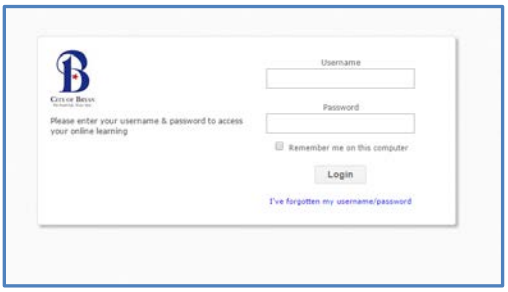
Quick Reference User Guide

I. Login

1. Website: https://bryantx.litmos.com
2. Enter **Username**
3. Enter **Password**

   If you cannot remember your username or password, simply click **I've forgotten my username/password** underneath the **Login** button.

4. Click **Login**

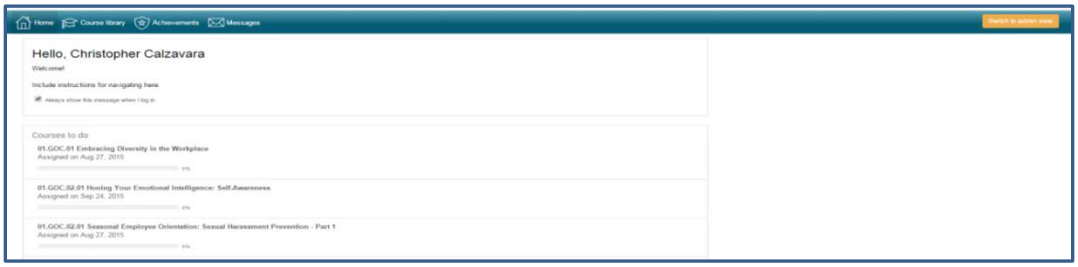


II. Home

The **Home** tab is where you will see a list of training that has been assigned to you by an administrator. You will also see any progress you have made in each training. Upon selecting a course or any other kind of training, you will be presented with the modules that make up that course, as well as the completion status of each module.

Think of the **Home** tab as your **"To-Do" List**.

1. Select **Home** tab
2. View **Courses to do** section for "**Assigned"** or **" Started"** Training
3. Select course name to view description
   a. Select **Start this Course** (right side) to **Register** for "Live" class <u>or</u> **begin** online training
   b. Select **Next Module** (upper right corner) until **<u>all</u>** modules are completed.

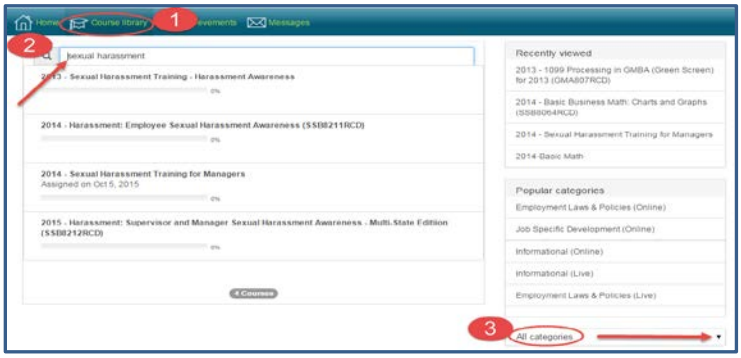


III. Course Library

The **Course Library** is where you will see all of the training that is available to you. These include many online courses as well as webinars and "Live' classes. You can search for a specific course or training using the search bar. You will be able to see anything that you have "**recently viewed**" on the right hand side.

1. Select **Course Library** tab (See **#1** in screen shot next page)
   a. To Browse by **Name**
      i. Enter course **title** or **keyword** in **Search Bar** (See **#2** in screen shot next page)
   b. To Browse by **Category**
      i. Click on **All categories drop-down** menu (See **#3** in screen shot below)
      ii. Select **category** to view available courses (Live Class <u>or</u> Online)
         - Job Specific Development (Live)

- Job Specific Development (Online)
- Employment Laws & Policies-Discrimination (Live)
- Employment Laws & Policies-Discrimination (Online)
- etc.

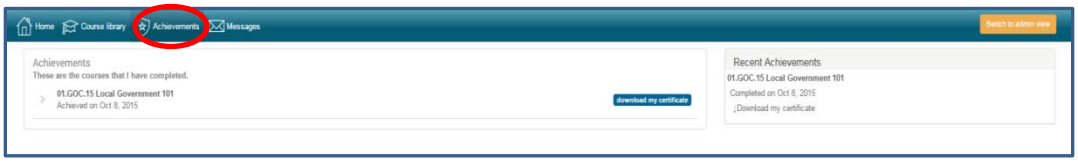


2. Select course name to view description
   a. Select **Start this Course** (right side) to **register** for "Live" class <u>or</u> **begin** online training
3. View the "**Navigating My Account**" course for <u>additional</u> details.

IV. Achievements

The **Achievements** tab is where you will find your completed training. In this section, you will be able to locate and print certificates for completed training.

1. Select **Achievements** tab to view completed courses
   Achievements are sorted by "Most Recent" Date
2. Copy and Paste data into Word document to create a report



V. Messages

The **Messages** tab allows you to send and receive messages to other users. The **Messages** tab functions much like an email inbox. You can search messages to find something specific by using the search bar at the top. To create a message, click the "**New message**" action on the right hand side of the screen. You can send messages to individuals by entering their first name, last name or username in the system. Once you pick who the message is going to, add a subject and the body text, and then hit send. You can search for sent items by clicking the "**Sent**" button under "**Actions**" on the right hand side of your screen. You can also create folders and organize your inbox into different folders

1. Select **Messages** tab to send and receive messages

Page 2 of 2