

It's all about *Respect*


Quick Reference Card

Getting Started with the IAAR Learning Hub (Employee)

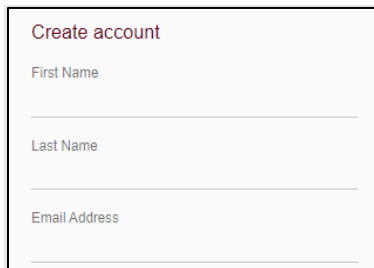
This quick reference card contains everything you need to get started as a user on the It's All About Respect (IAAR) Learning Hub.

Complete Self-Registration

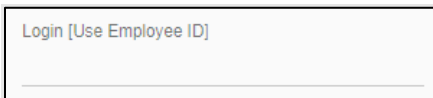
1. Navigate to the [IAAR Learning Hub](#).
2. Click **Create Account**.



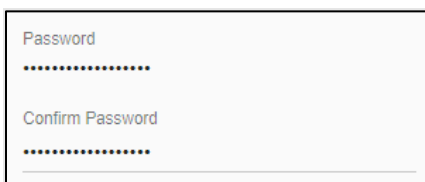
3. Type your **First Name**, **Last Name**, and company **Email Address** in the *Create account* fields.



4. Type your **Associate ID** in the *Login* field.



5. Type a **password** in the *Password* field; type it again in the *Confirm Password* field.



6. Select your **office location** from the *Location* dropdown.

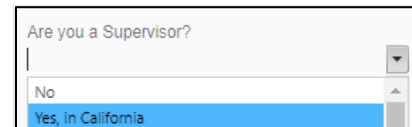


7. Type *Elder* for the company code and then select it from the drop down menu

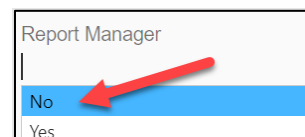


Note: Type the first few letters of the company code to easily locate it on this list.

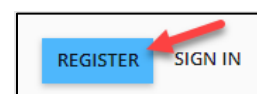
8. Select your supervisor **status** and **location** (if applicable) from the *Are you a Supervisor?* dropdown.



9. Select **No** from the *Report Manager* dropdown.

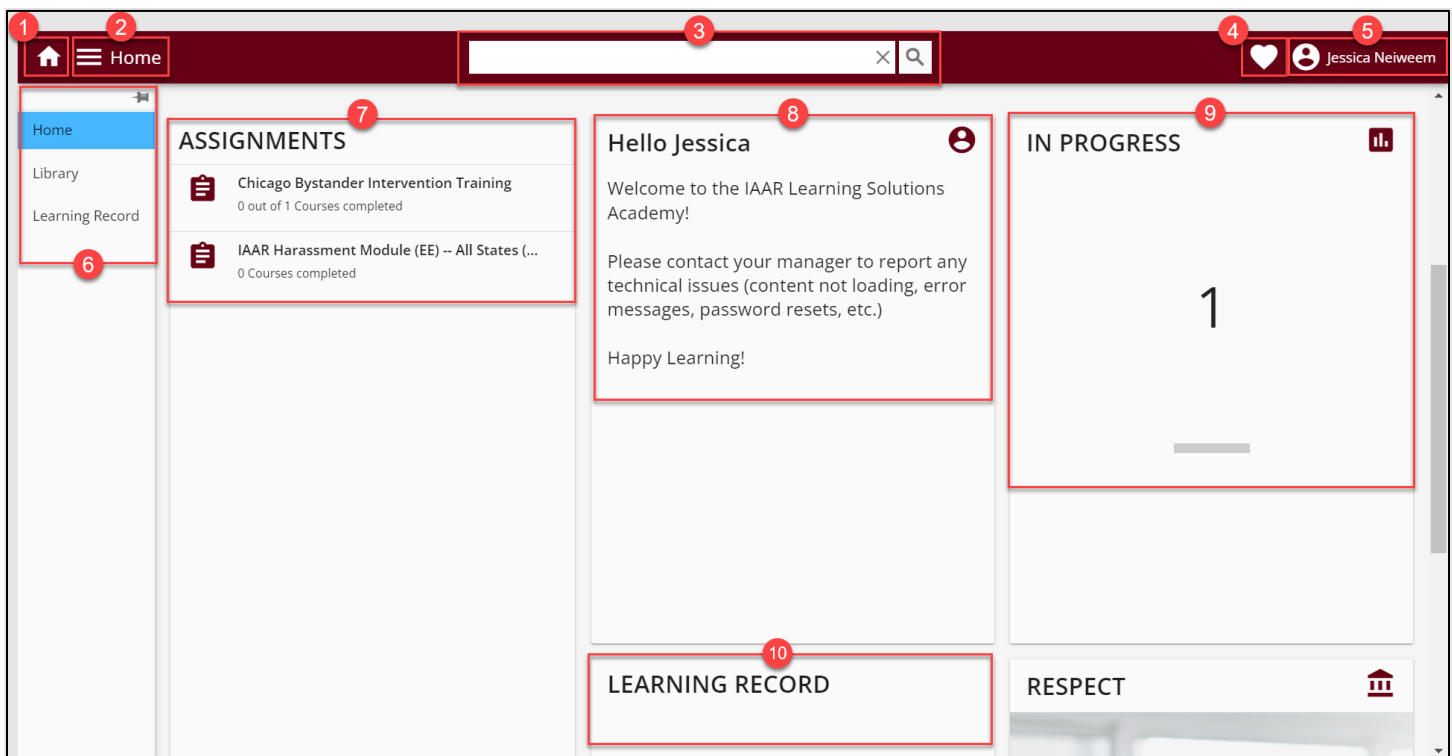


10. Click **Register**.



Familiarize Yourself with the Dashboard

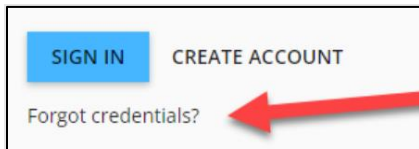
Upon logging into the IAAR Learning Portal, the dashboard is your initial point of access. The diagram below illustrates the primary components of the dashboard and their respective functions.



1. **Home icon:** return to the dashboard.
2. **Hamburger (≡):** open the navigation pane.
3. **Search bar:** search for a course or user by name or keyword.
4. **Favorites:** view a list of courses you have selected as favorites.
5. **Profile:** view your profile, switch users, or logout.
6. **Navigation pane:** navigate to the course library, learning record, reports, and more.
7. **Assignments:** view courses and learning paths assigned to you.
8. **Welcome message:** displays a personalized welcome message.
9. **In Progress:** view your courses in progress.
10. **Learning Record:** view your learning record (course completions, courses in progress, etc.).

Recover Your Account Credentials

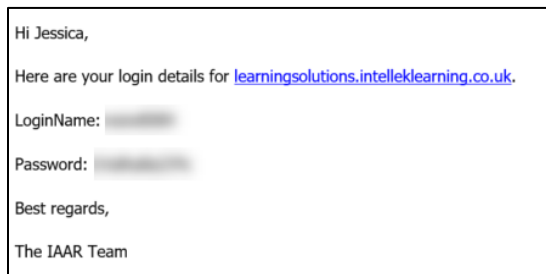
1. Click **Forgot Credentials** on the IAAR Learning Hub login screen.



2. Type your **email address** in the *Email Address* field, then click **Recover Account**.

The image shows the 'Recover account' form. It has a title 'Recover account' and a text input field labeled 'Email Address' containing 'jessica.neiweem@ogletree.com'. Below the field is a blue button labeled 'RECOVER ACCOUNT' and a grey button labeled 'SIGN IN'. A red box highlights the email field, and a red arrow points to the 'RECOVER ACCOUNT' button.

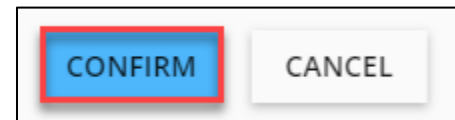
3. Check your email for an automated message from Learning Solutions containing your username and password.



3. Type your **new password** in the *New Password* field, then type it again in the *Confirm New Password* field.

The image shows the 'Change Password' form. It has a title 'Change Password' and a text input field labeled 'New Password'. Below it is another text input field labeled 'Confirm New Password'. A red box highlights both fields. Above the fields, it says 'Password can be up to 20 characters and can contain the following: A-Z a-z 0-9 ! # \$ % & ' * - . ? @ _ ~ £'.

4. Click **Confirm**.

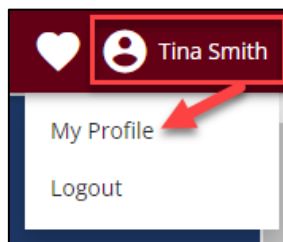


Need Additional Help?

Contact your manager for assistance if you did not receive a Learning Path assignment or have not received the correct one.

Change Your Password

1. Click your **Profile icon**; select **My Profile**.



2. Click **Change Password**.

