

## Instructions for Local 14 Apprenticeship eLearning Website

Using your browser, go to <http://iw14appr.org/elearning/> or go to <http://www.iw14appr.org> and click on the On-Line Coursework menu link on the left.

The login screen will request your user name and password. Your book number is your user name. Your password is numerical and it is 0 plus the last 4 digits of your social security number (ie: if the last 4 digits of your SSN are 1234 your password will be 01234). Log In.

The courses are listed down the left side of the screen. Select a Course. Again on the left side of the screen you will see Student Area. Select Course Documents.

Under Lectures you may select the document you wish to work with. You may want to save the Lecture to your computer for future reference. Read the Lecture then complete the Worksheets. If you need to start over, click Reset. You may save the document at any point and come back to it later. When completed, save the form and close it.

Completed assignments can be saved and attached to an email with the subject Coursework, in the message area enter your name and book number, then send the email with attachment to:

1<sup>st</sup> Year – B [mattc@iw14appr.org](mailto:mattc@iw14appr.org)

2<sup>nd</sup> year – B [jamesr@iw14appr.org](mailto:jamesr@iw14appr.org)

3<sup>rd</sup> year –

4<sup>th</sup> year –

Journeyman Upgrade –