

## Accessing EC e-Courses (Outside NVP/LMS - Updated Domain)

1. **Click link** to go to website: <http://ectrain.aarpfoundation.org> (this is the new domain name, provide this link to any staff/learners you want to access the e-Courses. The old domain will continue to work for a limited time). You will then see the screen below.
2. **Next enter your email** address and **Click Login**.  
(this email will be used each time the learner logs in)



3. **Next** you will see this screen **enter all information**; drop menus are provided for easy selection of EC Site/Program affiliation and Role. Then **click Continue**. Your registration is now complete.

**Note: Returning learners** will not see this screen again. They will just enter their email at the login screen (pg. 1). **Their progress will be bookmarked and recalled each time** by the \*email they entered at login.

\*If a **Returning Learner** forgets the email used, or entered an incorrect email when registering (first login), we can run a report to see the email used and provide that, or correct if necessary.



4. Once login/registration is complete the learner would see this **Course Menu screen**. At this time they can **click the Start button** to begin any course they choose.

**Note:** For **Returning Learners** the **Start button** will read either **Complete** or **Incomplete** for any courses they have completed or started. This bookmarking feature means the system will start the learner where they left off at last login, for the selected course.



5. **Accessing Data:** the admin page provides access to data, Excel reports can be downloaded and filtered to provide site-specific data to each EC Site:

- ✓ Name of Learner
- ✓ Site Affiliation
- ✓ Role
- ✓ Date of Access
- ✓ Course Name
- ✓ Course Status: completed/incomplete

**To access the data** at the login screen (see page 1/slide 1) enter **reportadmin@aarp.com**; this will take you to the screen below. Then hit **Download Report**; this will produce an Excel report that can then be filtered by Learner Name, EC Site, Course, etc.

For any questions please contact the national office; Libra Riley at [lriley@aarp.org](mailto:lriley@aarp.org).

## Accessing the e-Courses: Data

The screenshot shows the AARP Foundation admin interface. At the top left is the AARP Foundation logo, and at the top right is a 'LOGOUT' link. Below the logo is a 'Download Report' button. The main content is a table with the following data:

Last Name	First Name	User Email	Date Created
de Droyen	Ashon	ashon@yym@aarp.edu	09/13/17
Riley	Libra	lriley@aarp.org	09/13/17
Swiches	Estro	estm@aarp.com	09/16/17
Ryng	Henry	ryng@aarp.com	09/12/17
Ryng	Henry	ryng@aarp.com	09/13/17
Jones	Jack	test@obn.com	09/13/17
Last	Test	test@obn.com	09/26/17
First	Test	test12@aarp.com	09/06/17
Lastname	Test	test12@aarp.com	09/06/17
Bandiera	Yho	tho@aarp.com	09/26/17

Below the table is a screenshot of an Excel spreadsheet titled 'report (1).xlsx'. The spreadsheet has the following data:

A	B	C	D	E	F	G	H
Last Name	First Name	Email	Site	Role	Course Name	Lesson Status	Date
Polton	Memsie	mem@inxsol.com	EC Bay Area - Oakla Volunteer	Chapter 1	incomplete	9/18/2017	