

# USA Funds Life Skills Student Guide

Students Receiving Satisfactory Academic Progress Letters – Summer 2012



## Log in.

Open your browser and go to [www.lifeskills.org](http://www.lifeskills.org).

1. Click "Request a new account" in the Login box to create your account.
2. Complete all of the information on the Request Account page. Some fields require the school defined information listed below.
  - o Enter your ECC e-mail address as your username.
  - o Enter your ECC student ID number
  - o Enter **00119700** as your School Code. Note: This code must be entered exactly as shown here.
  - o Enter **00119700-02** as your Student Access Code. Note: This code must be entered exactly as shown here.
3. Click "Create Account" in the lower right corner to create your account.

A screenshot of the "Request Account" form. The form is titled "Request Account" and asks the user to enter information to create an account. It includes fields for Username, Password, Confirm, First Name, Last Name, Email Address, Confirm Email Address, School Assigned Student ID, School Code, and Student Access Code. There is also a Word Verification section with a "Reload" button and a picture of the word "Choose" with "rcessif" written over it. The form also includes instructions for password requirements and a note about required fields.

## Get started.

1. Select "My Catalog" from the left navigation menu or select the "My Catalog" tab at the top of the page.
2. Click on the name of a lesson and click "Enroll" on the right side of the screen.
  - o Lessons can be completed in any order. If you are unable to complete a lesson in one visit, you can return to it at any time and continue where you left off. Click the name of the lesson under "My Learning" on your Home page to return to the in-progress lesson.
3. Click on the name of the lesson again under "OLT Lessons" to begin the lesson.
  - o **Note: Your computer settings must be set to allow pop-ups to access the lesson. The lessons also contain sound so you may want to use headphones.**
4. Click "Next" to advance through the lesson.
5. Complete the Lesson Challenge quiz at the end of the lesson. You must achieve 70 percent or higher to pass the lesson. Once achieved, your score will be recorded on your transcript as well as your school's weekly report. (See next section for transcript information.)
  - o Scroll to the bottom of the Lesson Challenge results and click "Print" to print your quiz results.
6. Click "Ok" to close your quiz results and click "Close Window" to exit the lesson.
7. Click USA Funds Life Skills Survey under "Course Activities" to complete a brief survey about the lesson.
8. Click the "Home" tab to return to the Home page.
9. Repeat the previous steps until you have completed all of the lessons assigned to you.

**Students on satisfactory academic warning or probation should complete the following lessons:**

- **What Do I Need to know Before I Select a Program of Study?**
- **How Do I Manage My School Life?**
- **How Do I Manage My Personal Life While I Am in School?**

## Get a transcript of your lessons.

1. Click "My Transcripts" in the left navigation menu.
2. Click "Print" in the upper right corner to print your transcript or click "Export" in the upper right corner, choose an export format and click "Export" to create an electronic version of your transcript.

## Get help.

For assistance, use the "Contact Us" link or call USA Funds Customer Support, Monday through Friday, between 8 a.m. and 8 p.m. Eastern time at (800) 766-0084. After these hours, support is available at (866) 722-1470.