

How to Access Online Trainings through E-learn:

1. Go to www.e-learn.pitt.edu
2. Enter your username and password to log on
 - a. Default Username- first four letters of last name followed by last four digits of SSN
 - b. Default Password- pwd
 - c. If the default log in credentials do not access the website, obtain your username and password by emailing a request to mcm141@pitt.edu
3. Click on the **Course Catalog** icon (third tab at the top of the screen)
4. Scroll down and choose the course you wish to enroll in by clicking the **Green Plus Sign** at the left of the screen
5. Click yes when the dialog box prompts you to enroll
6. Click the **My Courses** icon (first tab at the top of the screen)
7. Choose the online training you wish to participate in by clicking on the title of the workshop and then the orange arrow to the left of the screen
8. Make sure your speakers are on to ensure audio piece of training can be heard
9. Certificate of completion will be available to print for your records after the course and evaluation are completed
10. Contact Melissa Moore (mcm141@pitt.edu or 717-795-9048) with any questions or issues.