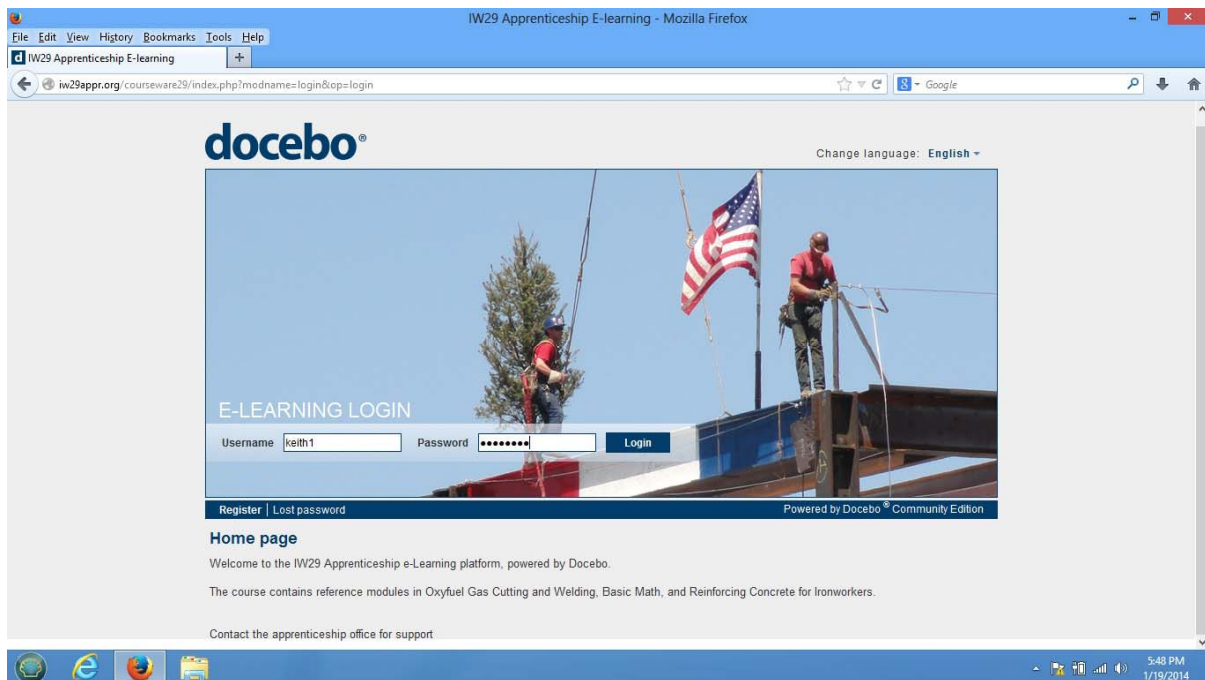
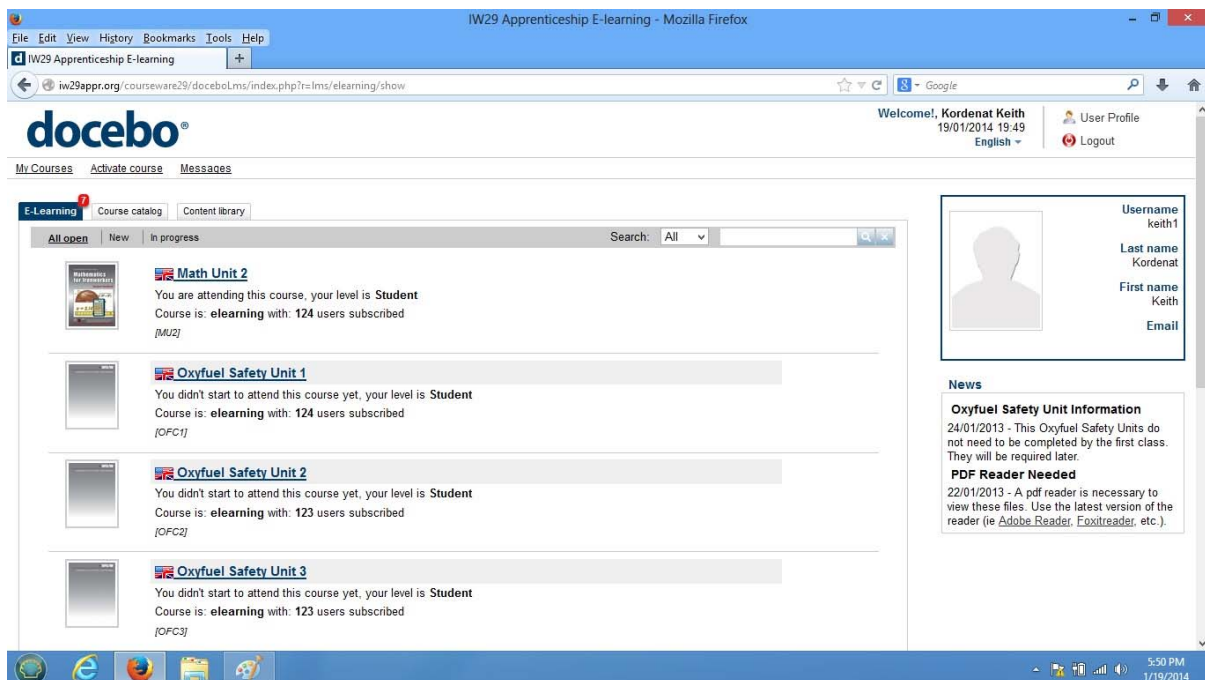


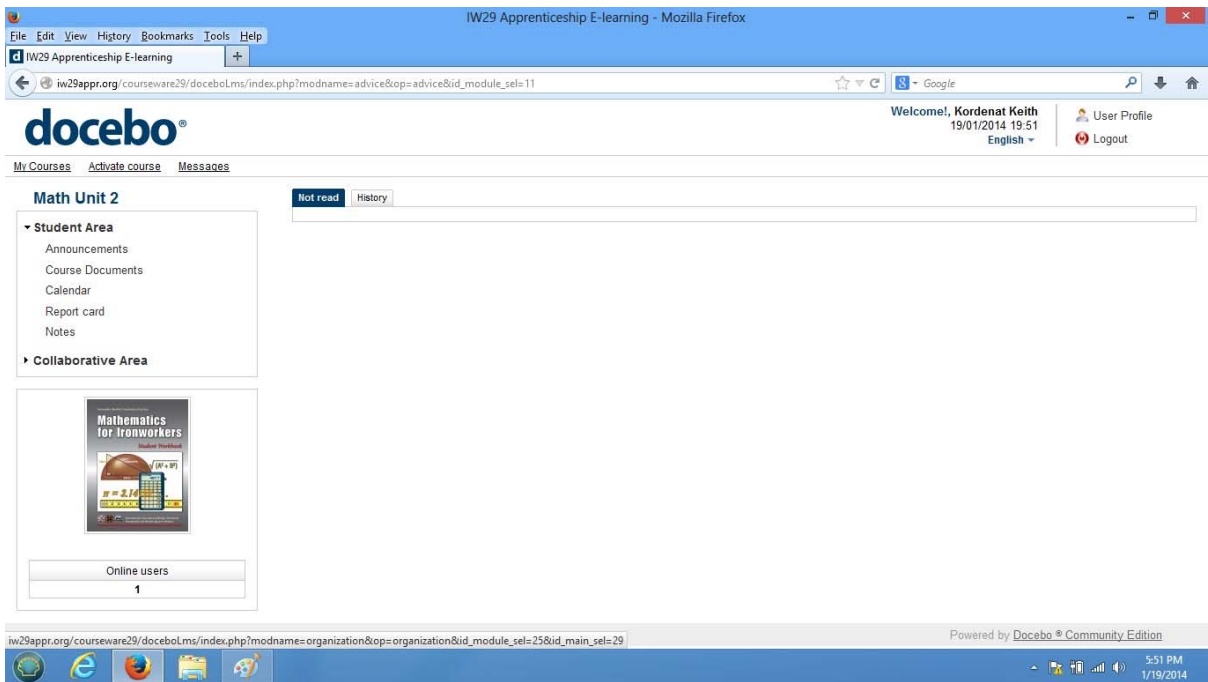
Instructions for Local 29 Apprenticeship E-learning website.



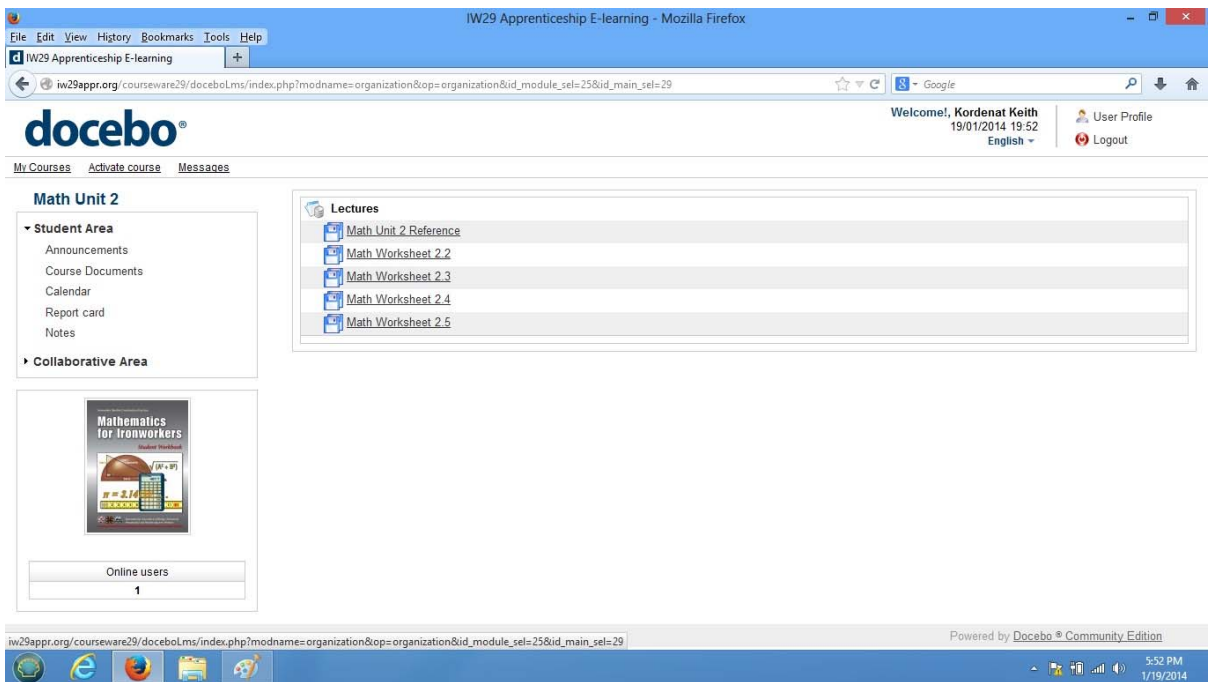
Enter your username and password. Your book number is your username. Your password is “0” plus the last 4 numbers of your social security number. As an example, if the last 4 numbers of your ssn are “1234” your password would be “01234” (without the quotes). Enter the information and click Login.



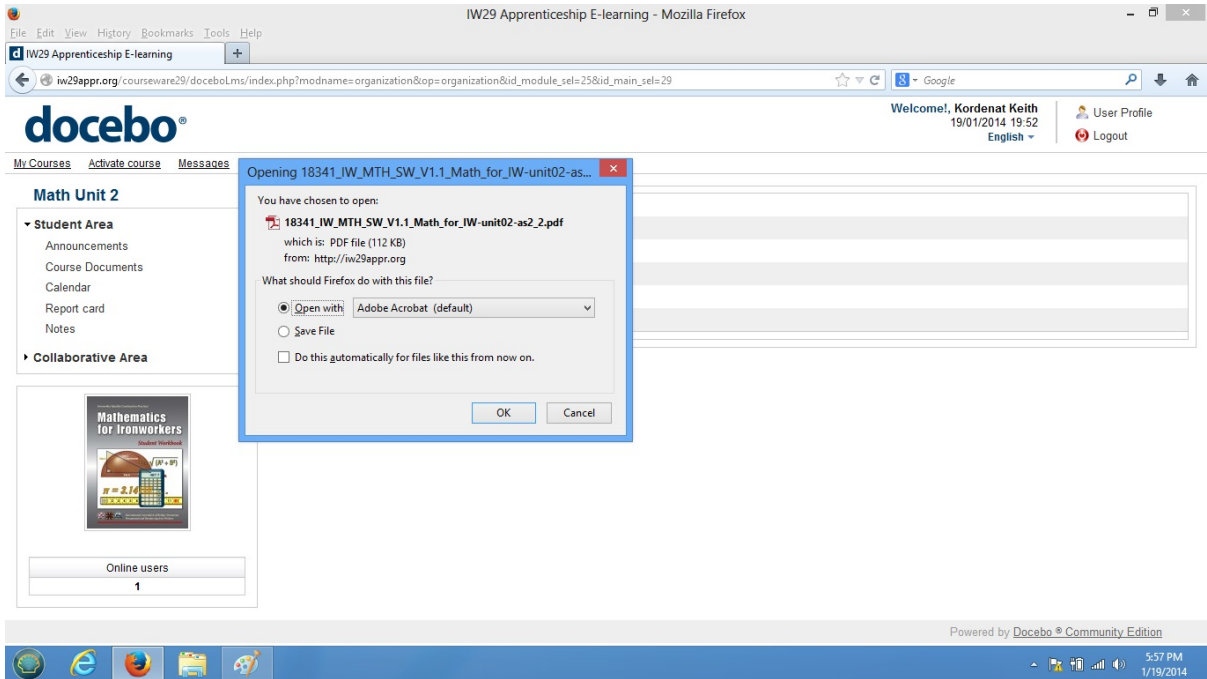
Left click the title of the course you are currently working on.



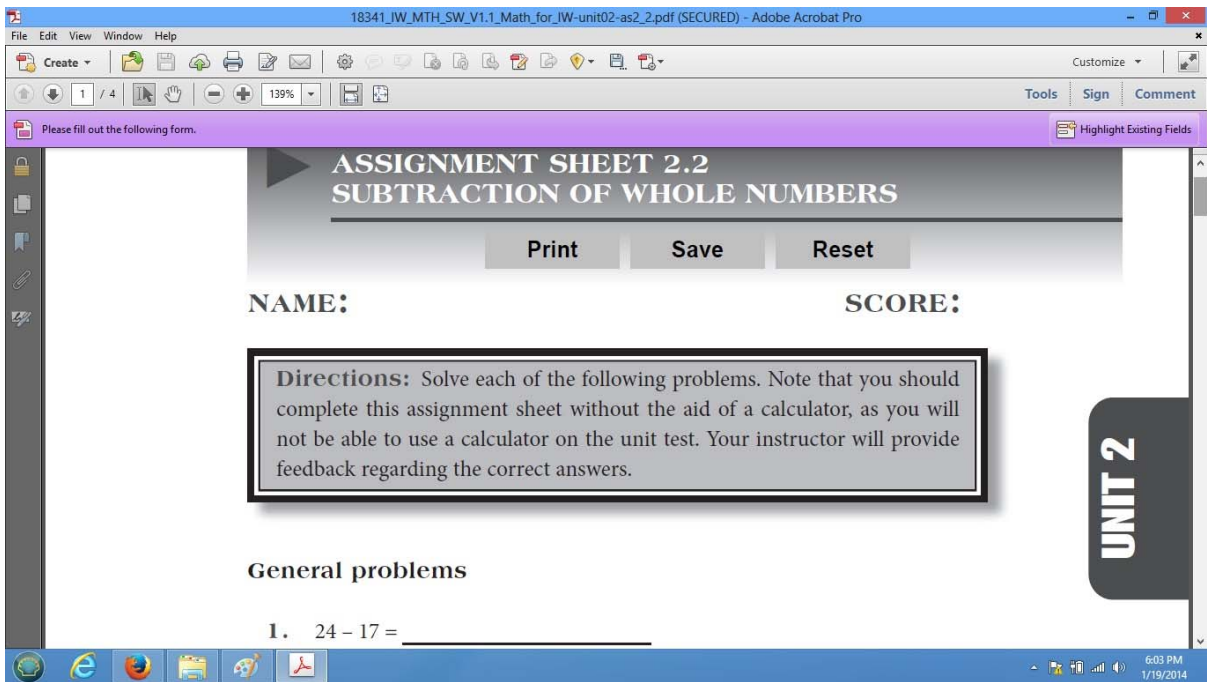
Left click Course Documents under Student Area.



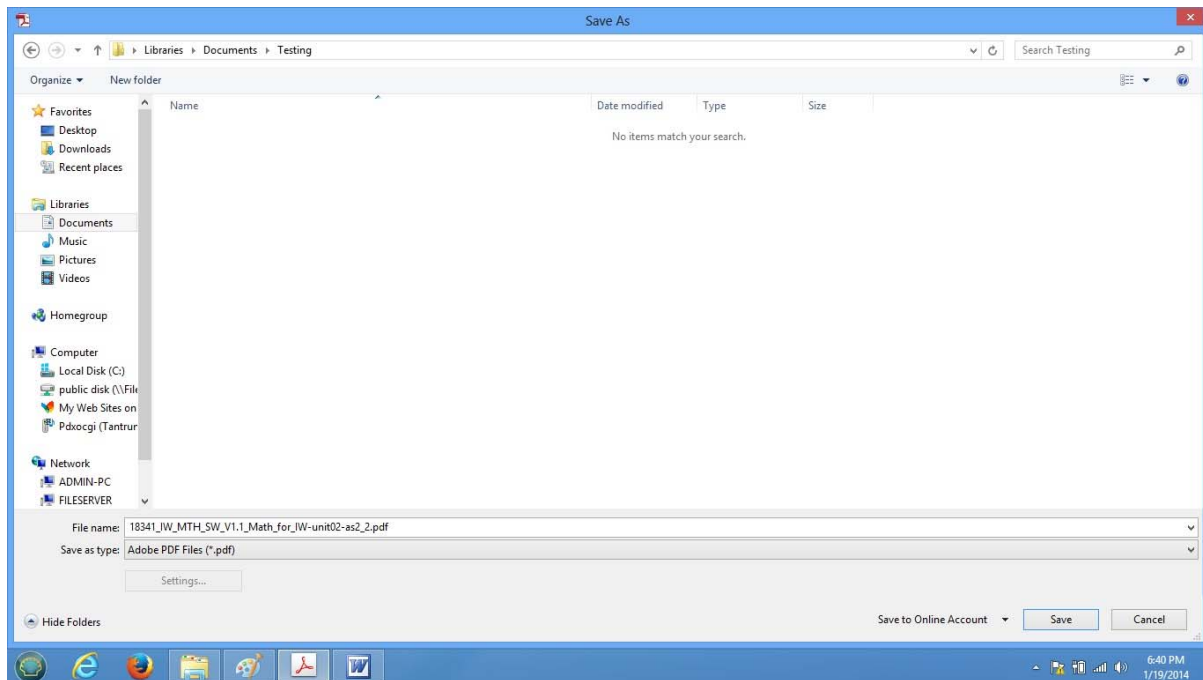
Left click on the reference or worksheet.



Save the file or open it in adobe reader. Remember where the file was saved. You must have the latest version of Adobe Reader to enter information in the assignment worksheets.



Either open the file or save it to your hard drive and then open it. Remember where the file was saved. Fill out the document. If you need to start over, click Reset.



You may save the document at any point and come back to it later.

If you save the document with the same name as the file that is open, you will be asked if you want to overwrite it. It is okay to overwrite the file. Again, it is very important that you remember where you saved the file. You need the information for the next step. Exit the pdf reader program.

To send the completed assignment sheet to the apprenticeship office:

Create an email and address it to:

1st years - kirk29@iw29appr.org

2nd years - sonny29@iw29appr.org

3rd and 4th years - jason29@iw29appr.org

journeyman upgrade - elarning@iw29appr.org

Make the subject “Coursework”. In the message area, enter your name and book number. Attach the assignment sheet to the email and send it.