

How to access your online learning in Engage



How to access your online learning in Engage



Endeavour Foundation wrote this document.

When you see the word 'we' or 'us' it means Endeavour Foundation.

Bold
Not bold

We have written some words in bold. We will explain what these words mean.



You can ask for help to read this document with someone you trust.



You can ask a friend, family member, or a support person to help you.



This Easy Read will help you access your online learning.



Engage is where we store all the online learning.



name@endeavour.com.au

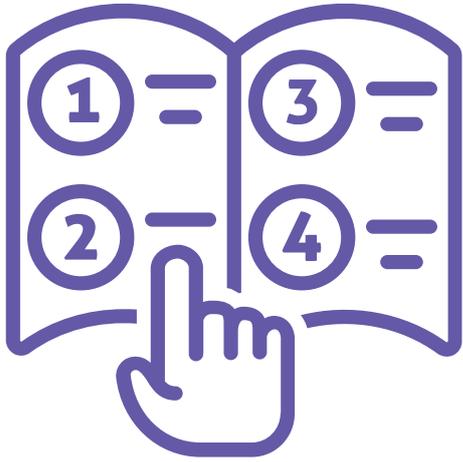
You need an Endeavour Foundation email address to log into Engage.



You cannot use your personal email address.



Speak to your Site Manager if you do not have an Endeavour Foundation email address.



Once you have your Endeavour Foundation email address, follow these steps

Step 1.

Go to Engage on your work computer.

You can get there by clicking on this link:

<https://engage.endeavour.com.au/login/index.php>



Or you can type it into your web browser.



You will see this screen.

Click on the top purple button.

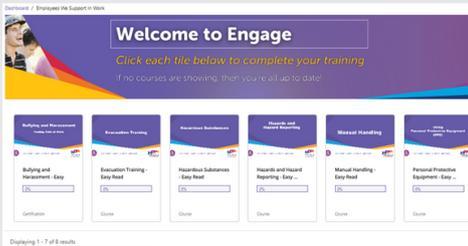


1300 742 212

Call our IT team on 1300 742 212 if you have any issues.

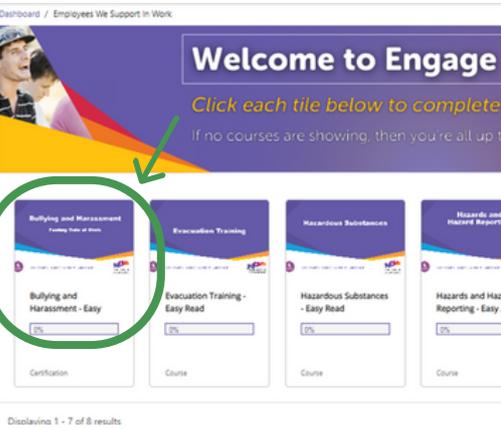
Step 2

When you log in your screen should look like this.

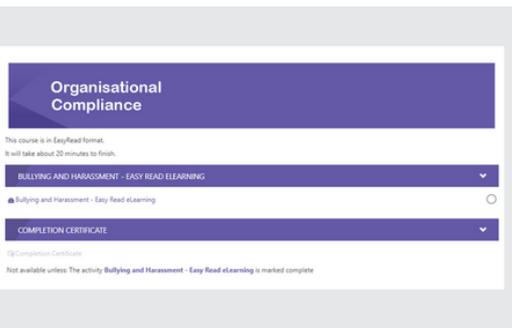


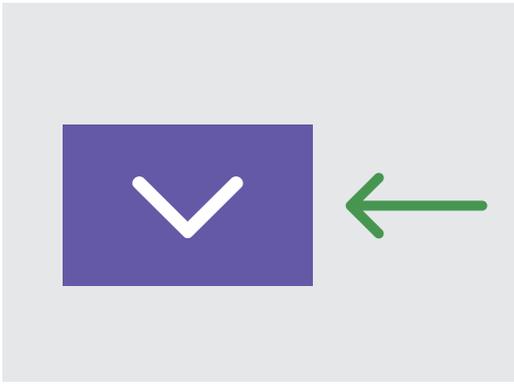
Step 3

Click on any of the pictures to start your training.



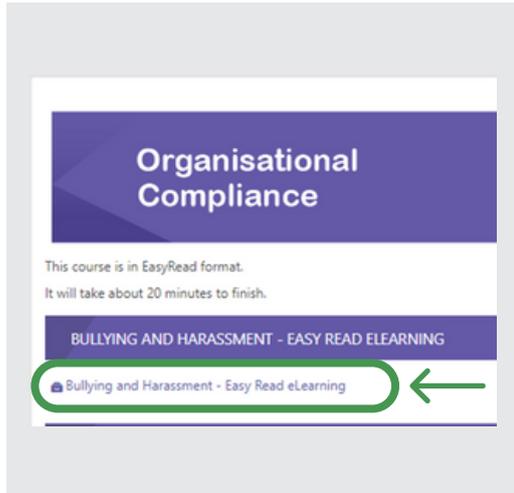
It will take you to this page





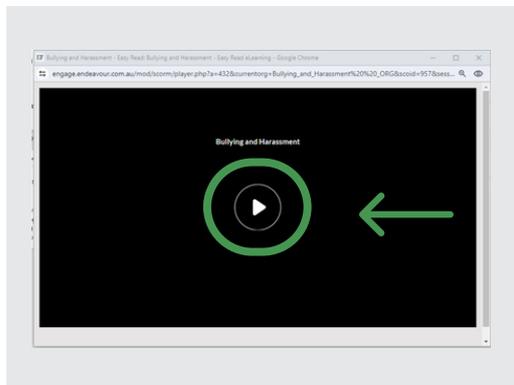
Step 4

Click on the upside-down triangle to open the drop-down box.



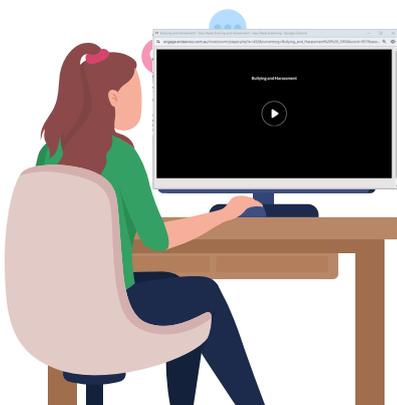
Step 5

Click on the link.



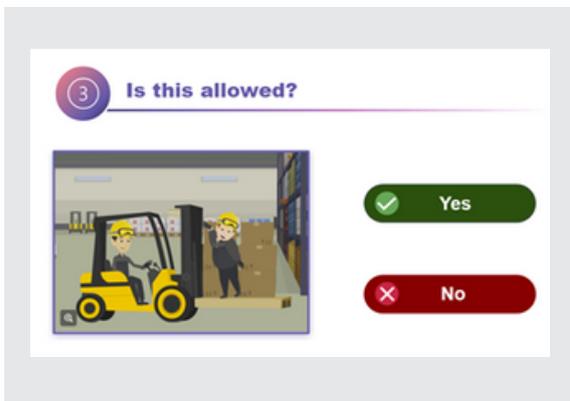
Step 6

Click on the arrow to start the presentation.

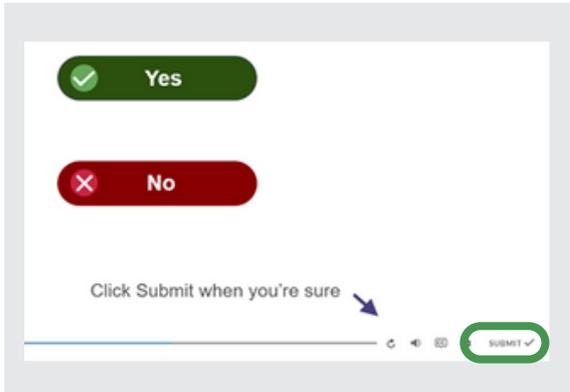


Step 7

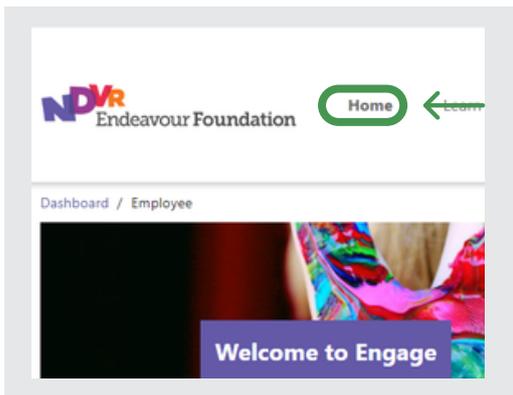
Watch the video.



You will be asked to answer questions in the video.



Click submit when you are done answering the questions.



Step 8

To start your next module, click on the home button.



Follow steps 3 – 8 again to do another module.



If you have any problems, speak to your Employment Coach.