

# Using Pulse without network access

1

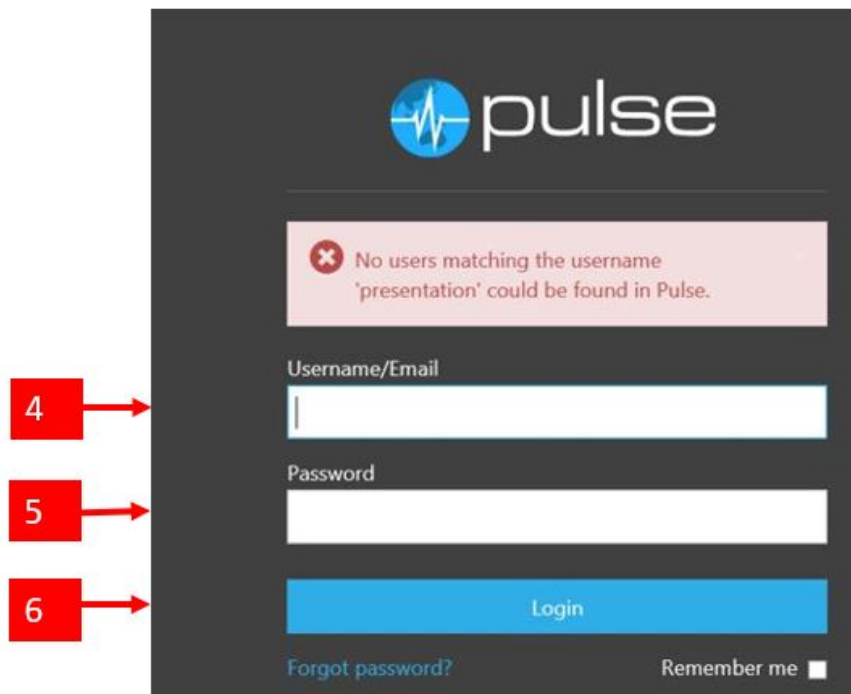
Login to any PC - Username = "presentation" = Password = "council"



- 1 Log in to any PC using a guest account. "presentation" = username and "council" = password
- 2 Go to The Source (intranet)
- 3 Click "I want to" and then select Pulse

2

## Logging in to Pulse



 pulse

 No users matching the username 'presentation' could be found in Pulse.

Username/Email

Password

Login

[Forgot password?](#) Remember me ☐

- 4 Your supervisor has your Pulse login details. Enter your username (will usually start with a C)
- 5 Type in your Pulse password. It is **Greaterdandenong3175**
- 6 Login

# 3

## Your eLearning modules

The screenshot shows the Greater Dandenong City of Opportunity dashboard. A navigation menu on the left contains the following items: Learning, Home, Request Training, My Training Sessions, My eLearning, and My Training History. A red box with the number 7 points to the 'My eLearning' item.

Below the navigation menu, there is a section titled 'Active eLearning Courses'. It contains four blue boxes, each representing a course: 'Appropriate Workplace Behaviours', 'Child Safe Standards (including Reporta Conduct Scheme)', 'Manual Handling', and 'Occupational Health and Safety'. Each box has a 'Start' button and a 'Due: 30/09/2019' date. A red box with the number 8 points to the 'Start' button of the 'Appropriate Workplace Behaviours' course.

Below the 'Active eLearning Courses' section, there is a green box with a document icon and the number 55. A red box with the number 9 points to this green box.

Below the green box, there is a section titled 'Completed eLearning Courses'. It contains a table with the following columns: 'eLearning Name', 'Due Date', 'Request/Start Date', and 'Date Comp'. Below the table, it says 'No elearning courses found'. A red box with the number 10 points to the 'Completed eLearning Courses' section.

Below the 'Completed eLearning Courses' section, there is another section titled 'Active eLearning Courses'. It contains a blue box for the course 'Difficult Conversations in the Workplace - for Employees'. Inside this box is a 'Resume' button. A red box with the number 11 points to the 'Resume' button.

7 To access your eLearning courses and history, select **"My eLearning"**

8 When you are assigned an eLearning course, it will show in a blue box. Click **"Start"**.

9 Council has a library of eLearning courses which you can browse/do by clicking in this green box.

10 As you finish each eLearning course, it will show up in this box.

11 If you need to resume a course at a later time, follow Steps 1-7 again then click **"Resume"**