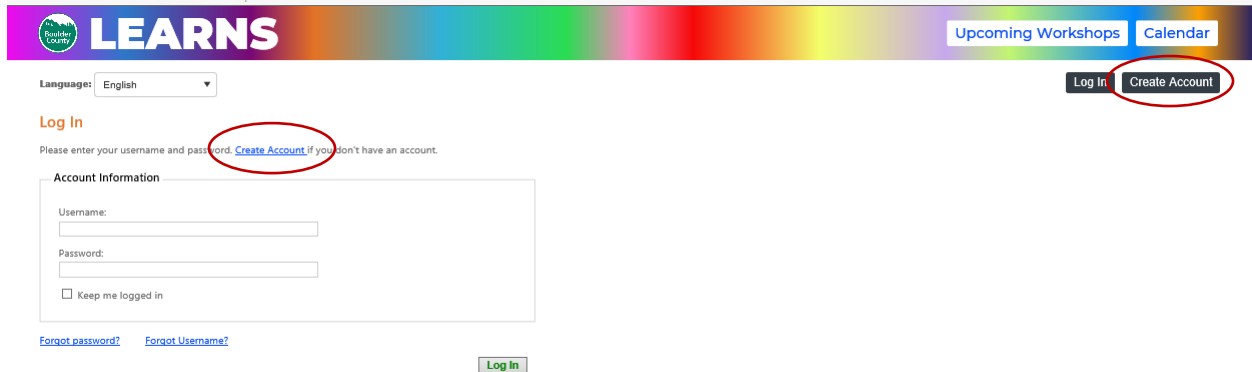


# LEARNS User Guide Instructions

## To Create an Account

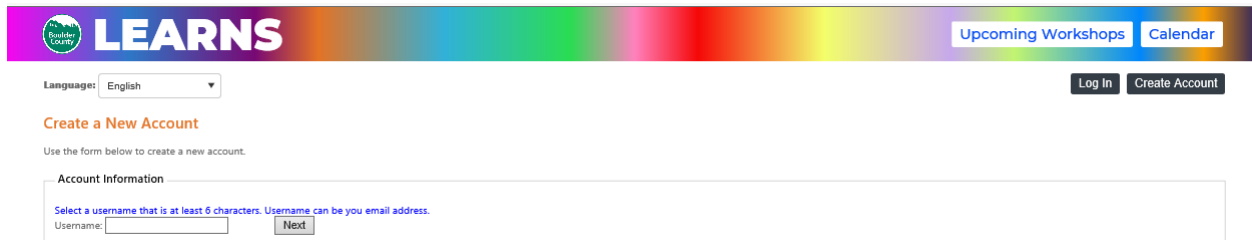
1. From the Home page – select the [Create Account](#) link. You will find this link in two locations – you can click on either option.



The screenshot shows the top navigation bar of the LEARNS website. On the left is the LEARNS logo with the text 'Riverside County'. On the right are links for 'Upcoming Workshops' and 'Calendar'. Below the navigation bar, there is a language dropdown menu set to 'English'. To the right of the language menu are two buttons: 'Log In' and 'Create Account', both of which are circled in red. Below this is the 'Log In' section, which includes a prompt to enter a username and password, and a link to 'Create Account' if the user does not have an account. The 'Create Account' link is also circled in red. Below the prompt is a form with fields for 'Username', 'Password', and a checkbox for 'Keep me logged in'. There are also links for 'Forgot password?' and 'Forgot Username?'. At the bottom of the form is a 'Log In' button.

2. Create your own username and select

Next



The screenshot shows the 'Create a New Account' page. At the top is the LEARNS logo and navigation links for 'Upcoming Workshops' and 'Calendar'. Below the navigation bar is a language dropdown menu set to 'English'. To the right of the language menu are two buttons: 'Log In' and 'Create Account'. Below this is the 'Create a New Account' section, which includes a prompt to use the form below to create a new account. Below the prompt is a form with a single field for 'Username'. Above the field is a note: 'Select a username that is at least 6 characters. Username can be your email address.' Below the field is a 'Next' button.

**NOTE:** This will be unique to you and you will use it to log in each time you access your account. The system will not let you create a username that is already taken. The username must be at least 6 characters long. You can choose your email.

3. On the next screen, enter your password and confirm the spelling of your password. The new password must be at least 8 characters and contain a capital letter, one lower case letter and a number.
4. Complete your contact and demographic information and select [Click to Complete Account Creation](#).

**NOTE:** Contact information is used to send you workshop reminders and notify you of cancellations or changes, if they arise. Demographic information is used for reporting purposes to our funding agencies and is never tied to your name or contact information. Our workshops are open to anyone 18 and over regardless of income, referral source or other answers provided. All are welcome!

**For # of people in household:** Please select the total number of **people living in your home** including yourself.

**For Household Annual Income:** Please include the total amount earned per year by all members of your household. It is ok to estimate.

Language: English

### Create a New Account

Use the form below to create a new account.

**Account Information**

Select a username that is at least 6 characters. Username can be you email address.  
Username:

Your password must be at least 8 characters long, contain at least one uppercase letter, one lowercase letter and one digit.  
Password:   
Confirm Password:

| Identity                            | Demographic  |
|-------------------------------------|--|
| First Name: <input type="text"/>    | # of people in household: <span>Select...</span>                     |
| Last Name: <input type="text"/>     | Household Annual Income: \$ <input type="text"/>                     |
| Email: <input type="text"/>         | Ethnicity: <span>Select...</span>                                    |
| Street: <input type="text"/>        | Race: <span>Select...</span>   |
| City: <input type="text"/>          | Referred By: <span>Select...</span>                                  |
| State: <input type="text"/>         | Are you working with?: (check all that apply) <span>Select...</span> |
| Zip: <input type="text"/>           | You Verify that You Are: <span>Select...</span>                      |
| Phone: <input type="text"/>         |  |
| Date of Birth: <input type="text"/> |  |

Workforce Boulder County (WfBC) realizes that your information is highly personal and is committed to keeping your information private. WfBC commits to legally and ethically managing all information shared, both verbally and in writing. WfBC makes every effort to keep your non-public, personal information and records confidential, and WfBC restricts access to your information to those employees who need to know that information to provide you services, except when we may be obligated to release your information as required by state or federal law.

By signing below, I authorize WfBC to release/exchange information with any agency when it would help WfBC in coaching and supporting me or when it is a requirement of grant funding. If I do not authorize the release/exchange of information, I understand that I may not receive complete services.

Date:

Applicant Electronic Signature:

\*Please type your First and Last Name  
 I understand that checking this box constitutes a legal signature, confirming that I acknowledge and agree to the above information.

[Click to Complete Account Creation](#) [Cancel](#)

5. Please review your Account Information. If you need to make corrections, you can choose the [Edit](#) link at the bottom of the Account Information box.

Language: English

Welcome **TestAccount7!**

### User Dashboard

**Account Information**

[Change Password](#)

**Identity**

|                         |                           |                                 |
|-------------------------|---------------------------|---------------------------------|
| Username: TestAccount7  | Last Name: Doe            | Email: ceinfo@bouldercounty.org |
| First Name: Jane        | City: Longmont            | Zip: 80501                      |
| Street: 123 Main Street | Date of Birth: 07/04/1996 |                                 |
| Phone: 303-555-1212     |                           |                                 |

**Demographics**

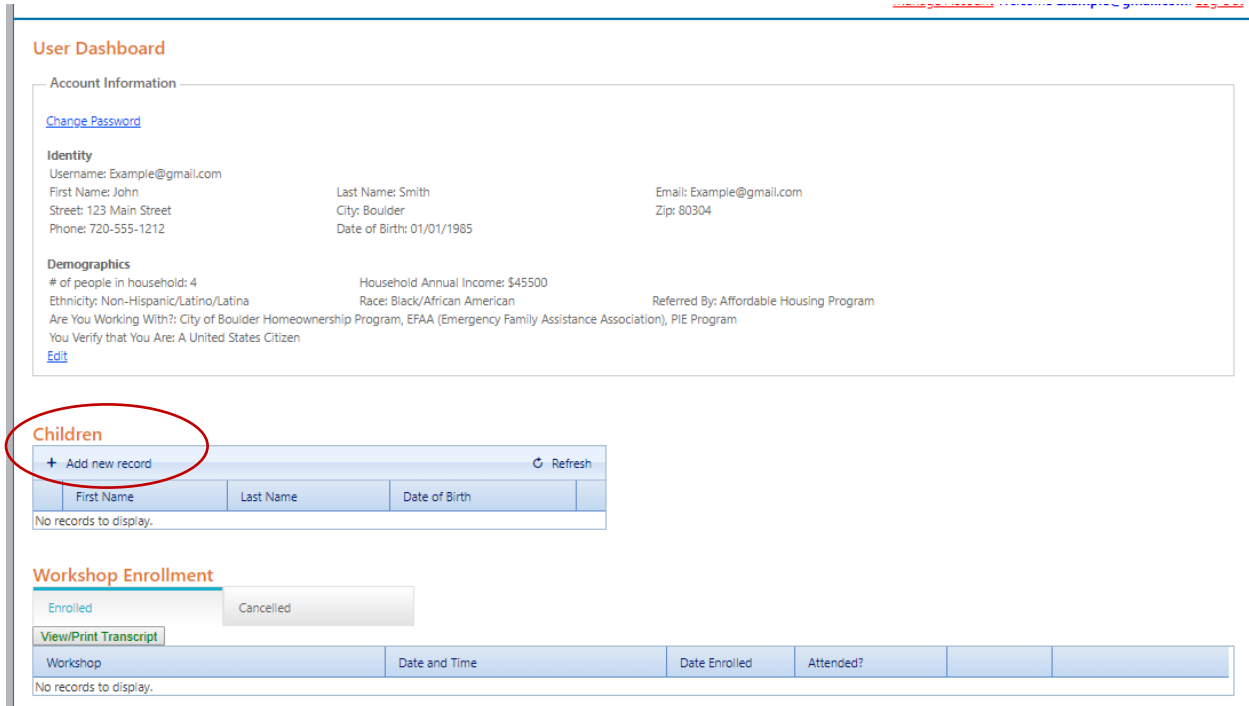
|  |                                  |                                     |
|--|----------------------------------|-------------------------------------|
| # of people in household: 4                      | Household Annual Income: \$45000 | Referred By: Boulder County website |
| Ethnicity: Hispanic/Latino                       | Race: White                      |                                     |
| Are You Working With?: None                      |                                  |                                     |
| You Verify that You Are: A United States Citizen |                                  |                                     |

[Edit](#)

## To Add Children for Childcare

If you have children you would like to enroll in childcare now or at some point in the future, please add them to your account. Note: You can add additional children later.

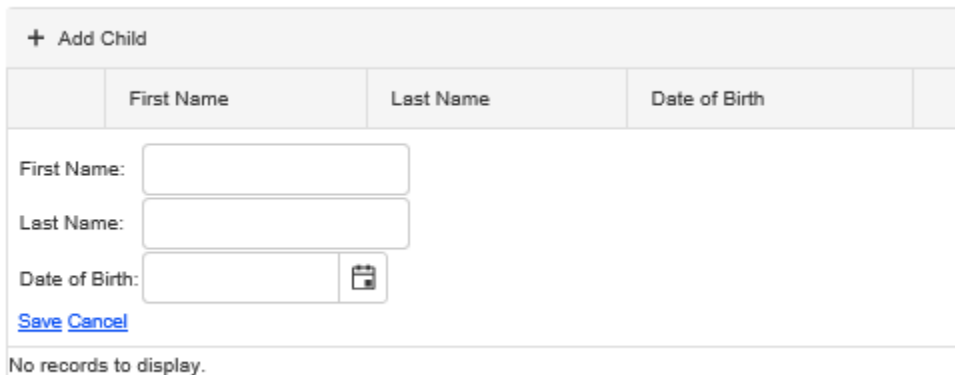
To add a child, click on + Add new record



The screenshot shows a 'User Dashboard' with several sections. The 'Account Information' section includes a 'Change Password' link and 'Identity' details: Username: Example@gmail.com, First Name: John, Last Name: Smith, Street: 123 Main Street, Phone: 720-555-1212, City: Boulder, Date of Birth: 01/01/1985, Email: Example@gmail.com, and Zip: 80304. The 'Demographics' section includes: # of people in household: 4, Household Annual Income: \$45500, Ethnicity: Non-Hispanic/Latino/Latina, Race: Black/African American, Referred By: Affordable Housing Program, Are You Working With?: City of Boulder Homeownership Program, EFAA (Emergency Family Assistance Association), PIE Program, and You Verify that You Are: A United States Citizen. Below this is a 'Children' section with a red circle around the '+ Add new record' button. The table below it has columns for First Name, Last Name, and Date of Birth, and currently shows 'No records to display.' Below the Children section is a 'Workshop Enrollment' section with 'Enrolled' and 'Cancelled' buttons, a 'View/Print Transcript' link, and a table with columns for Workshop, Date and Time, Date Enrolled, and Attended?, also showing 'No records to display.'

On the next screen, you will add the name and date of birth for the first child. And click the [Save](#) to add this child to your account profile.


## Children




The screenshot shows the 'Children' form. At the top is a '+ Add Child' button. Below it is a table with columns for First Name, Last Name, and Date of Birth. Under the table, there are three input fields: 'First Name:' with a text box, 'Last Name:' with a text box, and 'Date of Birth:' with a text box and a calendar icon. At the bottom of the form are 'Save' and 'Cancel' links, and the text 'No records to display.'

Repeat this process for each child you wish to add. Once you have added your children, they will appear on your **User Dashboard**.

## Children

| + Add Child   |            |           |               |                              |
|---|------------|-----------|---------------|------------------------------|
|   | First Name | Last Name | Date of Birth |                              |
|  | John       | Smith     | 05/08/2019    | <a href="#">Remove Child</a> |
|  | Jill       | Smith     | 08/03/2015    | <a href="#">Remove Child</a> |

If you need to edit a child, select the  . If you need to remove a child select the [Remove Child](#).

### To Log In

If you have already created an account on LEARNS or on your previous registration system Go Sign Me Up, choose Log In from the links on the top righthand side of your screen:

### Log In

Please enter your username and password. [Create Account](#) if you don't have an account.

Account Information

Username:

Password:

Keep me logged in

[Forgot password?](#)   [Forgot Username?](#)

Enter your username and password and select Log In.

**NOTE:** If your password does not meet the minimum security features of the new system, you will be asked to create a new password on your first log in. The new password must be at least 8 characters and contain a capital letter, one lower case letter and a number.

## Forgot Your Username or Password

If you forgot your username or password, you can select the [Forgot Password?](#) or [Forgot Username?](#) Links below the Log In request to receive your username and/or temporary password by email. If you no longer have access to your email or have created multiple accounts with the same email. Please call the Workforce Boulder County front desk to resolve the issue. Boulder —303-413-7555 or Longmont 720-864-6600.

## To Change Your Password

Once you have logged into your account, select the change password link located at the top of your account information. Enter your new password and confirm the spelling of your password and hit submit.

## To Enroll in a Workshop

You can search for the Workshop you wish to enroll in by clicking on

A banner with a rainbow gradient background and the text "Upcoming Workshops" in blue.

[Click here for step-by-step registration help](#)

### Upcoming Workshops

[Show All](#)

Filter By:

Workshop

Category:

Language:

Workshop

Location

City:

Location

[Calendar View](#) [Grid View](#)

#### [Be Informed, Borrow Smart](#)

While nobody likes to be in debt, most of us will enter into debt at some point in our lives, whether to pursue ... [More](#)

Date: 11/05/2019  
Time: 01:00 PM - 03:00 PM  
Location: WFBC Boulder Office  
Status: 20 open seats left  
Childcare Provided? No  
Lunch Provided? No

[Register](#)

#### [Evening Childcare](#)

... [More](#)

Date: 11/10/2019  
Time: 06:00 PM - 08:00 PM  
Location: St Vrain Community Hub  
Status: 3 open seats left

[Register](#)

#### [Investing Basics](#)

Become familiar with savings and investment terms and products and identify new ways to save money and build and ... [More](#)

Date: 11/10/2019  
Time: 06:00 PM - 08:00 PM  
Location: St Vrain Community Hub  
Status: 7 open seats left  
Childcare Provided? Yes  
Lunch Provided? No

[Register](#)

[Vintage text](#)

[Clase de Propiedad de](#)

[Homeownership Training](#)

On the left-hand side, you can filter any current workshops by selecting the dropdown menu.

**Category** will allow you to filter by Financial Workshops or Homeownership Training

**Language** will allow you to filter by English or Spanish workshops

**City** will allow you to filter by Boulder, Lafayette or Longmont

Once you have identified the workshop you wish to attend, you can select the green Register button

A green rectangular button with the word "Register" in white text.

to complete your registration, select

A green rectangular button with the text "Confirm Registration" in white text.

on the following page.

## To Register Children

If you register for a workshop that offers Childcare, you will see the following notice after you have registered your child:

**This workshop provides childcare, you can register for it [here](#).**

To register children for Childcare, click the blue link.

### Childcare Registration

#### Evening Childcare

Date: 11/10/2019 6:00 PM-8:00 PM

#### Location:

St Vrain Community Hub

515 Coffman St., Longmont, 80501

Select Children

#### Child Information

First Name:

Last Name:


Date of Birth:



If you have already added your children to your account, you can simply add the children that will attend by selecting them from the dropdown menu.

If you have not yet added a child you wish to enroll in childcare, please add the name and date of birth of the child in the Child Information section, click . Now check all children's names that will attend from the dropdown menu. And Click

## To Cancel a Workshop or Childcare Registration

Make sure you are on your User Dashboard by clicking . Once there, click Cancel Enrollment to the right of the workshop or childcare you want to cancel.

**Workshop Enrollment**

Enrolled

[View/Print Transcript](#)


| Workshop         | Date and Time                 | Date Enrolled | Attended?                |                                   |
|------------------|-------------------------------|---------------|--------------------------|-----------------------------------|
| Investing Basics | 11/10/2019 06:00 PM- 08:00 PM | 10/30/2019    | <input type="checkbox"/> | <a href="#">Cancel Enrollment</a> |

**Childcare Enrollment**

Enrolled



| Childcare                     | First Name | Last Name | Date Enrolled |                                   |
|-------------------------------|------------|-----------|---------------|-----------------------------------|
| 11/10/2019 06:00 PM- 08:00 PM | Jane       | Smith     | 10/30/2019    | <a href="#">Cancel Enrollment</a> |
| 11/10/2019 06:00 PM- 08:00 PM | Joe        | Smith     | 10/30/2019    | <a href="#">Cancel Enrollment</a> |

## To Print a Certificate

From your , scroll down to the Workshop Enrollments section. Click on the [View Certificate](#) link to the right of the workshop.

**NOTE:** You will receive your Homeownership Training Certification at the conclusion of the Homeownership Training workshop. This certificate is not printable.

## To Print Your Transcript

You can view and print your transcript – the entire list of all the workshop you have attended. From your , scroll down to the Workshop Enrollments section and select .