

WELCOME to your Digital Learning Program for Planning and Managing Your Career

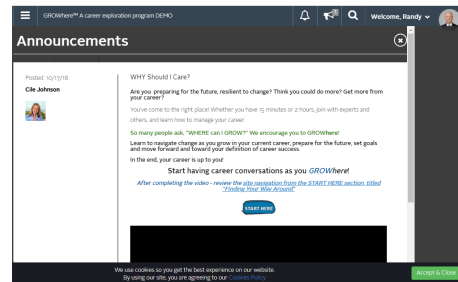
1. Start Your Journey

- Click on your access to your Digital Learning experience.
- Enter your email address to login.
- You will then be prompted to set up your own unique password.



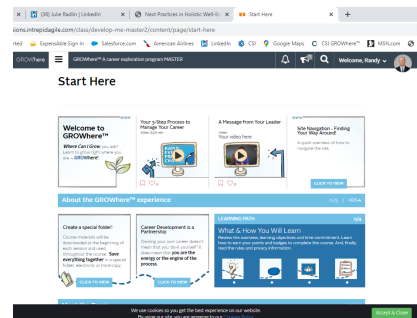
2. Welcome/Announcements Page

- Upon entering the site, you will receive an announcement that contains a video on the business case.
- After watching the video, close the announcement and begin the Start Here section.



3. Explore Start Here Page

- You can navigate to anywhere on the site but suggest you begin with the 'Start Here' page.
- Click on the 'Site Navigation' tile to learn how to use the functions, then continue through the content. The learning path navigation is designed from left to right and top to bottom.
- This module also provides an overview about the learning experience, materials to download and what and how you will learn.
- Create a profile by clicking on your name in the upper right-hand corner of the screen.
- You can return to the home page at any time by clicking on the GROWhere logo in the upper left-hand portion of the screen.



4. Complete All 3 Learning Sessions

- There are 3 learning modules to complete:
 - Know Yourself
 - Know Your Career Landscape
 - Know How to Take Action
- Each Session is filled with content, videos, assessments and group application activities called 'Share & Learn' and 'Put It In Action.'
- You can navigate to each Session in the following ways:
 - From the home page of each session by selecting the session # button
 - By clicking on the last tile in each Session ('What's Next')
 - From the drop-down menu in the upper left-hand portion of the screen by selecting 'GROWhere-Course Content'
- Each Session takes 1-2 hours to complete.

