

**College of Direct Support (CDS) Online Training**  
**How Do I Do It?**

Here is how it works:

- Make sure the following address is typed into your browser:  
<https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=EMBCenter>
- Once there you will be asked for your user name and password in order to log in.  
Your user name is the first initial (capital), last name (1<sup>st</sup> letter is capital), and the last 4 digits of your social security number. For Example: John Smith would be **JSmithXXXX (last 4 digits of SSN)**. Your password is **hello**.
- If this is your first time to log in you will have to check the box at the bottom of the first page of the “user agreement”. Then click “send my response”.
- You should not be at your personal page. This is where you will begin every time. Look for **My E-Learning Lessons**.
- Choose **My E-Learning Lessons**. Click **View**.
- You will then come to a page with various tabs. **E-Learning Not Completed** will list the class or classes assigned to you.
- You will first need to ALWAYS complete the **Pre-Test** if listed.
- Once you choose **Pre-Test** it will take you to a brief description of the module you are about to complete.
- In the **top right** corner you will see a round circle button that says **Take Test**.
- **Once you click Take Test you must complete the TEST. ANSWER ALL THE QUESTIONS** even if you are not certain of the answers. (This is only a pre-test).
- At the bottom of the **Pre-Test** you will find a bar that says “**Complete the Test**”.
- Click “**Complete the Test**” once you are finished.
- Your test will then be scored. Then click **Personal Page** in the top right corner.
- You will then see the lesson listed but there is no longer a pretest option available. You are now ready to begin the lesson.
- Click on the **Lesson Name**, for example **Title VI**. This takes you to the start of your lesson.
- You will navigate through your lesson using the **Next** → and ← **Last** buttons in the top right corner.
- Once you have completed the lesson you will be able to take the final **Test**.
- The option to **Take Test** will only be available once you have completed the lesson, not before. Follow the same procedure as taking the pretest.
- If you get a **Passing Score** (above 80) then you are done. If not, then you need to review the material and re-test until you do receive a passing score.
- If you are done, you will return to your **Personal Page** and notice a green checkmark beside the lesson completed with your passing score.
- Continue the process above for all lessons assigned and listed as **E-Learning Not Completed**. Otherwise, feel free to use any of the other resources on the site.

