

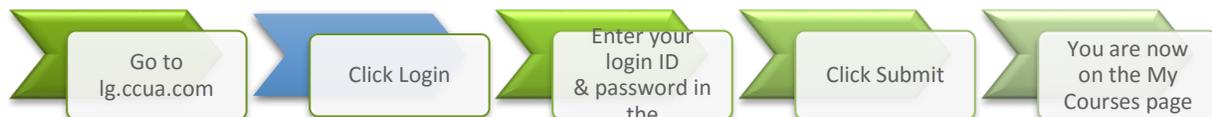
This Learner Guide will walk you through learner functions on the Learning Gateway. The user-friendly interface is designed to make searching, purchasing, and accessing *Cusource* training as easy as possible.

Creating a New Account

1. Got to **lg.ccu.com** .
2. Click **Login** on the top-right corner of the page
3. Select **Create an Account** located below the 'Submit' option.
4. Please use your **credit union email address**. This will be your login ID.
5. The **password** must be at least 6 characters long and contain at least 1 number and at least 1 special character. *For example: password5!*
6. Select your **time zone** from the dropdown menu.
7. Select your **credit union** from the dropdown menu, and then your **job type**.
8. The default **mailing address** is your credit union's head office. This can be changed by unchecking the box and entering in new address information.
9. Please be sure to check the **upcoming emails** acceptance box so that you are kept up to date on all of the training we have to offer. This feature can be edited at any time.
10. Click **Sign up** and the account will be created.

Note: *Employees that register with a personal email address will need to wait for approval before registering for activities in the Learning Gateway. It is highly recommended to use your credit union email address in order to avoid this step.*

Logging In



Searching For Courses

Search & Learn

In the **Search & Learn tab** there is a variety of ways to search for the training you need. Use one or multiple criteria:

By **Keyword:**
A word mentioned in the title or course description

By **Catalogue:**
Search all the training in a specific course catalogue

By **Activity Type:**
Search only for a specific type of learning session.

By **Date:**
A range during which courses are offered

Beneath the **Course Search** tools, you can browse our selection of credit union-specific catalogues and our partners' catalogues, such as Skillsoft®, Harvard ManageMentor®, and Everything DiSC®.

Search Results

The **search results page** provides a quick overview of the information you need to know about each course.

Under the **course name**, there is the option to read a **full description** of the course or activity by clicking on **See More**.

Event Calendar

Click on the **Event Calendar tab**, at the top of the screen. Here, you can search by keyword, and filter by **Delivery Method**, **Target Audience**, and **Province** (if applicable).

Registering For Activities

Click the **Details** button on the search results page to go to the **course details page**.

To register:

1. Under the course description click **See More** to read a full description and learn more.
2. If applicable, select the appropriate **date** and **location**, using the dropdown menu.
3. Click **Register** to sign up for the activity. You will be asked to confirm your selection, and will be given the option to change your selection.
4. Click **Add to cart** and then **Continue shopping** to keep browsing or **Proceed to checkout** to go to the shopping cart and complete your registration.



Can't find a suitable session?

If the date and time options don't meet your needs you can **express interest** in the course by clicking on the link under the course title and then selecting a convenient location. You will be notified when a session is scheduled in the area selected.

Shopping Cart

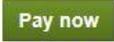
The shopping cart collects the items you have selected while browsing the catalogue. **Remove** an item by clicking the .

Depending on the plan you and your credit union are signed up for, you will see one of two options described below.

Paying by group account

1. Click 
2. Your registration is now pending for approval by your credit union administrator

Paying by credit card

1. Click 
2. Enter your credit card information
3. Click 
4. You are now registered in the course



Courses and Transcripts

My Courses

Under the My Courses tab, you can see all of your training, including completed, in progress, pending, and registered activities. From here you can also access pre-work materials and launch online training.

Launching Online Training

1. Open the **My Courses tab**.
2. Click the **Launch** button under the Course Title, like this: **Launch Foundations of Handling Estates**.
3. Click on the **Start unit** button to begin your training:

Click on the button to start the unit

Start unit

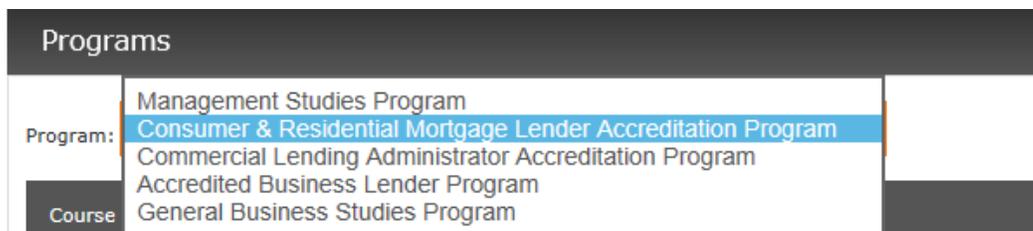
Viewing Program Progress



Click on the Programs icon under **My Courses** to view the requirements for designation and accreditation programs and to track your progress.

Viewing Your Progress

1. Click on the **My Courses tab**
2. Click on the **Programs** icon
3. Choose the program that you want to see from the dropdown menu.



4. The Status column indicates if a required course is registered, in progress, or completed.

Course Type	Course Title	Status
Course Group	Products and Services	0 of 1 options complete
ILT	Products & Services 7th Edition - COHORT (CUC-185-PRSRE07-CHR)	In progress
Course Group	The Credit Union System	0 of 1 options complete
ILT	The Credit Union System 11th Edition - Self Study (CUC-200-TCUSE11-SLS)	Registered
Course Group	Fundamentals of Capital Adequacy and Liquidity	0 of 1 requirements complete
eLearning	Fundamentals of Capital Adequacy and Liquidity (EMP-LVF-FCALE02-ELR)	Register Here
Course Group	Consumer and Residential Mortgage Lending	0 of 1 options complete
ILT	Consumer & Residential Mortgage Lending 11th Edition - Self Study (CUC-210-CRMLE11-SLS)	Register Here
ILT	Consumer & Residential Mortgage Lending 11th Edition - COHORT (CUC-210-CRMLE11-CHR)	Register Here
ILT	Consumer & Residential Mortgage Lending 11th Edition - Rewrite (CUC-210-EXRWE11-SSF)	Register Here

5. Click on the [Register Here](#) button to register for a course that you would like to complete.

6. A course information screen will pop up to provide more information and the registration button.

Register

CUSOURCE / 2. eLearning Course Catalogue / 2.3 Credit Union Literacy

 Print this page

Course Code: EMP-LVF-FCALE02-ELR

Fee: \$99.00

Status: Open

Location: ONLINE

[Register](#)

7. Click on the **Register** button and proceed to check out.



Viewing Your Transcript

My Transcript

A list of your completed courses can be seen under the My Transcript tab. Follow the instructions below to export your transcript.

Exporting Your Transcript

1. Open the **My Transcript tab** to see a list of your completed courses.
2. Click the **PDF icon**  next to "Export reports," on the upper right of the screen.
3. The PDF document will open in a new pop-up window. From there, it can be saved, downloaded and printed.

Account Information

My Account

To edit your account information, click the My Account tab.

Changing your password, email address, or time zone

1. Click **Personal Info** in the **My Account tab**.
2. Edit the appropriate fields.
3. Click **Submit** to save changes.

For more information, please contact Client Solutions clientsolutions@cusource.ca or 1.888.367.1386

