

## INSTRUCTIONS FOR ONLINE COURSES

To access the online courses, learners need to login to their ISU Portal and follow the below instructions:

1. Click on the ISU Apps tab on the left hand side.
2. Scroll down and select the eLearning tab.
3. Select United Educators eLearning.
4. On the homepage you will see the learning plan with courses assigned to be completed.
5. You may access the Learning Center by clicking the hamburger in the upper left corner.
6. Once you have completed your required courses, you will receive an email confirming the completion of each course. Included in the email is a link to download a copy of your completion certificate.
7. Print the certificate and keep a copy for your records. Each department should maintain a copy of the certificate completion for each training course.

### **Special Instructions for Those Requesting to be an Approved Driver**

If requesting to be an approved driver, you are required to complete the following steps:

1. Complete two courses offered through United Educators (1) Defensive Driving Strategies: Get There Safely and (2) Driver Safety Fundamentals.
2. Print the certificates and send them to [ISU-RiskManagement@indstate.edu](mailto:ISU-RiskManagement@indstate.edu) and [Jolyn.Osborne@indstate.edu](mailto:Jolyn.Osborne@indstate.edu). Please include your complete **name, driver's license number, State of issue, date of birth and University ID number**.
3. Also, please review the Vehicle and Driver Safety Guidelines, sign and provide to your supervisor and email a copy to [ISU-RiskManagement@indstate.edu](mailto:ISU-RiskManagement@indstate.edu) and [Jolyn.Osborne@indstate.edu](mailto:Jolyn.Osborne@indstate.edu).