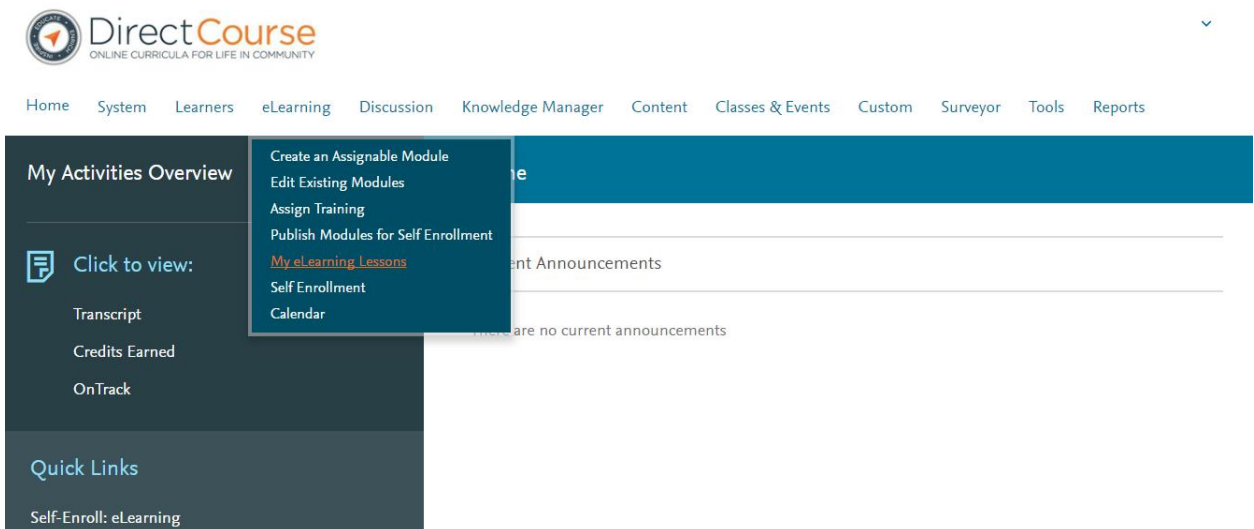


## How to access the Online College of Direct Course

1. Go to <http://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=MO>



2. Sign in with your username and password that was sent to your email account.
  - The name of the email is "Welcome to online learning" from [epm-alerts@elsevier.com](mailto:epm-alerts@elsevier.com)
  - Your username should your last name and 4 digit employee ID #
3. On the home page, hover your mouse on the eLearning tab, and click on My eLearning lessons



- You will then be brought to your assigned items page, which will list any lessons needed to complete.



[Home](#) [System](#) [Learners](#) [eLearning](#) [Discussion](#) [Knowledge Manager](#) [Content](#) [Classes & Events](#) [Custom](#) [Surveyor](#) [Tools](#) [Reports](#)

Assigned Items  show module name

**Currently viewing items that are due/overdue.**

Available Filters: Assignment Status | Assignment Type | Assignments that are Due/Overdue

| Assigned Item                         | Due Date | Priority | Started | Completed | Pretest Score Date | Score Date | Program Name | Assign Type | Eval |
|---------------------------------------|----------|----------|---------|-----------|--------------------|------------|--------------|-------------|------|
| There are no items currently assigned |          |          |         |           |                    |            |              |             |      |

- Once training is complete, notify your supervisor so that it can be updated in Mitc. You can access and complete the Online College of Direct Course 24/7, 365 days a year from any computer.