

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. Select the ELearning tab.
3. Select United Educators ELearning.
4. Scroll down until you reach "My Courses".
5. Once you have completed all required Modules, you will receive an email confirming your completion of each course. Included in the email is a link to download a copy of your completion certificate.
6. Print the certificate and keep a copy for your records. Each department should maintain a copy of the certificate completion for each training course.
7. If the Driver Safety Training course is completed, you must print the certificate and send it to ISU-RiskManagement@indstate.edu and Jolyn.Osborne@indstate.edu and include your complete **name, driver's license number, state of issue and date of birth** to be an approved driver.