

Scotiabank Centre for Non-Profit Excellence
Returning User Instructions

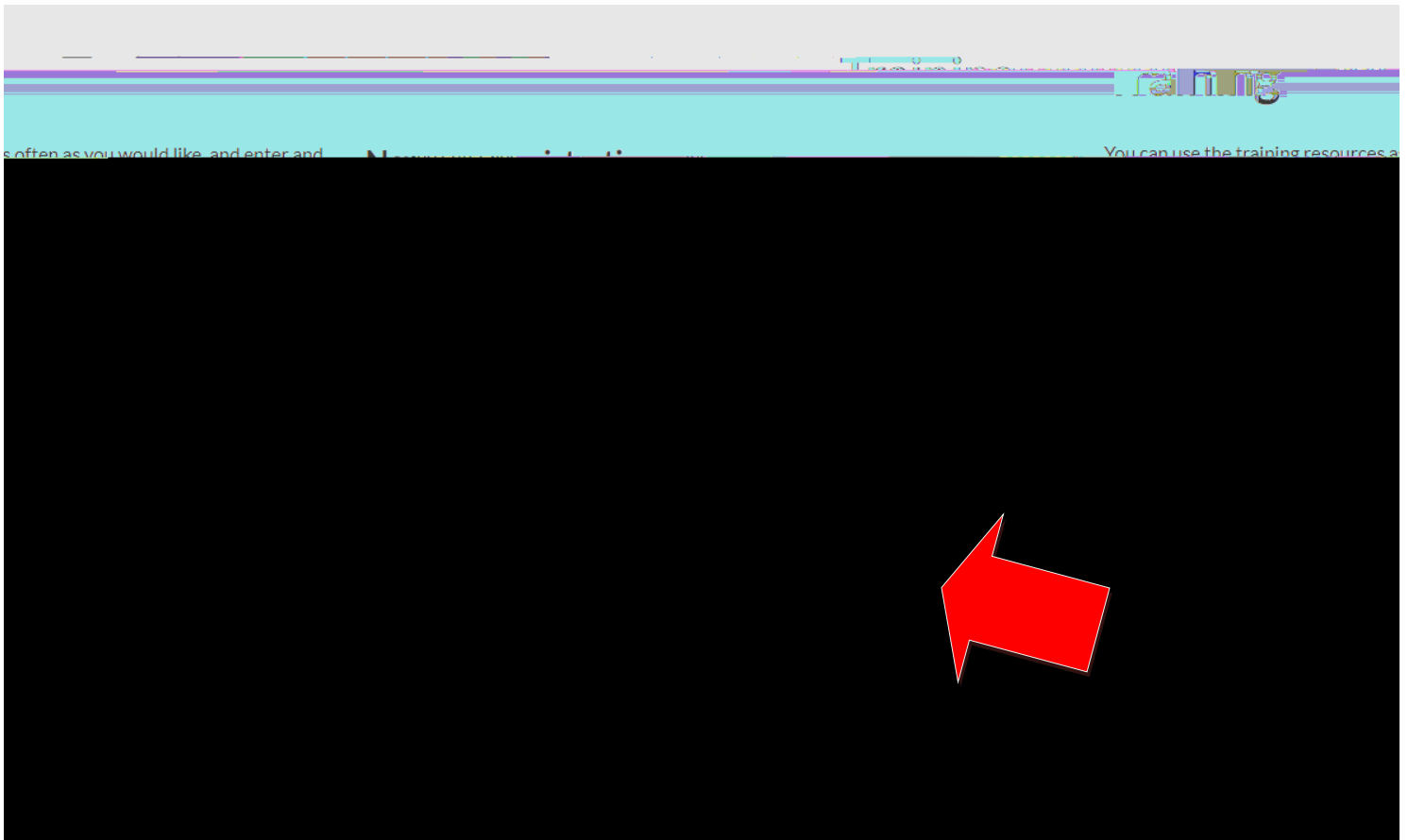


Below - instructions are included outlining how to log back into the Scotiabank Centre for Non-Profit Excellence training courses.

Step 1. Visit: _____

Step 2. Scroll to the Training section

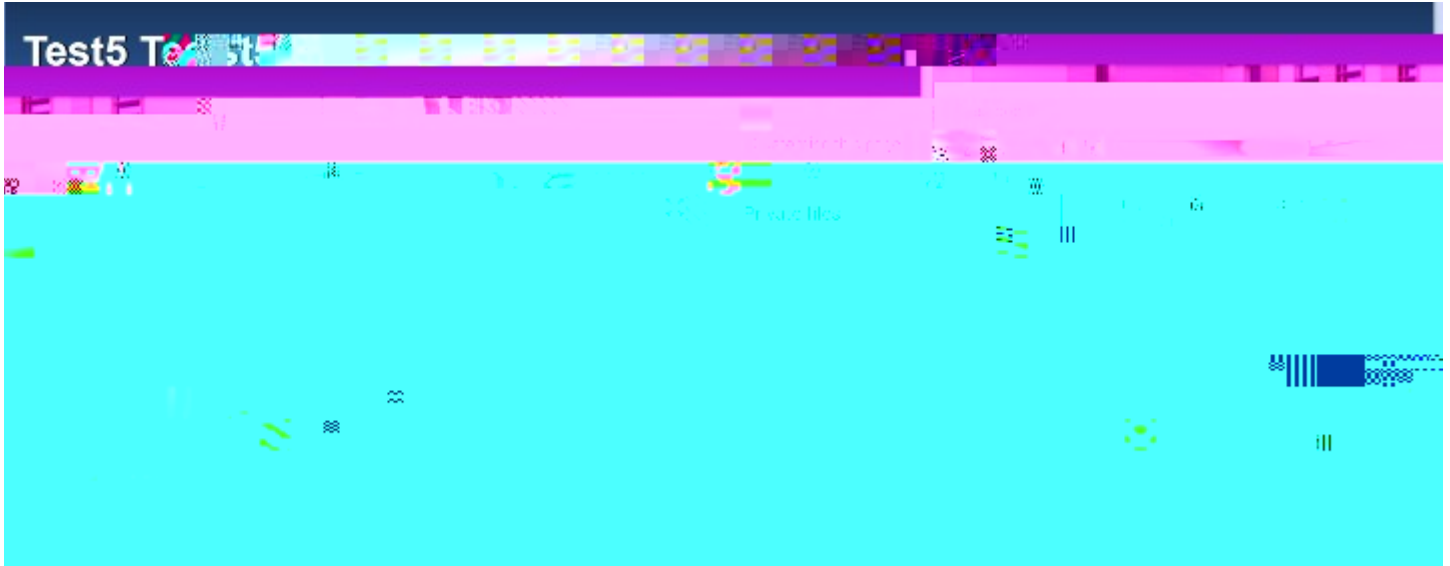
Step 3. Click on the "Log into training site" button:



You will then be brought to this page, click on the green icon “manual login”

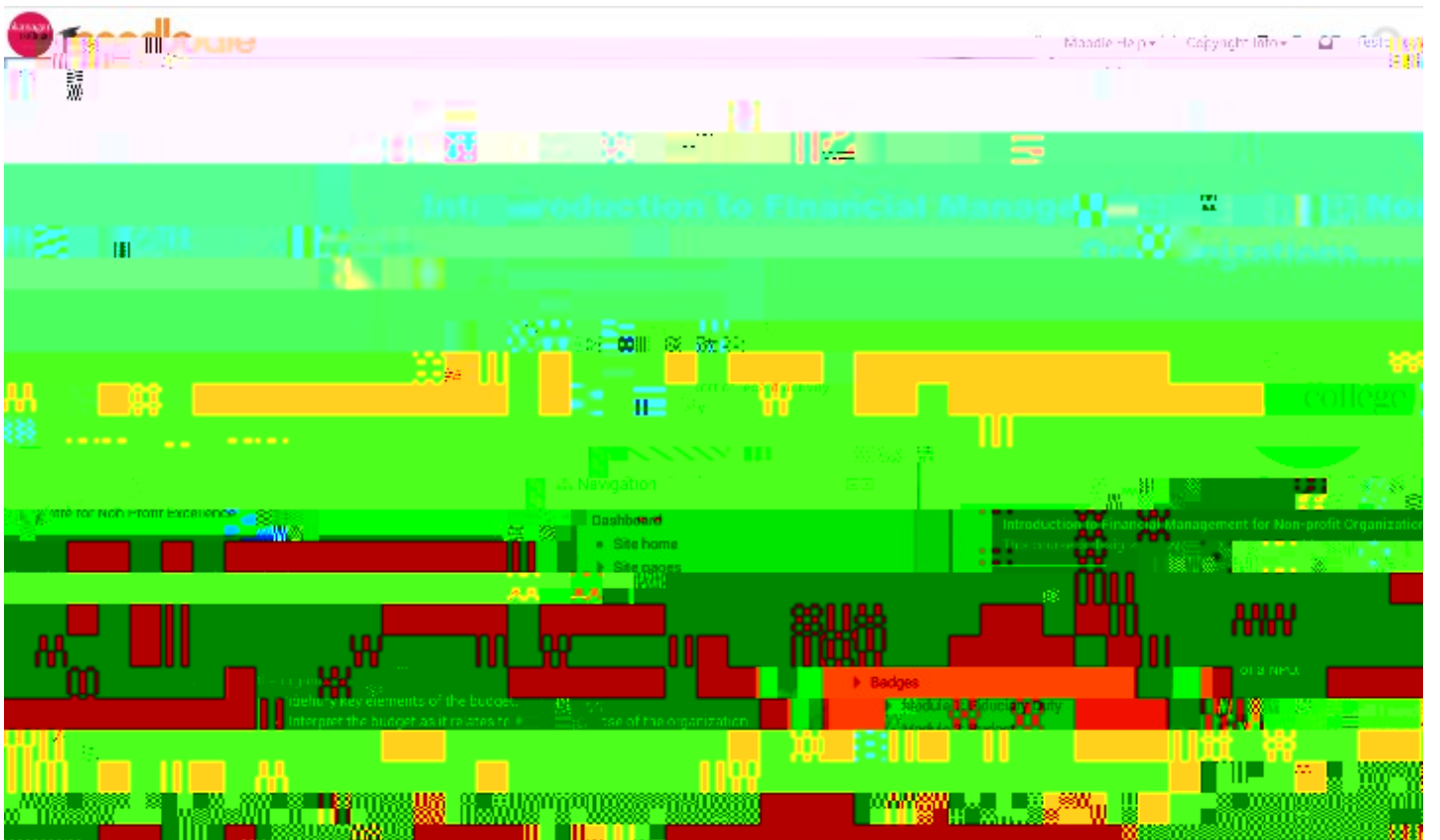


Step 4. Enter in your information and you will be brought back to the training page:



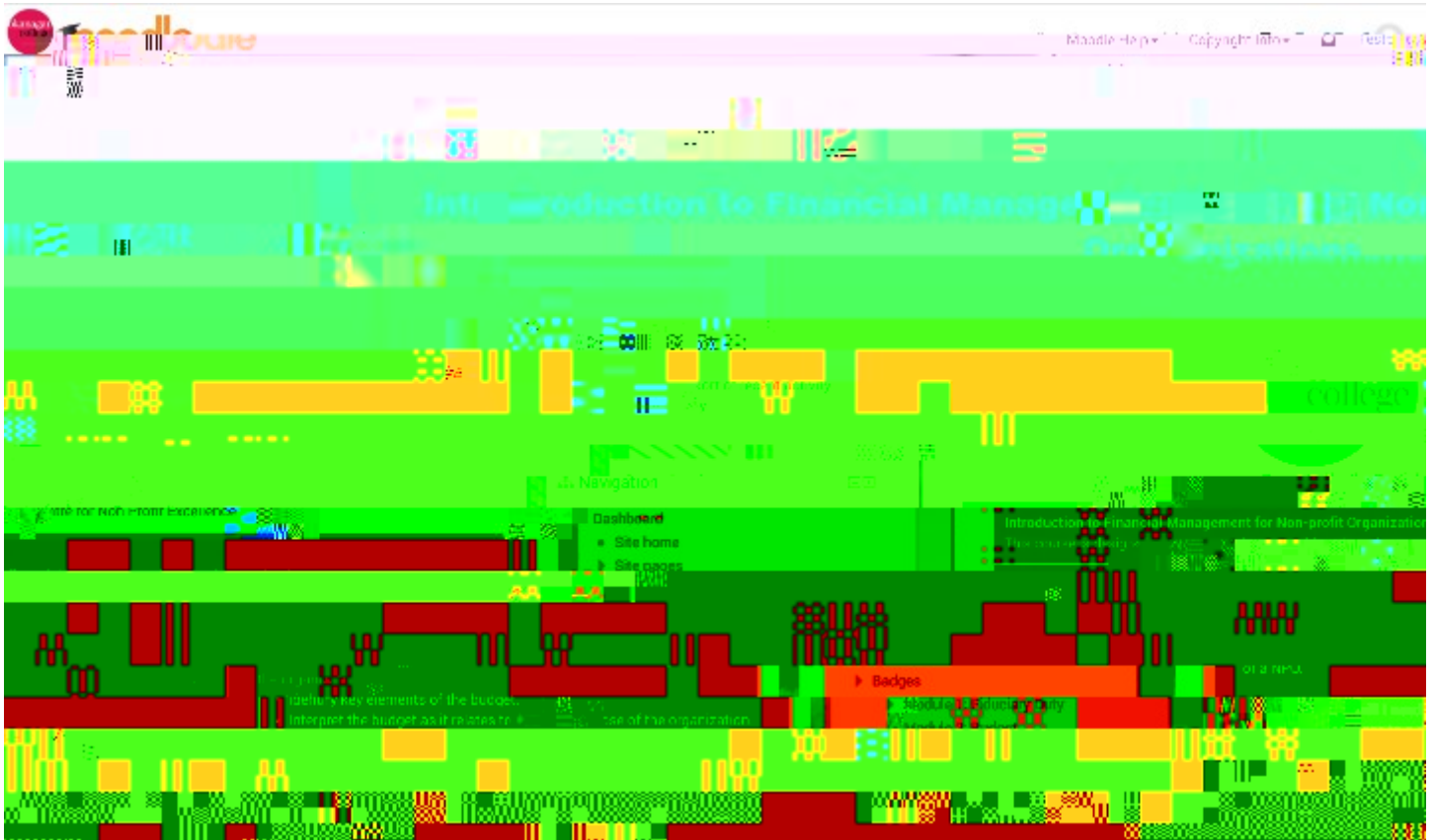
To navigate through the courses once logged in. Follow the instructions below:

Choose any of the courses on your dashboard. Once on the landing page for a course (as shown below) completion of the course is explained throughout.



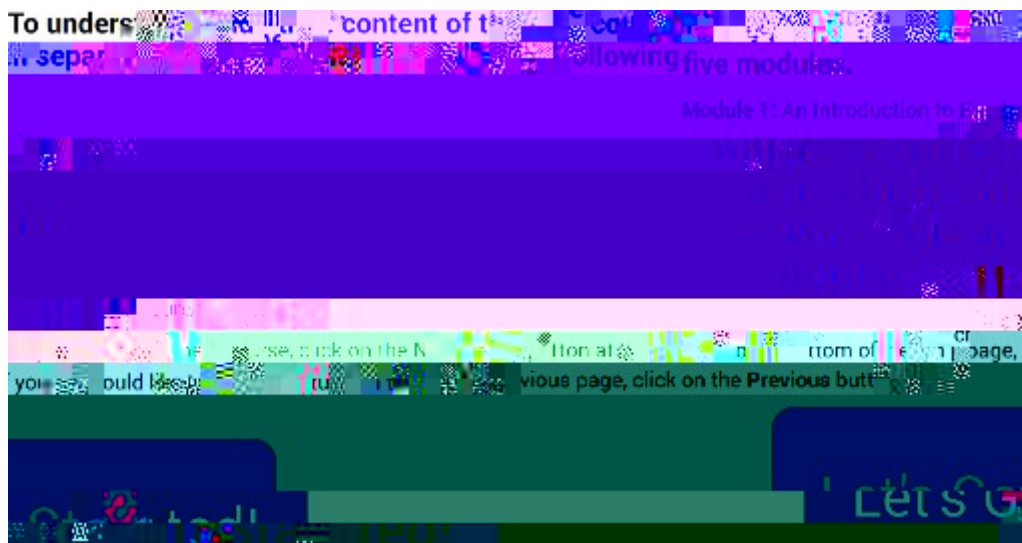
The instructions detailed below show how to navigate through a course in Moodle once you have completed the registration process.

Step 1: Click on a course you wish to complete - the example below showcases the Fundraising course.

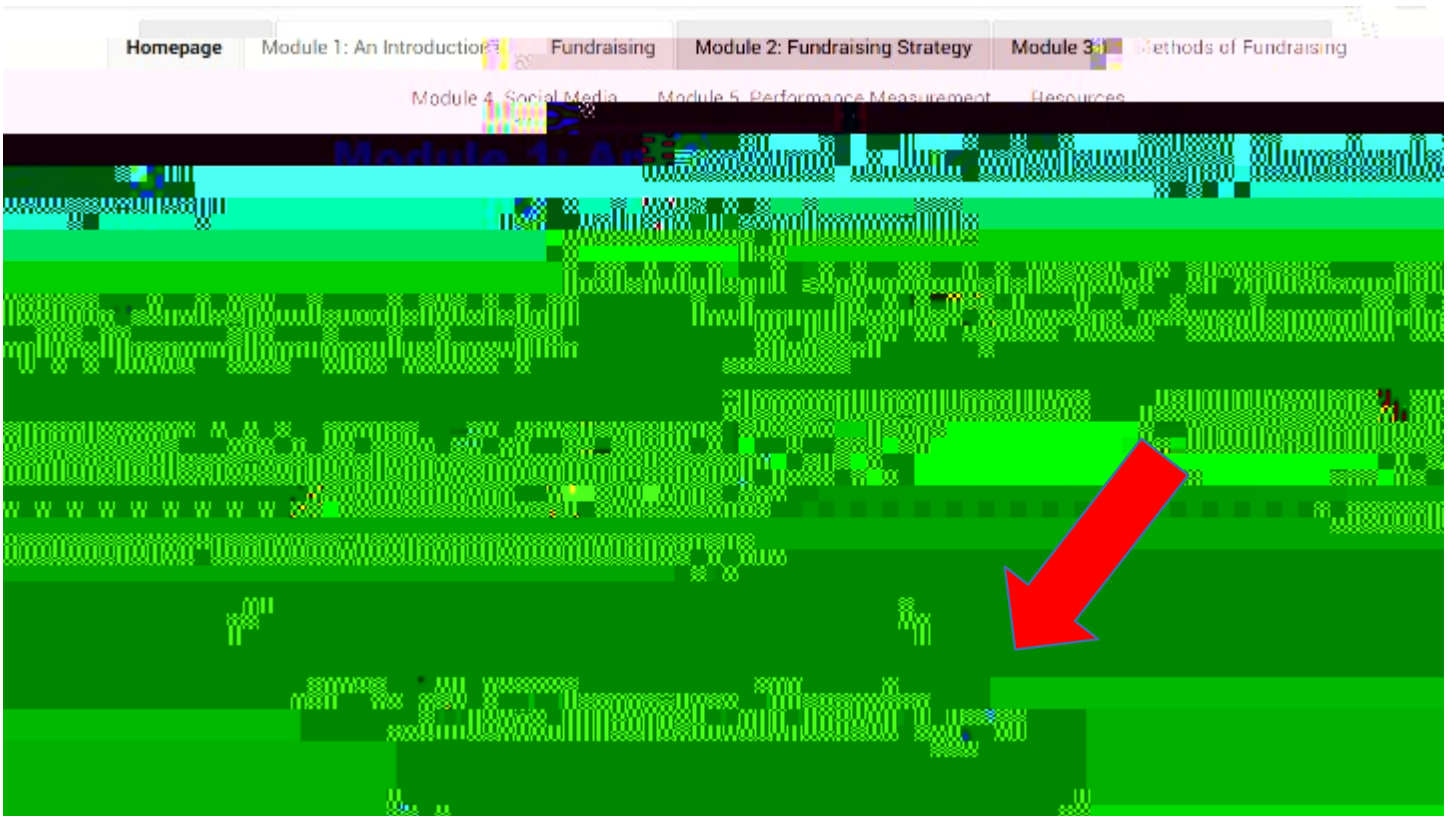


Step 2: Read through the main page for details about the course including: how long each module will take, what information you can expect to learn, and what materials you will need to complete the course.

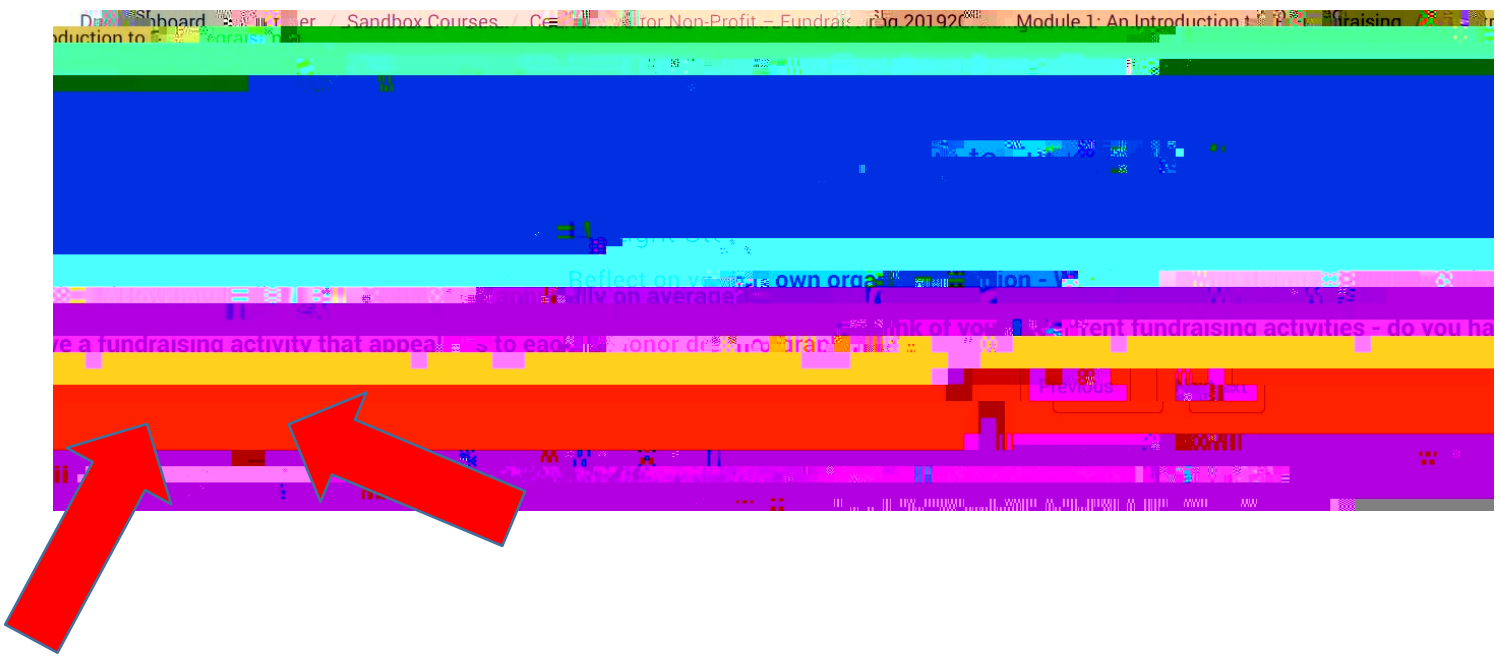
Step 3: Scroll to the bottom of the main page and click on the large blue button to begin the course.



Step 4: After clicking on the start button you will be brought to the first module of the course where you will be given a brief overview of that individual module. Click the 'begin' button at the bottom of the page to start the module.



Step 5: You will then be brought into the module where you can navigate the course using the buttons located on the bottom.



Step 6: If at any point while you are completing a course, you wish to return to the listing of course

