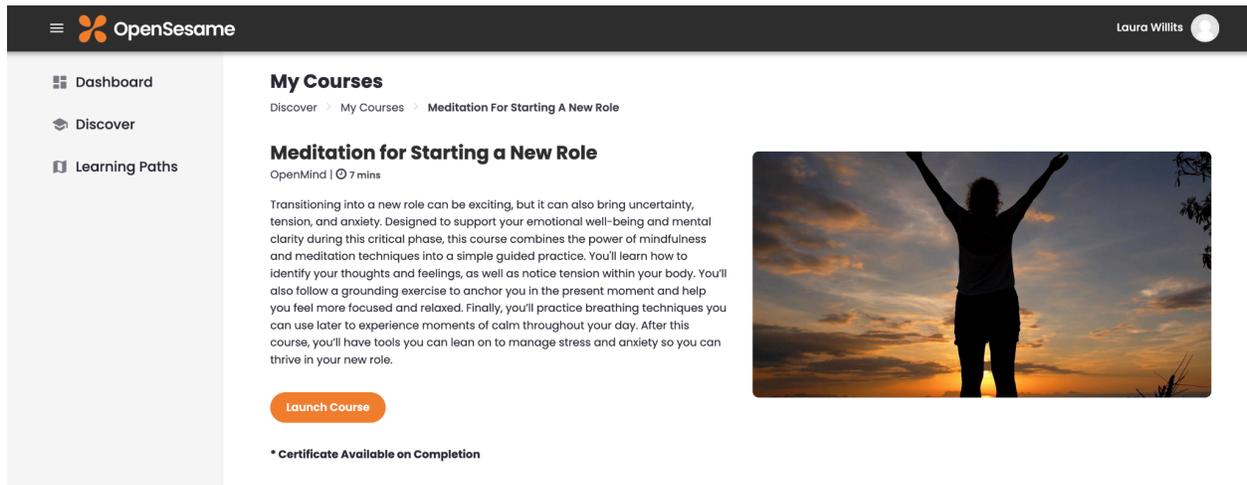
To begin taking courses, follow these steps:

1. From your dashboard, select the desired course by clicking on it.

Dashboard

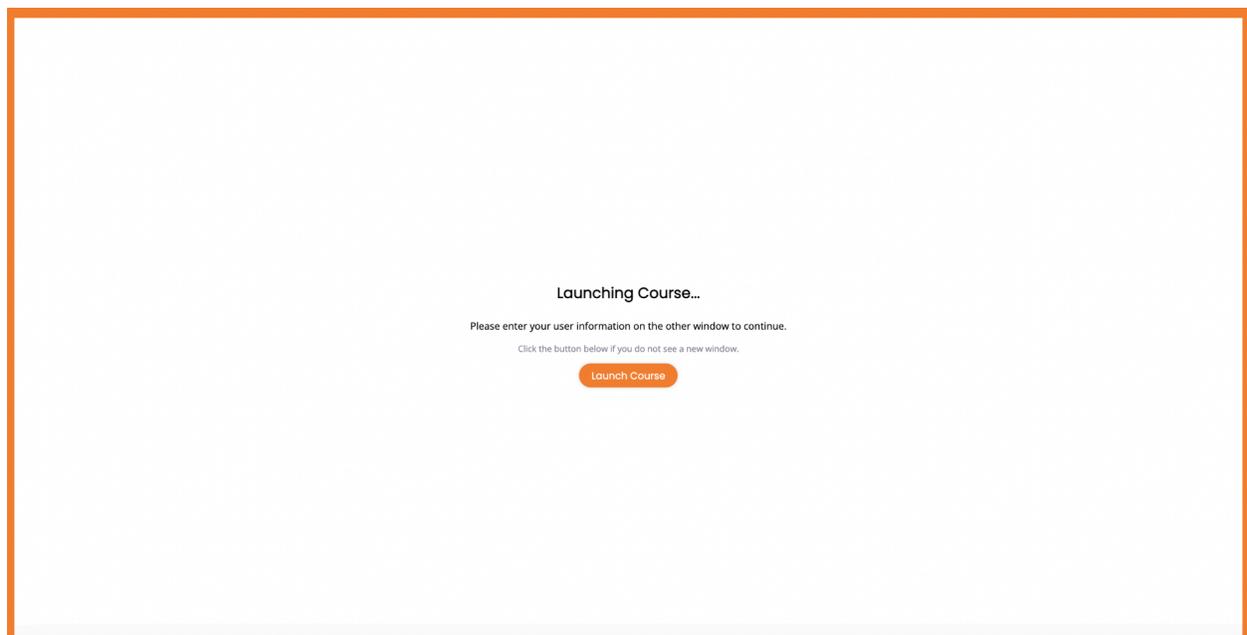
This screenshot shows a user's dashboard with a progress bar indicating 1 Completed Course and 10 Assigned. The 'My Courses' section is filtered to 'Completed'. A grid of course cards is displayed, including: 'Problem Solving: 05. Evaluate and Select Solutions' by HSI - ej4 (3m), 'Seek Critical Feedback' by On This Topic (5m), 'Leading Through Organizational Change' by The Jeff Havens Company (30m), and 'Why Diversity Matters' by Enspark (5m). Below the grid, the start of another row of course cards is visible, including a TEDx card.

2. To access the course, click on the orange Launch Course button. .



The screenshot shows the OpenSesame interface. At the top, the logo and name 'OpenSesame' are on the left, and the user's name 'Laura Willits' with a profile icon is on the right. A sidebar on the left contains 'Dashboard', 'Discover', and 'Learning Paths'. The main content area is titled 'My Courses' and shows a breadcrumb trail: 'Discover > My Courses > Meditation For Starting A New Role'. The course title is 'Meditation for Starting a New Role' by OpenMind, with a duration of 7 minutes. A detailed description follows, explaining the course's focus on mindfulness and meditation techniques for transitioning into a new role. Below the text is an orange 'Launch Course' button. At the bottom of the course card, it states '* Certificate Available on Completion'. To the right of the text is a photograph of a person with their arms raised in a sunset or sunrise setting.

3. A new window will open. Select “Launch Course” to start the course.



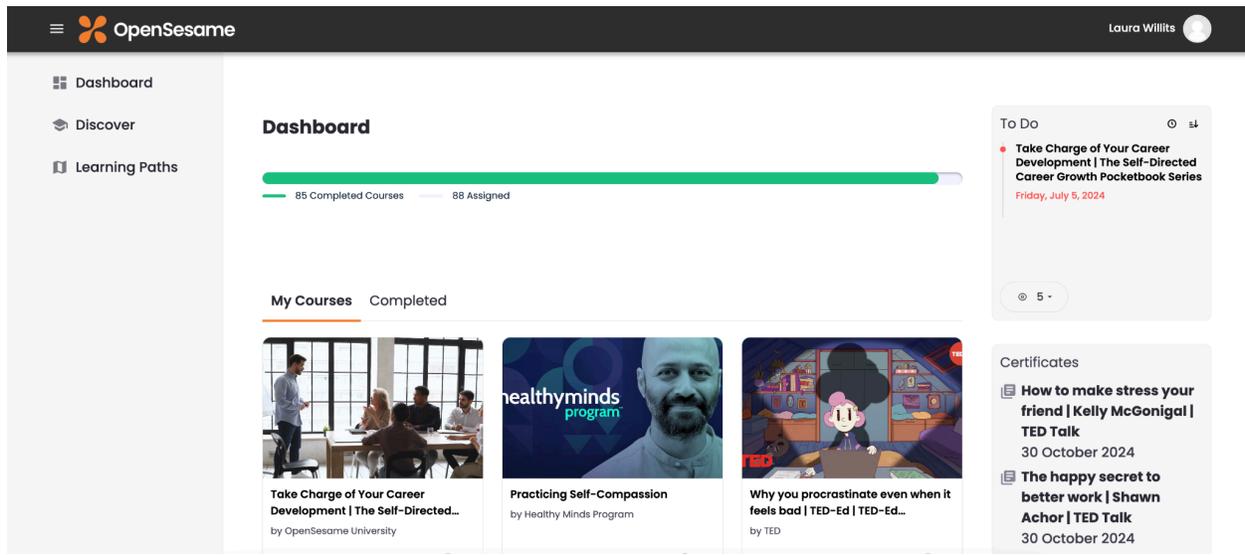
The screenshot shows a dialog box with a white background and an orange border. The title is 'Launching Course...'. Below the title, it says 'Please enter your user information on the other window to continue.' and 'Click the button below if you do not see a new window.' At the bottom center, there is an orange 'Launch Course' button.

Congratulations on successfully launching your first course!

Take a Learning Path

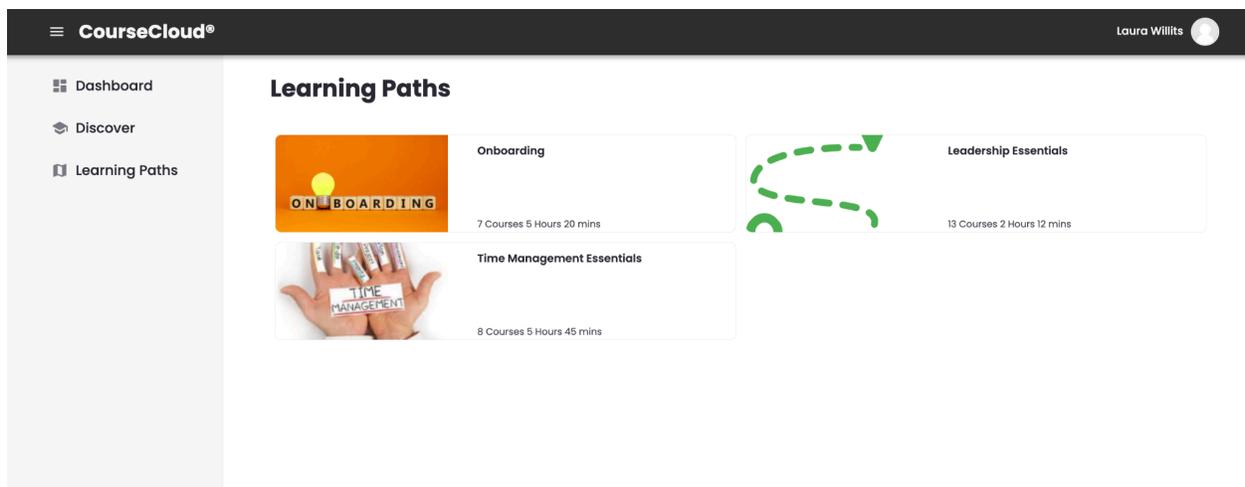
A learning path is a selection of courses designed to guide you in developing a specific set of skills.

To access courses, simply select “Learning Paths” on the left-hand panel.



The screenshot shows the OpenSesame dashboard. On the left, a navigation menu includes Dashboard, Discover, and Learning Paths. The main area features a progress bar for '85 Completed Courses' and '88 Assigned'. Below this, a 'My Courses' section displays three course cards: 'Take Charge of Your Career Development | The Self-Directed... by OpenSesame University', 'Practicing Self-Compassion by Healthy Minds Program', and 'Why you procrastinate even when it feels bad | TED-Ed | TED-Ed... by TED'. On the right, a 'To Do' list shows a task for 'Take Charge of Your Career Development | The Self-Directed Career Growth Pocketbook Series' due on Friday, July 5, 2024. Below that, a 'Certificates' section lists two talks: 'How to make stress your friend | Kelly McGonigal | TED Talk' and 'The happy secret to better work | Shawn Achor | TED Talk', both dated 30 October 2024.

Once you’ve found your desired learning path, click on the “Launch Learning Path” button to get started.



The screenshot shows the CourseCloud Learning Paths page. The left navigation menu includes Dashboard, Discover, and Learning Paths. The main area displays three learning path cards: 'Onboarding' (7 Courses, 5 Hours 20 mins), 'Leadership Essentials' (13 Courses, 2 Hours 12 mins), and 'Time Management Essentials' (8 Courses, 5 Hours 45 mins). Each card includes a representative image and a 'Launch Course' button at the top.

Click on the “Launch Course” button located at the top of the list and complete each course in the designated order until you have completed all of them.

Learning Paths

Dashboard > Learning Paths > Leadership Essentials



Learning Paths : Leadership Essentials

13 Courses | 02 Hours 12 min

All leadership team members must complete these courses.

0% Complete

***Courses must be completed in order**

Course Title	Duration	Status	
1. You Can Learn to Lead	05 min	In Progress	Launch Course
2. Personal Development: How Managers Can Build Their Self-Confidence	15 min	Not started	Launch Course
3. Increasing Your Influence	01 min	Not started	Launch Course
4. Seek Critical Feedback	05 min	Not started	Launch Course
5. Leading and Managing Change	11 min	Not started	Launch Course
6. 4 Ways to Build Accountability	30 min	In Progress	Launch Course
7. Building Strategic Alliances	07 min	Not started	Launch Course
8. The Art of Leadership Presence: Consistency	10 min	Not started	Launch Course
9. How reverse mentorship can help create better leaders Patrice Gordon TED Talk	05 min	Not started	Launch Course
10. Situational Leadership: Executive Presence	13 min	Not started	Launch Course
11. Leadership through Delegation	10 min	Not started	Launch Course
12. The Art of Leadership Presence: Confidence	10 min	Not started	Launch Course