Login Instructions:

1) Type in web address below for login screen:

http://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=DDHSS

2) See the following screen below and type in your Login <u>Name</u> and <u>Password</u>

   a) Login Address - your first initial in CAPS and your last name followed by the last four numbers of your employee id. Ex. <u>JSmith</u>
   b) Initial Password - hello

DirectCourse
ONLINE CURRICULA FOR LIFE IN COMMUNITY

Welcome to the DirectCourse login page.

To gain access to the system you will use the Learner ID and Password provided to you by your learning administrator. If you don't know your Learner ID or Password, please click the Forgot Password link below for assistance.

This site requires Macromedia Flash, Adobe Reader, and Windows Media Player. Download the latest versions by clicking the logos below.

Macromedia Flash   Adobe Reader   Windows Media Player

Login

Password

Login

Forgot Password?

| Home | System | Learners | eLearning | Skills | Discussion | Knowledge Manager | Content | Classes & Events | Custom | Surveyor | Tools | Admin | Reports |

Personal Page for: System Administrator

Manage

My eLearning Lessons	View	*24 Lessons due*
My Classes & Events	View	*1 Scheduled in the next 15 days*
My Announcements	View	*0 New Announcements* *0 Acknowledgements due* *0 Acknowledgements overdue*
My Discussions	View	*0 Scheduled in the next 30 days* *0 New Postings*
My Ontrack Items	View	*0 Items due in the next 30 days*
Grade Knowledge Manager Checklists	View	
Grade Skills Checklists	View	

Quick Links

Self-Enroll - Classes & Events	View
Self-Enroll - eLearning	View
Change My Password	View
References	View

Reports

My Transcript - All Training	View
Credits Earned	View

Change My Password

1. Click the **My Account** link. *View Image.*

2. The **MY PROFILE** screen displays. *View Image.*

3. Click the **Change Password** link. *View Image.*

    Note: Not all organizations allow learners to change their passwords.

4. The **CHANGE PASSWORD** screen displays. *View Image.*

5. Enter the password you are presently using in the **Current Password** field. *View Image.*

6. Enter the password you want to use in the **New Password** field. *View Image.*

    Note: Passwords must contain at least eight characters, with both letters (lowercase or capitals) and at least one number.

7. Reenter the password you want to use in the **Confirm Password** field. *View Image.*

8. Click the **[Submit]** button. *View Image.*

9. The **CHANGE PASSWORD** screen refreshes. A confirmation message displays at the top of the screen. *View Image.*

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