

## Job Aid – How to Access a Course in Learning Bridge

- Log in to essex.okta.com
- Select the Learning Bridge LMS app
- You'll be directed to the Learning Bridge homepage as shown in the images below

**1**

ESSEX LEARNING BRIDGE

Learn Connect

Hi Brian! What would you like to learn today?

Search for learning

0 Completions  
0 Hours

Your Subjects Edit  
Operations

Transcript View

2 PAST DUE 34 DUE SOON 0 ASSIGNED / NO DUE DATE

**PAST DUE**

**Kronos Kommand - Essex Superhero**  
Registered 2 days past due  
Launch

**Ethics in Business**  
Registered 2 days past due  
Launch

**DUE SOON**

**Fair Housing Fundamentals: Instructions (PDF)**  
Registered Due in 2 days  
Launch

**Fair Housing Fundamentals- Biennial Certification (ACM, CM, AM and Maint) (3 Hrs)**  
Pending Prior Training Due in 2 days

**2017 Micro - Module - Strong Passwords**  
Registered Due in 2 days  
Launch

**2016 Kevin Mitnick Security Awareness Training**  
Registered Due in 2 days  
Launch

**Fair Housing Fundamentals: Student Outline (PDF)**  
Pending Prior Training Due in 2 days

Continue Learning

Curriculum  
**Core Curriculum for Assistant Commu**  
In Progress  
Open Curriculum

**Featured**

SharePoint  
Curriculum  
**Microsoft Office 2016: SharePoint**  
5 hours, 20 minutes

Microsoft Outlook 2016  
Curriculum  
**Microsoft Office 2016: Outlook &**  
12 hours, 14 minutes

Microsoft Word 2016  
Curriculum  
**Microsoft Office 2016: Word**  
10 hours, 21 minutes

Microsoft PowerPoint 2016  
Curriculum  
**Microsoft Office 2016: PowerPoint**  
11 hours, 31 minutes

MS Office 2016 courses will be available in the Featured section

Hover over to show "arrow" and click the arrow to access more courses

**2**

**Featured**

Microsoft Word 2016  
Curriculum  
**Microsoft Office 2016: Word**  
10 hours, 21 minutes

Microsoft PowerPoint 2016  
Curriculum  
**Microsoft Office 2016: PowerPoint**  
11 hours, 31 minutes

Microsoft Excel 2016  
Curriculum  
**Microsoft Office 2016: Excel**  
Registered

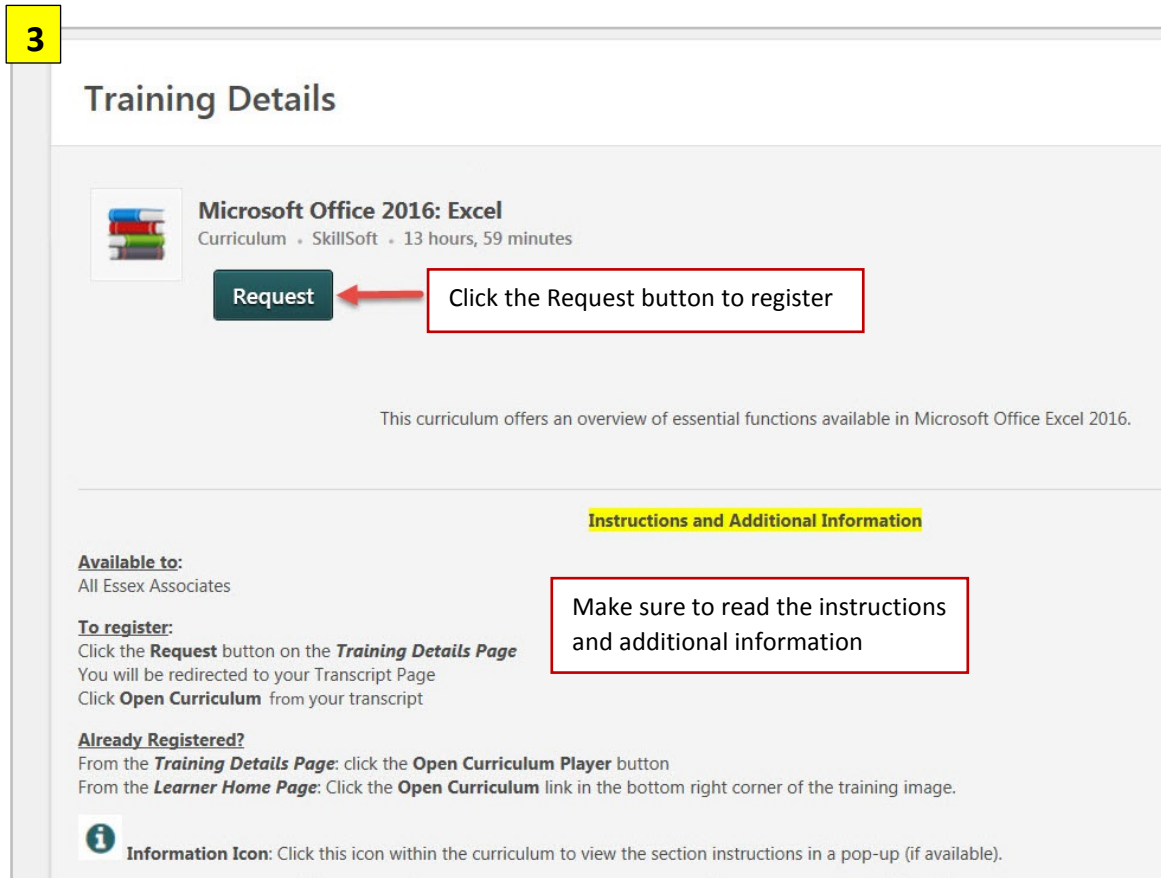
Locate the topic of your choice and, click the title to open it

## Job Aid – How to Access a Course in Learning Bridge

- You'll be directed to the Training Details page as shown in the image below

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### Training Details



**Microsoft Office 2016: Excel**  
Curriculum • SkillSoft • 13 hours, 59 minutes

**Request** ← Click the Request button to register

This curriculum offers an overview of essential functions available in Microsoft Office Excel 2016.

**Instructions and Additional Information**

**Available to:**  
All Essex Associates

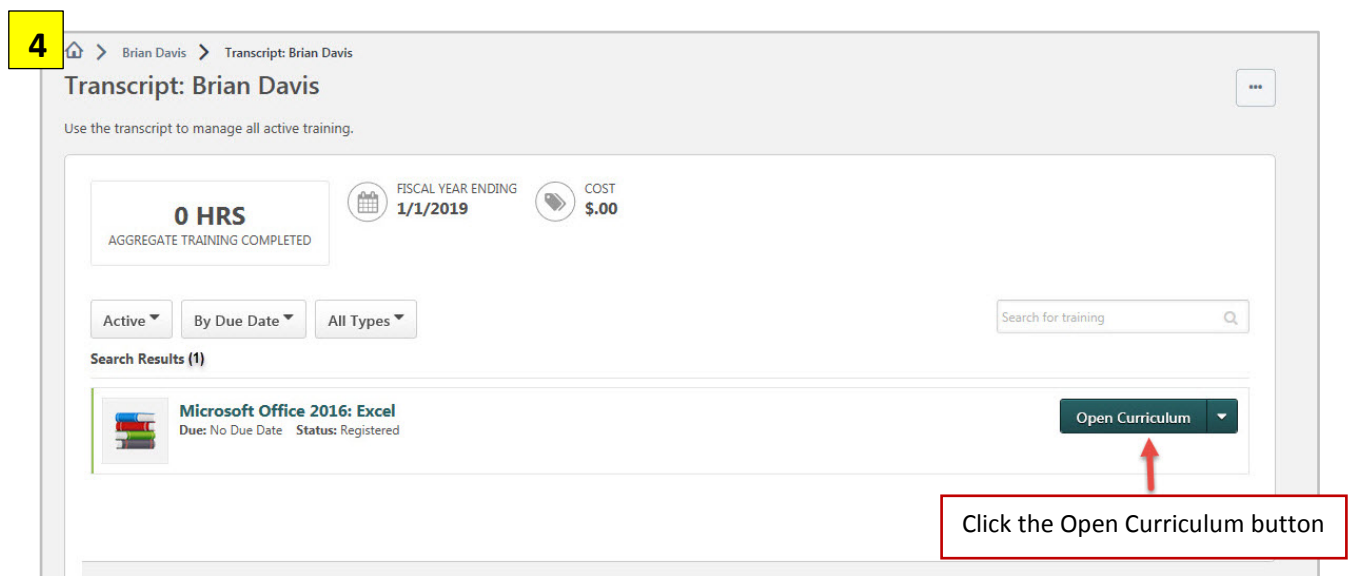
**To register:**  
Click the **Request** button on the *Training Details Page*  
You will be redirected to your Transcript Page  
Click **Open Curriculum** from your transcript

**Already Registered?**  
From the *Training Details Page*: click the **Open Curriculum Player** button  
From the *Learner Home Page*: Click the **Open Curriculum** link in the bottom right corner of the training image.

**Information Icon:** Click this icon within the curriculum to view the section instructions in a pop-up (if available).

- You'll be directed to your Transcript page as shown in the image below

**4**



Brian Davis > Transcript: Brian Davis

### Transcript: Brian Davis

Use the transcript to manage all active training.

**0 HRS**  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **1/1/2019** COST **\$0.00**

Active ▾ By Due Date ▾ All Types ▾

Search for training 🔍

Search Results (1)

**Microsoft Office 2016: Excel**  
Due: No Due Date Status: Registered

**Open Curriculum** ▾

Click the Open Curriculum button

## Job Aid – How to Access a Course in Learning Bridge

- Now, you are ready to access the courses as shown in the images below

**5**

0%  
CURRICULUM PROGRESS

**Microsoft Office 2016: Excel**

- 2016 EXCEL: BEGINNER
- EXCEL 2016: INTERMEDIATE
- EXCEL 2016: ADVANCED

This curriculum offers an overview of essential functions available in Microsoft Office 2016.

**2016 Excel: Beginner**  
0% Completed: 0 Min Required: 5 Total Items: 5 [View Details](#)

**Excel 2016: Intermediate**  
0% Completed: 0 Min Required: 6 Total Items: 6 [View Details](#)

**Excel 2016: Advanced**  
0% Completed: 0 Min Required: 3 Total Items: 3 [View Details](#)

Click the View Details button to access the courses in each section

**6**

0%  
CURRICULUM PROGRESS

**Microsoft Office 2016: Excel**

- 2016 EXCEL: BEGINNER
- EXCEL 2016: INTERMEDIATE
- EXCEL 2016: ADVANCED

**2016 Excel: Beginner**  
0% Completed: 0 Min Required: 5 Total Items: 5

**Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks**  
Status: Not Activated Due: No Due Date Training Hours: 1 hrs 4 min  
Microsoft Excel 2016 makes it easy to create worksheets and workbooks, and to manage and manipulate data. In this course, you will learn how to cut, copy,...

**Microsoft Excel 2016 Essentials: Formatting Data**  
Status: Not Activated Due: No Due Date Training Hours: 54 min  
Making your data look good is easy in Microsoft Excel 2016. You can format numbers and text, and apply styles to make your data stand out. In this course,...

**Microsoft Excel 2016 Essentials: Data Presentation Strategies**  
Status: Not Activated Due: No Due Date Training Hours: 48 min  
Microsoft Excel 2016 gives you many options for improving the presentation of your data. In this course, you will learn about adding visual impact to your...

**Microsoft Excel 2016 Essentials: Formulas and Functions**  
Status: Not Activated Due: No Due Date Training Hours: 48 min  
Microsoft Excel 2016 gives you many options for improving the presentation of your data. In this course, you will learn about adding visual impact to your...

Click the Activate button to Launch a course

Use the left navigation pane to access more courses