2019 EPCOR ELECTRONIC RESOURCES LICENSE

epcor®
Electronic Payments Core of Knowledge

GETTING STARTED

Thank you again for purchasing your 2019 EPCOR Electronic Resources License. Please follow the steps below to begin accessing the downloadable publications/tools and on-demand training included in this year's license.

For information regarding adding additional users to your License and for answers to frequently asked questions, please reference the *2019 Electronic Resources License FAQs* document. For a complete listing of included courses and publications/tools, visit the Education Tab of www.epcor.org. If you have additional questions, please contact erl@epcor.org or 800-500-0100.

You may select to setup access for yourself and/or your staff members for ALL on-demand courses and publications/tools in the License now, or you can select to access items individually. Instructions for both are below.

To Access All On-Demand Training Courses and Downloadable Publications/Tools

1. Log in to the EPCOR website (www.epcor.org).

2. Click on "Online Store" in the blue menu bar.

3. On the right-hand side of the page, in the "Events" box, click on "On-Demand Training."

4. Choose "Electronic Resources License" (at the bottom of the list) and click on the "Details" button.

5. Click on the "Register" or "Register Someone Else" button.

6. After selecting how you heard about this, click on "Add to Cart."

7. Your License will automatically zero out the dollar amount for the course.

8. Click on "View Cart/Checkout" or "Place Order", then "Place Order."

9. To access all the courses and publications/tools once you have registered, you may go to the EPCOR Knowledge Community (community.epcor.org).* Select "My Communities" under Communities in the menu bar.

    a. Please wait 30 minutes for the information from the registration to sync up with the Knowledge Community before attempting to access the License.

    b. If you are a new user to the Knowledge Community, then you will need to agree to terms the first time you sign in. For more information on getting started with utilizing the Knowledge Community, go to the Tutorials/FAQs on the navigation bar of the Knowledge Community. Select User Guide from the drop-down. This guide will walk you through steps to set up and activate your profile, utilize the libraries and join the conversation.

10. Locate the Electronic Resources License Community. In the library, you will find a folder for the on-demand courses and a folder for publications/tools.

    a. When selecting items from the library folders, you will need to double click on the course and/or publication/tool to open it.

11. For the on-demand courses, you will need to double click on Electronic Resources License under the folder contents.

    a. You will need to scroll down the page until you see a button for View Full Screen.

    b. Click on "View Full Screen". You will see My Activity and then under purchased content, the EPCOR Electronic Resources License.

    c. Click on "EPCOR Electronic Resources License". A list of all the On-Demand Course will display.

    d. You may choose the course you want to complete by clicking on the title and then you will need to click on the title on the following screen.

    e. For interactive courses, you will click on Launch Content next.

    f. For those courses that are a presentation or recording, you will click the Play button when presented.

12. If you want to return to all the courses and publications/tools in your License at a later date, you can go to the EPCOR Knowledge Community (www.community.epcor.org). Go to My Communities and select the Electronic Resources License community.

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To Access One On-Demand Training

1. Log in to the EPCOR website (www.epcor.org).

2. Click on "Online Store" in the blue menu bar.

3. On the right-hand side of the page, in the "Events" box, click on "On-Demand Training."

4. Choose your individual course and click on the "Details" button.

5. Click on "Register" button.

6. After selecting how you heard about the course, click on "Add to Cart."

7. If you have other courses to register for, continue shopping.

8. Once you've completed shopping, click on "View Cart/Checkout" or "Place Order."

9. Your License will automatically zero out the dollar amount due for the course.

10. Click on "Place Order."

11. Click on "View Previous Orders" which is below the blue menu bar on the right-hand side of the screen.

12. Click the "Click here to download" link under the description field to launch your course.

13. You will be redirected to another website (www.pathlms.com/epcor) that hosts our On-Demand Courses.

    a. Click on "Sign In" at the upper right-hand corner of the webpage. It should automatically sign you in based on your EPCOR website Login.

    b. You will find your courses under My Activity.

    c. You may choose the course you want to complete by clicking on the title and then you will need to click on the title once more on the following screen.

    d. For interactive courses, you will click on Launch Content next.

    e. For those courses that are a presentation or recording, you will click the play button when presented.

14. If you want to return to a course at a later date or you don't complete the course, save www.pathlms.com/epcor to your bookmarks in your web browser.

To Access One Downloadable Publication/Tool

1. Log in to the EPCOR website (www.epcor.org).

2. Click on "Online Store" in the blue menu bar.

3. On the right-hand side of the page, in the "Product Categories" box, click on "All Products."

4. Choose your publication/tool and click on the "Add to Cart" button.

5. If you have additional publications/tools you want to order, then continue shopping.

6. Once you've completed shopping, click on "View Cart/Checkout" or "Place Order."

7. Your License will automatically zero out the dollar amount due for the publication.

8. Click on "Place Order."

9. At the bottom of the confirmation, click on the link "Click here to view and access your Electronic Products" to open your publication/tool.

10. Click the "Click to download publication" link under the description.

11. This will open the document or download the file if there are several documents.

12. You may then choose to save the publication to your workstation or you may print the publication.

13. To access a publication/tool in the future, you can return to the EPCOR Online Store and click "View Previous Orders". Your orders will be listed and you can select the publication/tool you choose and download it again.

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