



...education for a changing world

INSURANCE
SOCIETY
of Philadelphia

456 Public Ledger Building - Philadelphia, PA 19106-0088 (215)627-5306 www.insurancesociety.org

I-Learn User Instructions

Welcome to I-Learn!

This document provides basic instructions you will need to navigate and use the Insurance Society's new on-line learning platform, "*I-Learn*". These instructions will enable you to browse for the classes the Insurance Society has available both currently scheduled and in general. You will also find instructions for how to register and pay for your ISOP training.

A. Accessing *I-Learn*

1. From the Insurance Society of Philadelphia (ISOP) website (www.insurancesociety.org), find and click the *I-Learn* link icon on the left and choose an option from 2, 3 or 4 below.

IMPORTANT NOTE: If you have taken courses with us before, you may already have an account in *I-Learn* even if you have not used it before! Please follow the instructions under "Returning Users" before creating a new account.

2. "Returning users" click "**Log In**" (top left box) in the new window that appears.
 - a. Enter your User ID (your e-mail address or one provided) & password. All users' passwords are "**isoplms**" at first. Click "**Log In**". You'll reach the home page or,
 - b. 1st time: Create a new password at "**Your password has expired!**" page. Or,
 - c. Forgot password? Click "**Forgot Password**". Enter your User ID, click "**Submit**". A temporary password will be emailed to you.
 - d. Return to the log in window, re-enter your User ID & new password. Click "**Ok**". See letter b above. You will be at the *I-Learn* home page.
3. New to *I-Learn* – Register as "New User" by clicking "**Register**" in the box at right. Enter your name, e-mail, phone number & click "**Grade**" icon & choose "Member" or "Non-Member"*.
 - a. *Membership status must be confirmed before any transaction is finalized.
 - b. OPTIONAL - Click "**Location**" icon to view ISOP member locations.
 - c. Click the "+" next to "ISOP". Type your organization's name in the "Title" bar and click "**Search**". Select location to populate this field.
 - d. To finalize your new user registration, click "**Submit**".
 - e. Enter a password, confirm and click "**Log In**". You are at the *I-Learn* home page.
4. If you prefer not to log in, you can click an option under "**Browse as a guest**".
 - a. Member*/Non-Member - *Membership status must be confirmed on all transactions.
 - b. To register for any training, you must either log in or register (See 2 & 3 above).



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B. Registering for a Scheduled Workshop

1. On the I-Learn homepage, find and click on “**Click ‘Here’ to view Scheduled Class Calendar**” which is located directly in the center of the page.
 - a. A calendar of upcoming events is displayed for the current month.
 - b. View the current month or select future months to view scheduled sessions.
 - c. Click the title of a desired event to view session detail.
 - d. Click “**Add to cart**” to select the desired session.
 - e. Select either “**Proceed to checkout**” or “**Continue shopping**”.
 - f. At any time, click the “Shopping Cart” link in the far, upper right corner to return to and finalize your transaction or purchase.

C. Registering for an On-Line Class

1. In the “**Browse for Training**” box on the top left of the I-Learn homepage, click on “On-Line Learning: CE Courses” or “On-Line Learning: CLE Courses” depending on the category of class you are interested in.
2. A list of titles displays. Scroll down & click a title to view a full description.
 - a. If you are interested in taking the course, click on “**add to cart**”
 - b. You may either click “**Proceed to checkout**” or “**Continue browsing/shopping**”.
 - c. “**Continue shopping**” returns you to the list of titles to choose from.
 - d. At any time, click the “**Shopping Cart**” link in the far, upper right corner to return to and finalize your transaction or purchase.
 - e. After payment, on-line courses will be available immediately by clicking on the “Calendar” tab followed by “View your transcript”.

D. Paying for Training

1. Click on “**Shopping Cart**” in the upper right corner of the I-Learn homepage, followed by “**Proceed to Checkout**” and “**next**”
 - a. Enter credit card information and complete the transaction.
 - b. If browsing as a guest, after clicking “**Proceed to checkout**”, you will be prompted to sign in or register as a new user.
 - c. Enter your user ID (e-mail address or one provided via e-mail) and password;
 - d. New users - enter the information requested as in A.3 above.
2. To cancel order, click “**Cancel**”.
3. You will receive an e-mail, confirming your transaction.

For further help, call (215)627-5306, or e-mail info@insurancesociety.org.

**Thank you and we hope you enjoy the 24 X 7 access I-Learn provides!
We appreciate your ongoing support of professional learning and the
Insurance Society of Philadelphia!**