

LACOE NOVAtime-Adobe Connect Online Guide

LACOE's NOVAtime training is in Phase Six which is being delivered via online training. The online course is being delivered using LACOE's Adobe Connect portal.

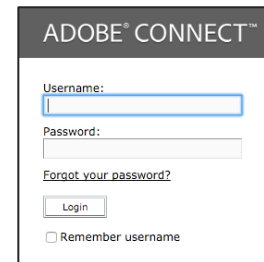
Step A: During the month designated for training Users are sent an email to register for the NOVAtime training using the ITO Registration System. <https://ito.lacoe.edu/workshops>

Step B: After registering, users are sent an email with directions for logging into Adobe Connect.)
Hourly: <http://connect.lacoe.edu/novatime-hourly>

Type in your LACOE email in the Username field: (last_first@lacoe.edu)

Type in the password field: novatime (all lowercase letters)

As part of the training directions email, users will...



- B.1.** watch a video giving directions on how to use Adobe Connect to take the training
- B.2.**
- B.3.** complete a series of modules covering the necessary skills for using NOVAtime based on their employee classification
- B.4.**
- B.5.** be directed to log into MyID **AFTER** completing training and practice their newly acquired skills in the NOVAtime training environment under My Applications. * MyID is not required to access the training referenced in Steps B.1 & B.2.

Click on the green Open buttons to start each module.

If the module is collapsed, click on the small arrow to make it point downwards and expand the view to see the available content.

You know you are done with a module when the green button displays Review instead of Open or In Progress.

Step B.2 Adobe Connect NOVAtime Curriculum Modules

