These eLearning resources are a great way to learn the new HR/Payroll system. This is on-demand training where you control the pace and content. With three different learning modes, you can sit back and watch the system in action, or try it out in a simulated environment, or print a job aid. The eLearning screens are easy to follow, but here are quick tips to get you started:

1. When you click to open an eLearning resource, you will arrive at a screen like this one. Content will be listed on the left.

   ![Screen with modules and options]

   Click to open a module and show your learning options.
   Click to close.

Terminology:
These learning materials use a tool called User Productivity Kit (UPK). If you hear someone refer to “UPKs” in the context of this project, they are referring to eLearning content.

2. Click to open a topic. An overview of the topic will appear on the right.

   ![Topic overview]

   Click and drag to adjust the width of the frames.

3. Click on one of the three playback modes at the top of the screen. A new window will open, serving as the “player” for your eLearning content. This is where the learning takes place! Simply follow the on-screen prompts.

   ![Player window with modes]

   With **See It!** mode, you learn by watching. All required activities, such as moving the mouse and entering data, are done for you. You can pause, resume, and replay at any time.

   ![See It! mode]

   Try It! mode is hands-on learning. It gives you an interactive simulated environment. You will be prompted for mouse clicks and keystrokes to complete a task.

   ![Try It! mode]

   Use **Print It!** to print a Job Aid.

   ![Print It!]

Additional Tips:
The player will work with nearly all current web browsers, but Internet Explorer typically works best in terms of keeping all formatting intact.
In **See It!** mode, you will have video controls on the lower left – so you can start and stop whenever you want.
In **Try It!** mode, you will see an Actions click-on that gives you various options, including a Share option that will show the topic URL.

To close the player window, press escape or click the button – or close as you would close any window for the browser you are using. You will return to the original content screen showing the topics on the left.