

# ***Element K Registration Instructions***

---

## **Element K**

Element K Online Training is a unique learning experience that provides the user with computer training while using the particular software. This training will take place at the user workstation via Internet Explorer. The on-line training is available to Oakland County employees who are unable to attend regular scheduled training at the Information Technology Training Center. Element K Online Training is ideal for Directors, Commissioners, Managers and other employees that cannot attend traditional instructor-led/student participation classes due to their schedules or other circumstances. Element K Online Training is an Internet based training tool that offers, Microsoft Office XP, Outlook 2002, Windows XP and Internet Explorer computer software training through on-line tutorials and skills assessments. Skill assessments are utilized to test user's skill levels but are not required to begin the training tutorials.

## **Policy**

Oakland County Information Technology purchased the Online Training through Element K; the same company that currently supplies the training manuals. Element K Online Training is a licensed product and functions in a password-protected environment. The signed Element K Online Training agreement states that the issued license is not created for multiple users. As a policy, a license will be issued to each approved user of the Element K Online Training product (current licenses expire 10/08/10). To ensure appropriate use of the license, the Information Technology's Training Center will monitor each user's training activity and student accounts throughout the length of their license term.

| <b>Element K Online Training Courses Offered by Information Technology</b> |
|--|
| <b>Electronic Mail</b>   |
| Outlook 2002 (Office XP): Level 1  |
| Microsoft Office   |
| Access 2002 (Office XP): Level 1   |
| Access 2002 (Office XP): Level 2   |
| Access 2002 (Office XP): Level 3   |
| Access 2002 (Office XP): Level 4   |
| Excel 2002 (Office XP): Level 1  |
| Excel 2002 (Office XP): Level 2  |
| Excel 2002 (Office4 XP): Level 3   |
| PowerPoint 2002 (Office XP): Level 1                                       |
| PowerPoint 2002 (Office XP): Level 2                                       |
| Word 2002 (Office XP): Level 1   |
| Word 2002 (Office XP): Level 2   |
| Word 2002 (Office XP): Level 3   |
| <b>Operating Systems</b>   |
| Windows XP Professional: Level 1   |

# Element K Registration Instructions

|  |
|--|
| <b>Element K Online Training Courses Offered by Information Technology</b> |
| <b>Microsoft Office cont'd</b>   |
| <b>Web Browser</b>   |
| Internet Explorer 6.0: Introduction  |
| <b>Adobe</b>   |
| Acrobat 6.0 - 9.0: Level 1   |

## Information Technology Registration Form

An Element K Online Training license may be acquired from Information Technology. The user may take as many classes and repeat or review courses as many times as they would like to through the Oakland County license period (currently 10/08/10). Student manuals are not provided with the Element K Online Training software, however, manuals may be acquired along with the on-line training license.

If you are interested in registering for Element K Computer Software training, you must complete a registration form:

1. From **Internet Explorer 6.0**, type <http://www.oakgov.com/ittrain/assets/docs/irnregfrm.pdf> in the **Address** field.
2. Print and complete the Element K Online Software Training **Registration Form** and return it to Jemarice Simpson, Information Technology Training Center. (**Note:** *Your Supervisors signature is required.*)

After the registration form is approved by Information Technology, a confirmation notice will be sent to the user via Internet email. This Internet message will include your User Name, Enrollment Key, license issue and expiration dates, and instructions for use of Element K Online Training. The information provided to the user is confidential, and if the information is shared, your license will be revoked.

|   |       |
|---|-------|
| <b>Example Element K Online Software Training Confirmation</b>  |       |
| ***Element K User Only***   |       |
| The following passwords are case sensitive  |       |
| <b>Oakland County Enrollment Key:</b>   | ***** |
| <b>User Name:</b>   | ***** |
| You will create a personal password on the Element K Personal Information Form, which will work in conjunction with your User Name.   |       |
| Element K Online Training Course Instructions can be found at <a href="http://www.oakgov.com/ittrain/assets/docs/crseinst.pdf">http://www.oakgov.com/ittrain/assets/docs/crseinst.pdf</a> . |       |

# ***Element K Registration Instructions***

---

## **Element K On-line Student Registration**

1. From **Internet Explorer 6.0**, type <http://knowledge.elementk.com/> in the **Address** field.
2. From the New Students dialog box, click the **Enroll** button.
3. Select **Student Login**.
4. In the **Access Key** field, type in the Oakland County Enrollment Key. (**Note:** *Remember this ID is case sensitive.*)
5. Click the **Send** button.

Complete the on-line **Personal Information Form**. (**Note:** *Complete only those fields, which contain asterisks (\*), these are required fields. See example on page 4.*)

6. In the **User Name** field, type in the User Name from the confirmation Internet email you received.
7. In the **Password** field, create a password with six or more characters. Make sure you memorize your User Name and password. You will need to refer to these to access the Element K Online Training.
8. In the **Retype Password** field, type in your new password again.
9. In the **First Name** field, type in your first name.
10. In the **Last Name** field, type in your last name.
11. In the Email **Address** field, type in your Internet email address.
12. Click the **Submit Your Personal Information** button. The on-line Personal Information form will be sent to the Element K Online Training Corporate administration and to the IT administrator.
13. The **Student Services** page will verify a successful enrollment. If you would like to login to the site immediately, click on the **Login** link. If you do not want to login, close your browser.

# Element K Registration Instructions

---

## Element K Personal Information Form - Example

### Your Personal Information

You can update this information at any time. Fields marked with a "\*" must be filled in.

**Organization Name\*** Oakland County – Department of Information Technology

**\*User Name**

**\*Password**

**\*Retype Password**

**\*First Name**

**Middle Initial**

**\*Last Name**

**\*Email Address**

**Mailing Address**

**City**

**State**

If Other, please specify

**Postal Code**

**County**

**Home Phone**

**Work Phone**

**Fax**

Revised 10/8/2009  
reginstr.pdf