United Educators provides an online course for driving safety.

Follow <u>this link</u> to view our online course orientation PowerPoint which answers our most frequently asked questions, including cost, how to access reports, length of enrollment and step-by-step visuals of how to log into a course. You can also find it

here: https://www.ue.org/Libraries/Shared_RML/Online_Course_Orientation.sflb.ashx

Following these instructions to enroll in United Educator's faculty/staff courses:

- 1. Go to <u>eLearning.ue.org</u>.
- 2. First-time users should select the option to create a new account on the right side of the screen.
 - a. Enter this institution registration code: **0490**-**UN37-XY12**
 - b. Create a username and password, and then provide information for a user profile.
- 3. Once you are on the eLearning homepage, launch a course by clicking the course title.
- 4. If you revisit <u>eLearning.ue.org</u>, log in using the username and password you created in step 2.
- 5. If you have any issues with the course please feel free to contact the 24hr help desk.
 - a. Email: <u>uehelpdesk@perceptis.com</u>
 - b. Phone: 301.830.4587
 - c. Chat: https://chat.perceptis.com/c/ue

Following these instructions to enroll in UE's student courses:

- 1. Go to <u>www.studentfyi.com</u>.
- 2. First-time users should select the option to create a new account on the right side of the screen.
 - a. Enter this institution registration code: **0490**-**S101-XY12**
 - b. Create a username and password, and then provide information for a user profile.
- 3. Once you are on the eLearning homepage, launch a course by clicking the course title.
- 4. If you revisit <u>www.studentfyi.com</u>, log in using the username and password you created in step 2.
- 5. If you have any issues with the course please feel free to contact the 24hr help desk.
 - a. Email: <u>uehelpdesk@perceptis.com</u>
 - b. Phone: 301.830.4587
 - c. Chat: https://chat.perceptis.com/c/ue

Please note, any faculty or staff members who are currently registered for our website, www.ue.org, will need to access our online courses by doing the following:

- 1. Log on to <u>www.ue.org</u>
- Hover over the Learn@UE tab in the top navigation bar and click "Online Courses" in the drop down.
- 3. Under the heading "Preview Available Courses" you will see course listings for Faculty & Staff or Students.
- At the bottom of the courses listings you will see two buttons
 - 1. Click the button that says "Enroll at eLearning.ue.org" to access our employee courses
 - 2. Click the button that says "Enroll at Studentfyi.com" to access our student courses
- 5. You will be directed to the appropriate LMS—once on the LMS, launch a course by clicking the course title.