

Office of Staff and Program Development

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Element K Information Sheet

Welcome to Element K! This printable page is provided to assist you in obtaining a User Name and Password for Element K. Detailed information regarding the login process is also provided. If you have any questions, please do not hesitate to contact the SPD Office at 484-1754.

First, follow these three steps:

1) Email the following information to the SPD Office

- Requested User Name
- Requested Password
- First Name
- Last Name
- Email Address
- Employment Type
 - Adjunct
 - Career Service
 - Full-Time Faculty
 - Professional/Administrator
 - Keegan Staffing
 - Other (please specify)
- Phone Number
- Group *(You can choose only one. The group you choose determines the courses you have access to, and you can be reassigned)*
 - **Computer Professionals**
Engage in the best e-learning available with this integrated library for all computer professionals. This library includes courses in topics ranging from networks, operating systems, and programming, to web development, and design and media. This library also includes the Books 23x7 Reference Collection.
 - **Office Productivity**
Maximize the return of your technology investment with this comprehensive library of desktop and office productivity applications including such topics as MS Office, MS Access, Browsers, Lotus Notes

and more. This library also includes the Books 24x7 Reference Collection.

2) After you receive User Name and Password confirmation from the SPD Office, go to <http://www.elementk.com>

3) Enter your User Name and Password and click the LOG-IN button.

NOTE: We have a limited number of "seats" available in each group. You will be provided a time frame for which you have access to Element K. However, if your account remains inactive during high demand period, your account will become inactive. This is necessary to allow other employees an opportunity to access the program. If you would like to continue using Element K, please contact the office of Staff & Program Development on extension 1754.

To Register for a Self-Study Course

1. Click on the **Catalog** link on the navigation bar at the top of the Element K home page. Then find a course by browsing the departments, searching for a course, or viewing the new courses list.
2. When you identify a course you are interested in, click on the course **Title**.
3. Read the course **Overview**.
4. Read **Course Content**.
5. Click on **Add Bookmark to My Training**.
6. Click on **My Training** link.
7. Once you have completed your online training, you may apply for professional development credit. Please use the form provided

To Register for an Instructor-Led Course

1. Click on the **Catalog** link on the navigation bar at the top of the Element K home page. Then find a course by browsing the departments, searching for a course, or viewing the new courses list.
2. When you find a course you're interested in, click the **Title** of the course you want to take.
3. Read the course **Overview**.

4. Read the **Course Content**.
5. Click on **Upcoming Session** on the **Course Syllabus** page.
6. Click **Register** to submit your registration. When your registration is complete, you'll receive immediate confirmation on the screen that your registration has been accepted and recorded. Once you've registered for a course, the course appears on **My Courses** page. A week before the course, you will receive an e-mail reminding you that your course is scheduled for the following week.
7. Once you have completed your online training, you may [apply for professional development credit](#).

Note: If you run into a problem in the registration process, or if a course you have registered for does not appear on your My Courses page, go to Contact Us, and complete a service request.

Last updated: 10/17/2006