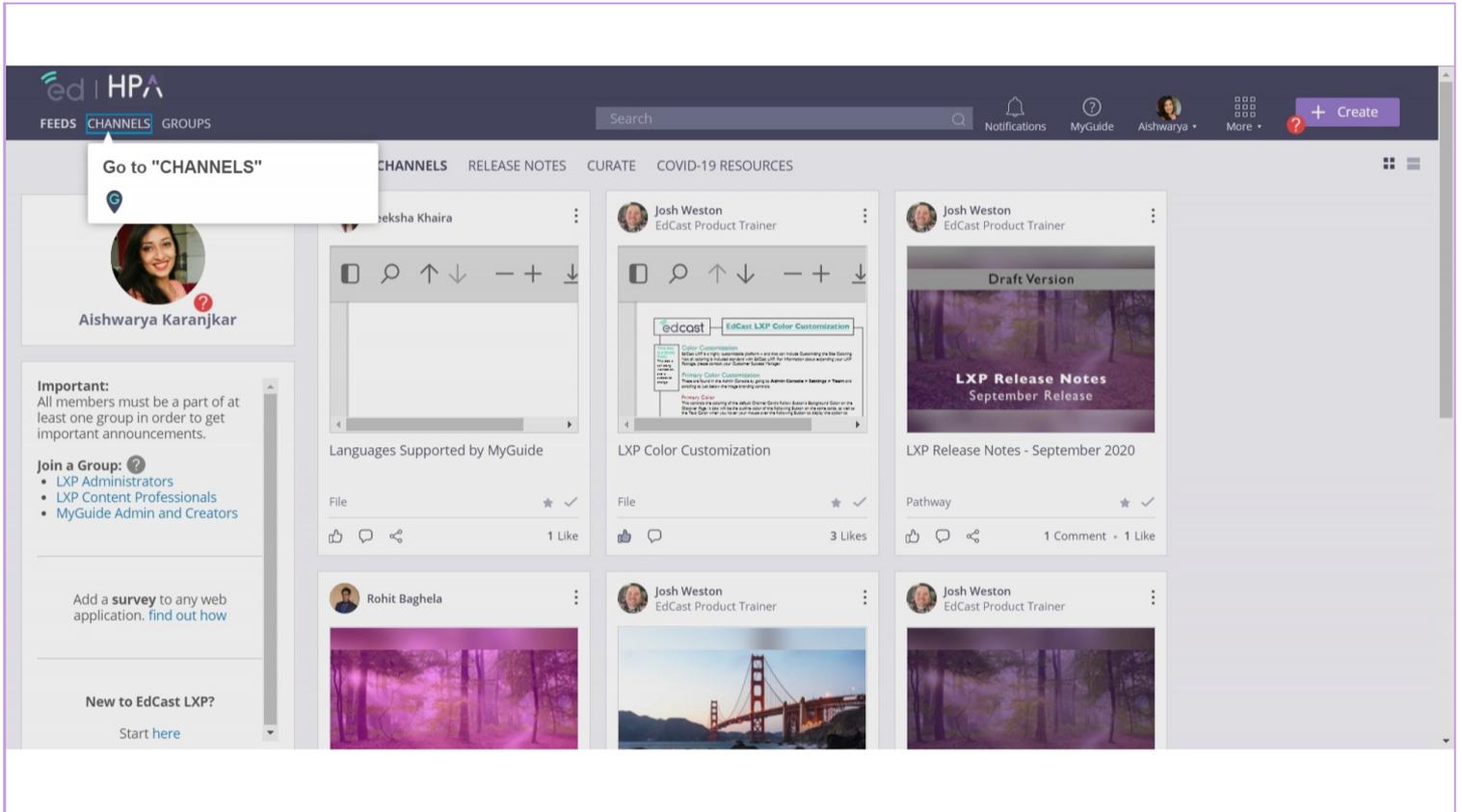




How to enroll for MyGuide Training Sessions

Step: 01

Go to "CHANNELS"



Step: 02

Press the "Follow" button if you want to get notified about the content posted in this channel

The screenshot displays the myGuide user interface. At the top, there is a navigation bar with the 'ed | HPA' logo, 'FEEDS CHANNELS GROUPS' tabs, a search bar, and user profile information for 'Aishwarya'. Below the navigation bar, there are several channel cards. The first row includes 'I'm New Here' (FOLLOW), 'LXP Administration' (FOLLOW), 'LXP Features' (FOLLOW), and 'Release Notes' (FOLLOWING). The second row, under the 'MyGuide' section, includes 'MyGuide Administration' (FOLLOWING), 'Guide Creation' (FOLLOWING), 'MyGuide Collateral' (FOLLOW), and 'myGuide by edcast Instructor Led TRAINING' (FOLLOW). A callout box on the right side of the 'myGuide by edcast Instructor Led TRAINING' card contains the text: 'Press the "Follow" button if you want to get notified about the content posted in this channel'. At the bottom, there is a section titled 'Be Social and Collaborate' with four icons representing social media and collaboration.

Step: 03

Click here to explore MyGuide Training channel

The screenshot displays the HPA MyGuide interface. At the top, there is a navigation bar with the HPA logo, search bar, and user profile. Below the navigation bar, there are several channel cards:

- I'm New Here** (FOLLOW)
- LXP Administration** (FOLLOW)
- LXP Features** (FOLLOW)
- Release Notes** (FOLLOWING)

The **MyGuide** section contains:

- MyGuide Administration** (FOLLOWING)
- Guide Creation** (FOLLOWING)
- MyGuide Collateral** (FOLLOW)
- MyGuide Training** (FOLLOWING) - This card is highlighted with a blue border and contains the text: "myGuide by edcast", "Instructor Led TRAINING", and "Click here to explore MyGuide Training channel".

At the bottom, there is a section titled **Be Social and Collaborate** with four icons representing social and collaborative features.

Step: 04

From the upcoming trainings, select the one that suits your learning schedule

The screenshot displays the myGuide by edcast user interface. At the top, there is a navigation bar with the logo 'ed | HPA' and options for 'FEEDS', 'CHANNELS', and 'GROUPS'. A search bar is present, along with icons for 'Notifications', 'MyGuide', and a user profile for 'Aishwarya'. A '+ Create' button is also visible. Below the navigation bar, a message prompts the user to 'click on each session to fully sign up.' and provides a link for a 'detailed agenda'. The main content area is divided into 'ALL', 'UPCOMING TRAINING', and 'RECORDED TRAINING' tabs. A callout box highlights the instruction: 'From the upcoming trainings, select the one that suits your learning schedule'. Under the 'UPCOMING TRAINING' tab, three training sessions are listed, each featuring a 'myGuide by edcast' logo and the text 'Instructor Led TRAINING'. The sessions are: 1) 'MyGuide Training August 24-27 7:30 pm PT (4.5 hours)', 2) 'MyGuide Training Sept 14-17 7am PT (4.5 hours)', and 3) 'MyGuide Training Oct 5-8 1pm PT (4.5 hours)'. Each session card includes a 'Pathway' label, a star icon, a checkmark, and social interaction icons (thumbs up, comment, share). The first session has '1 Like'. Below the training list, there is a section for 'Recorded Training (2)' and a notification: 'You are viewing content in English. Do you want to see all content instead? Yes'.

Step: 05

To Register for the Training, open each training session

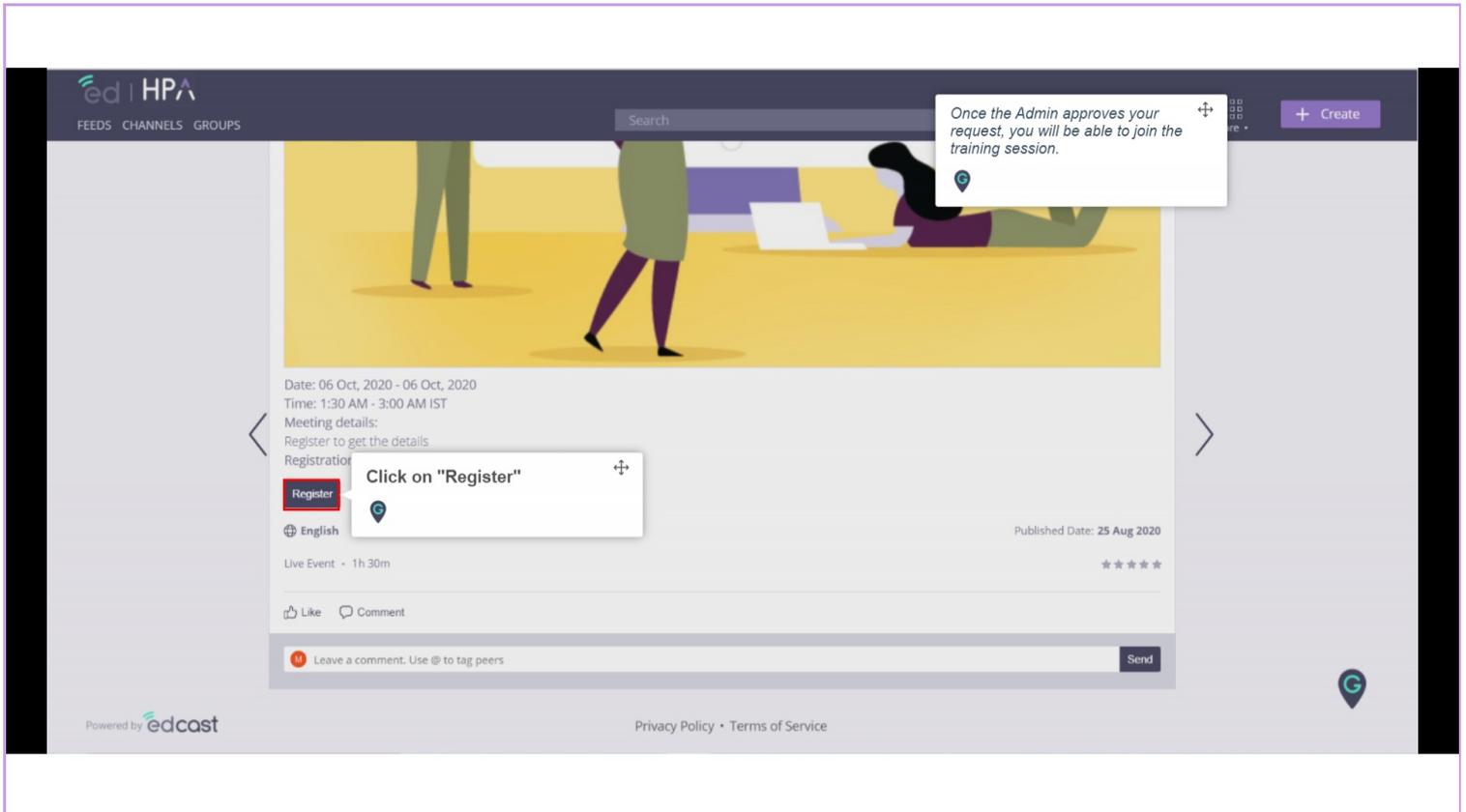
For e.g, if you want to register for Session 1: MyGuide Fundamentals, click the card

The screenshot displays the myGuide by edcast interface. At the top, there is a navigation bar with the logo, 'FEEDS CHANNELS GROUPS', a search bar, and user profile information. The main content area shows a grid of training cards. A callout box at the top center reads: "To Register for the Training, open each training session". Below it, a card for "Instructor Led TRAINING" is visible. Another callout box points to a specific session card: "For e.g, if you want to register for Session 1: MyGuide Fundamentals, click the card". This session card is highlighted with a red border and contains the following details: "Session 1: MyGuide Fundamentals", "Date: 06 Oct, 2020 - 06 Oct, 2020", "Time: 1:30 AM - 3:00 AM IST", and "Live Event • 1h 30m".

Step: 06

Once the Admin approves your request, you will be able to join the training session.

Click on "Register"



The screenshot displays the ed | HPA website interface. At the top, there is a navigation bar with 'FEEDS CHANNELS GROUPS' and a search bar. A 'Create' button is visible in the top right corner. The main content area features a large illustration of people working at a table. Below the illustration, the following details are provided:

- Date: 06 Oct, 2020 - 06 Oct, 2020
- Time: 1:30 AM - 3:00 AM IST
- Meeting details: Register to get the details
- Registration: A red 'Register' button is highlighted with a red box. A callout box points to it with the text 'Click on "Register"'. Another callout box above the registration area states: 'Once the Admin approves your request, you will be able to join the training session.'
- Language: English
- Published Date: 25 Aug 2020
- Live Event - 1h 30m
- Rating: ★★★★★
- Interactions: Like, Comment
- Comment field: 'Leave a comment. Use @ to tag peers' with a 'Send' button.

At the bottom of the page, it says 'Powered by edcast' and 'Privacy Policy • Terms of Service'.

Thank You!

myguide.org