

EMPLOYABILITY SKILLS ONLINE



STUDENT GETTING STARTED

EMPLOYABILITY
SKILLS ONLINE
Workforce Education & Life Skills Training

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GETTING STARTED

REQUIREMENTS

The following table lists the requirements for the successful operation of *Employability Skills Online*. All of these requirements have been fully tested for proper execution and acceptable performance.

! **Important:** Individual system performance can be significantly impacted by conditions outside of the requirements listed in the table. The following conditions may affect performance:

- Local network traffic
- Bandwidth of the connection to your Internet Service Provider (ISP)
- Contention with other network users

Your hardware configuration and operating system **MUST** meet the requirements specified for the browser you are using:

	WINDOWS (95, 98, 2000, NT, ME, XP)	MACINTOSH (OS 8.x or 9.x)	MACINTOSH (OS X)
Internet Browsers Supported	<i>Internet Explorer</i> Versions 5.5 SP2 or higher <i>Netscape Navigator</i> Versions 4.08, 4.51, 4.61, 4.75 or 4.76 only <i>America Online</i> Version 6 or higher	<i>Internet Explorer</i> Version 5.1.5 <i>Netscape Navigator</i> Versions 4.08, 4.51, 4.61, 4.75 or 4.76 only <i>America Online</i> Version 5 or higher	<i>Internet Explorer</i> Versions 5.1.4 or 5.2.1 <i>Netscape Navigator</i> Versions 4.08, 4.51, 4.61, 4.75 or 4.76 only <i>America Online</i> Version 5 or higher
Macromedia Flash Player	Version 5 or higher	Version 5 or higher	Version 5 or higher
Adobe Acrobat Reader	Version 5 or higher	Version 5 or higher	Version 5 or higher
Browser Settings	<ul style="list-style-type: none"> • Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files 	<ul style="list-style-type: none"> • Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files 	<ul style="list-style-type: none"> • Javascript enabled • SSL 1 and 2 enabled • Access to secure pages • Access to Temporary Internet Files
No Pop-up window managers			
Connection Speed	Minimum 56Kbps	Minimum 56Kbps	Minimum 56Kbps
Display Settings	<ul style="list-style-type: none"> • Minimum 800 x 600 • (1024 x 768 recommended) • 256 Colors 	<ul style="list-style-type: none"> • Minimum 800 x 600 • (1024 x 768 recommended) • 256 Colors 	<ul style="list-style-type: none"> • Minimum 800 x 600 • (1024 x 768 recommended) • 256 Colors

Installation of Flash Player and Adobe Acrobat Reader

In order to be able to access all features and functionality of *Employability Skills Online*, your computers must have Macromedia Flash Player and Adobe Acrobat Reader installed. If your computer does NOT have these applications, both applications can be downloaded at <http://www.achievementtech.com/go/esosupport>.

- Macromedia Flash Player is necessary for accessing the program's activities. The player can be downloaded from our support page by clicking on the following graphic:



- Adobe Acrobat Reader is necessary for operating the program's management system and viewing additional online documentation. The reader can be downloaded from our support page by clicking on the following graphic:



Requesting Technical Assistance

To ensure the quickest problem resolution, we request that all of the questions from students and teachers first be directed to the designated Program Administrator for your organization.

It is our experience that many problems that occur while using Internet-based products are due to customer-specific configuration issues with the Internet Service Provider (ISP) software, desktop protection systems, firewalls, Internet site filtering software, and local area networks.



Tip: Our Technical Support staff is not permitted to disperse log-in information to any teacher, student or administrator without the express written consent—on letterhead—of your organization's *Employability Skills Online* administrator.

If a problem cannot be resolved locally, please contact our Technical Support center:

Phone (toll free): 1.888.764.2446

Fax (toll free): 1.888.391.3244

Email: support@AchievementTech.com

Non-Technical questions can be directed to our Customer Service department at:

Phone (toll free): 1.800.230.3571

Fax (toll free): 1.888.391.3244

Email: valuedcustomer@AchievementTech.com

Representatives are available to assist you between the hours of 8:30 AM and 5:00 PM EST, Monday through Friday.

QUICK REFERENCE SHEET FOR STUDENTS

The following step-by-step instructions provide a quick and easy way to get you started with *Employability Skills Online*. If you need additional assistance using the program, please contact the teacher who provided you with access to the program.

Logging In

Listed below is the information that you need to log in to *Employability Skills Online*:

User Name: _____

Password: _____

Site: _____

1. Open your Web browser.
2. Go to www.MyEmployabilitySkills.com.



3. Type your user name, password and site.

! **Important:** If no password has been given to you, leave it blank. You will be required to create a password later.

4. Click **Log In**.
 - a. If you entered a password at the log-in screen, the Main *Employability Skills Online* screen displays. Proceed to “Taking An Assignment” on the back of this page.
 - b. If you did NOT enter a password, click Yes, it is my name. Then:
 - Type a password in the *New Password*: blank space.
 - Type this same password again in the *New Password (Repeat)*: blank space.
 - Click Done. If a SECURITY ALERT window displays, click the **Yes** button.
 - The Main *Employability Skills Online* screen displays.