

# Lions Learning Center

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## Where Do I Start?

- Go to:  
<http://www.lionsclubs.org/EN/member-center/leadership-development/lions-learning-center/index.php>
- Look at the training offered and what might be of interest to you
- Categories:
  - Communication
  - Leadership
  - Managing Others
  - Achieving Results


## How Do I Know What Courses to Take?

- Click on the Course Category to see descriptions of the courses.
- Click on Course Recommendations, then an office, to see the courses recommended for that office

## How Do I Take the Courses?

- Click on the big **LOGIN** button 
- The first time click on **Create an Account**
- If you don't know your member ID, look on your Lions magazine or ask your club secretary
- If you have created an account with MyLCI, you may want to use that password – but you don't have to
- You can click **Quick Video** in many places to help you know how to navigate the system

## How Do I Take the Courses? (con't)

- Next time press the big button 
- Enter your membership number and your password
- Press **Login**
- Yes, there is a **Forget Password?** button if you forget your password)

## What Do I Do After I am Logged in?

- You may set up your Profile
- You may click on the dropdown box beside a category, then click on the course you wish to take
- You may click on the new course on Time Management
- Turn off the sound. The music may drive you crazy

### How Do I Take a Course?

- Click the Launch Course button
- If nothing happens, you probably have pop-ups blocked. Go in your settings and allow pop-ups.
- Follow the directions on screen to take the course
- You may exit the course and start again whenever you want to. It will pick up where you left off.

### How Do I Take a Course? (con't)

- The course will launch in a pop-up. If you are using Microsoft 7 and you leave the course to do an exercise, you may think you have lost the course. Look at the bottom of your screen and put your cursor over the Internet browser to find it.
- There is a second pop-up that you can ignore. (It tells you not to close it.)
- You can go into the courses in great detail or just surface-level – whatever works for your needs.
- Courses average about an hour each to complete, depending on your level of involvement.

### What Do I Do when I finish?

- Stop
- Start another course
- Get a report of where you are:
  - Click on My Information, then Training History

### Questions?