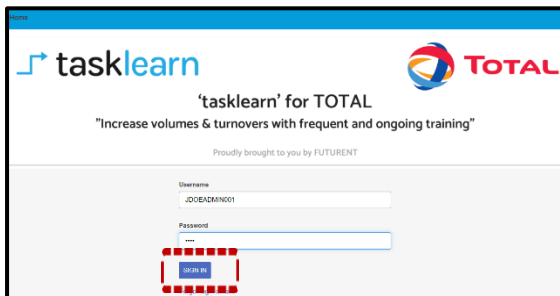


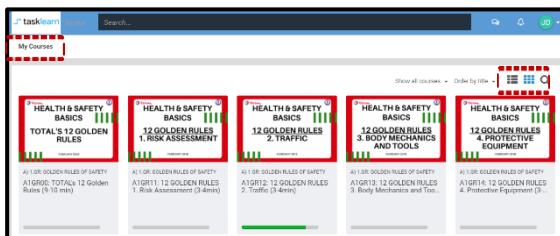
# HOW TO LOGIN AND COMPLETE A MODULE ON A LAPTOP/DESKTOP



- You DO NOT need to download an app or software for your laptop/desktop
- Open your browser (we recommend google Chrome) and follow the link: <https://total.futurent.efrontlearning.com/>

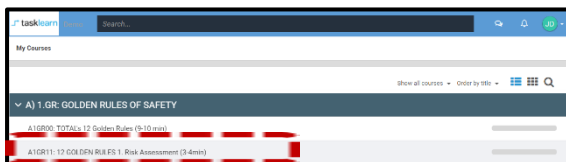


1. Enter your username and password  
Click on 'SIGN IN'

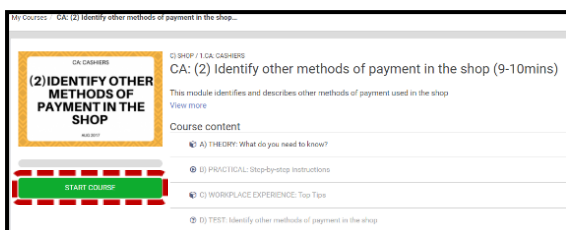


eFront will open on the "MY COURSES" page, with a list of modules assigned to you

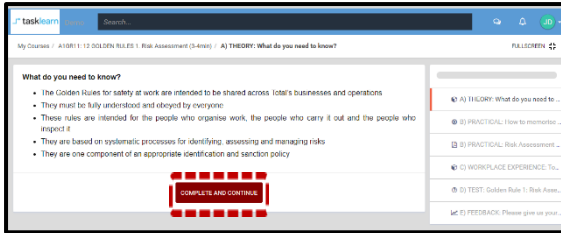
The course catalogue has 2 "VIEWS"



2. Click on the chosen module to start training



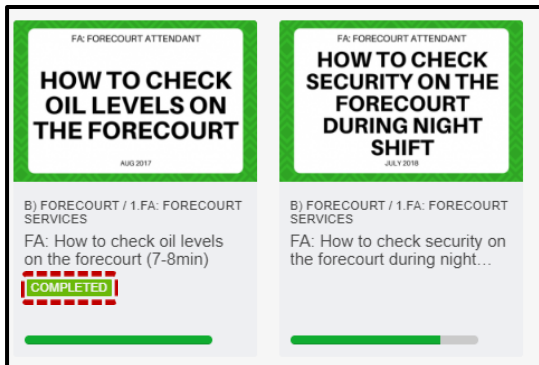
- 2.1. Click on "START COURSE" to start with the first unit, A)



2.2. The module will start with Unit A). Work through the unit and click on “COMPLETE AND CONTINUE”

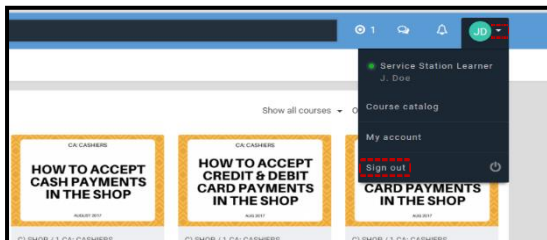
All units, A), B), C), D) must be completed sequentially however, you can revisit completed units

The purpose of the “E) FEEDBACK” unit is to provide you with a platform to give feedback on, and to score the module



All completed modules show a green “COMPLETED” and a green bar below (next to) the module

Progress within a module is shown as a shorter green line (in progress) below (next to) the module



3. If you want to logout, click on the “ARROW “pointing down next to your initials in the top right corner then click on “SIGN OUT”

Employees can logout during a module, and another person can login and no progress will be lost.

Remember to always logout after you have completed your module(s) to allow the next person to login with their login details.

If you require any assistance, please contact us on:

