

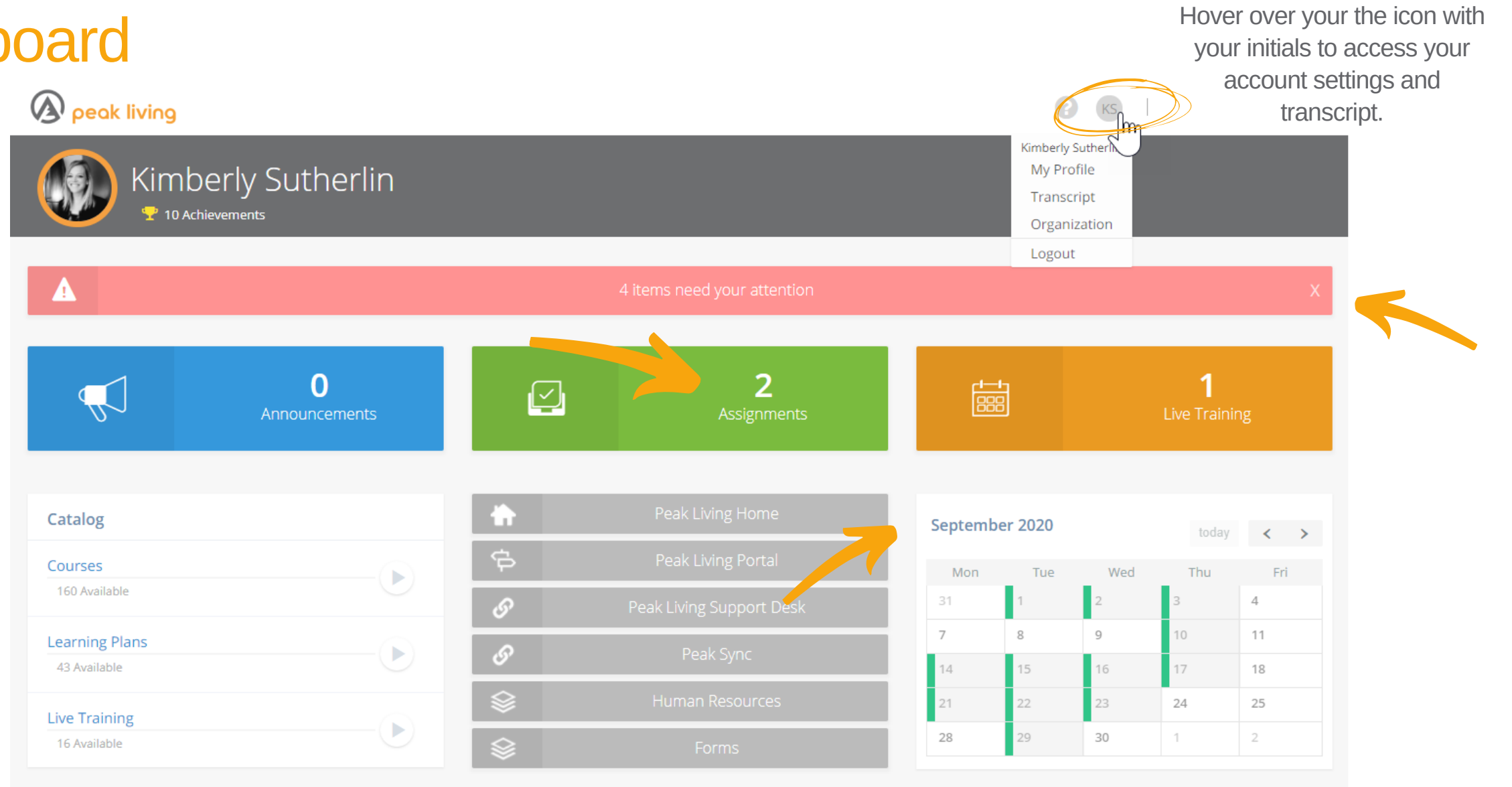
Access your personal e-learning account at <https://peakliving.yardielearning.com>. Here you will be able to register and attend Live hosted training webinars, as well as access On Demand training

Reviewing Your Dashboard

Upon logging in, you can easily:

- Manage Account Settings
- Work through Pending Assignments
- Review Notifications and Alerts
- Use Calendar to register for training

You are highly encouraged to upload a professional headshot and confirm the email address registered to your account under your My Profile settings.



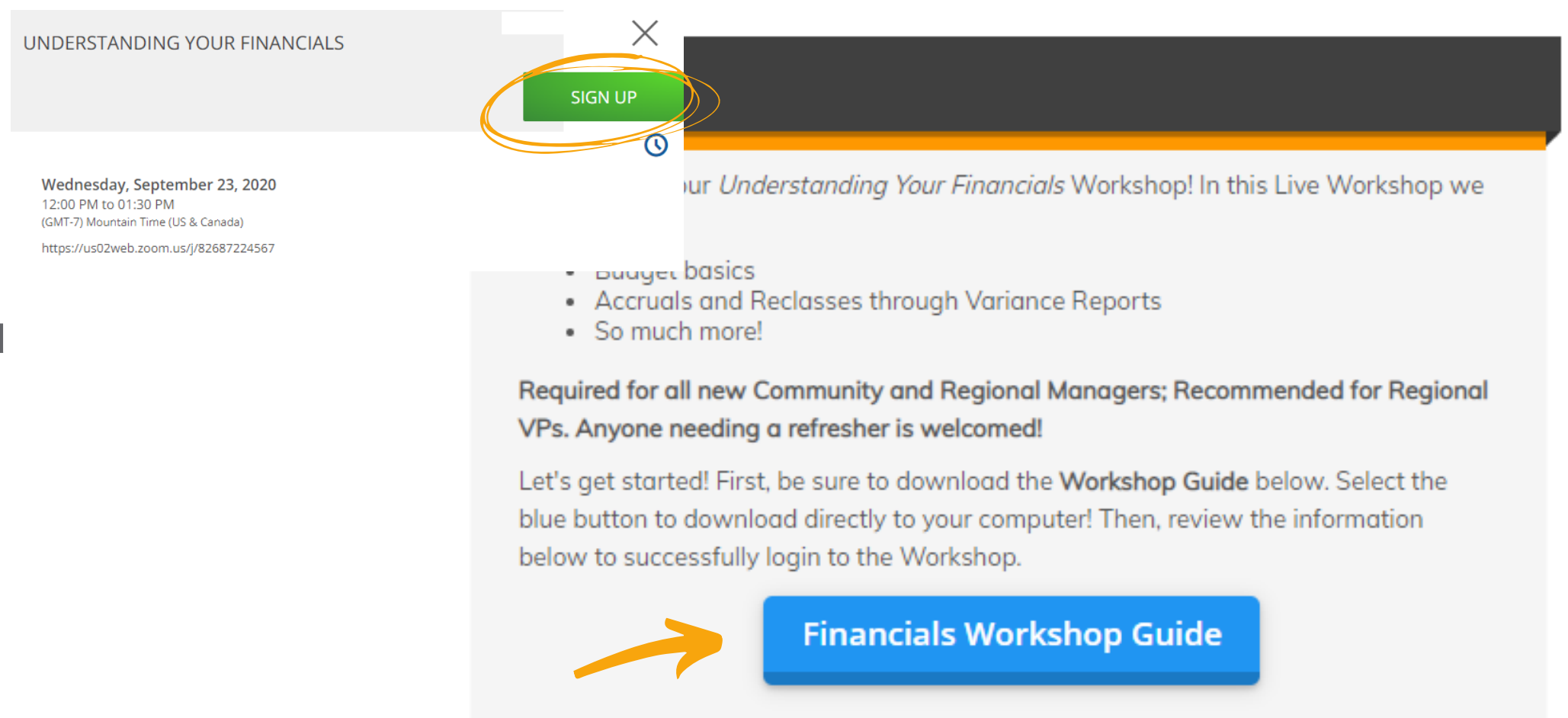
Hover over your the icon with your initials to access your account settings and transcript.

Registering for Training

To register for a Live training, you can click directly on the calendar to access all courses offered during that month. After clicking on the desired class, click Sign Up.

Prior to joining the class during the scheduled day/time, be sure to print the Workshop Guide so you're prepared to follow again and participate throughout the course.

Once registered you will receive an email confirming your attendance, as well as a calendar invite to add to your own calendar.

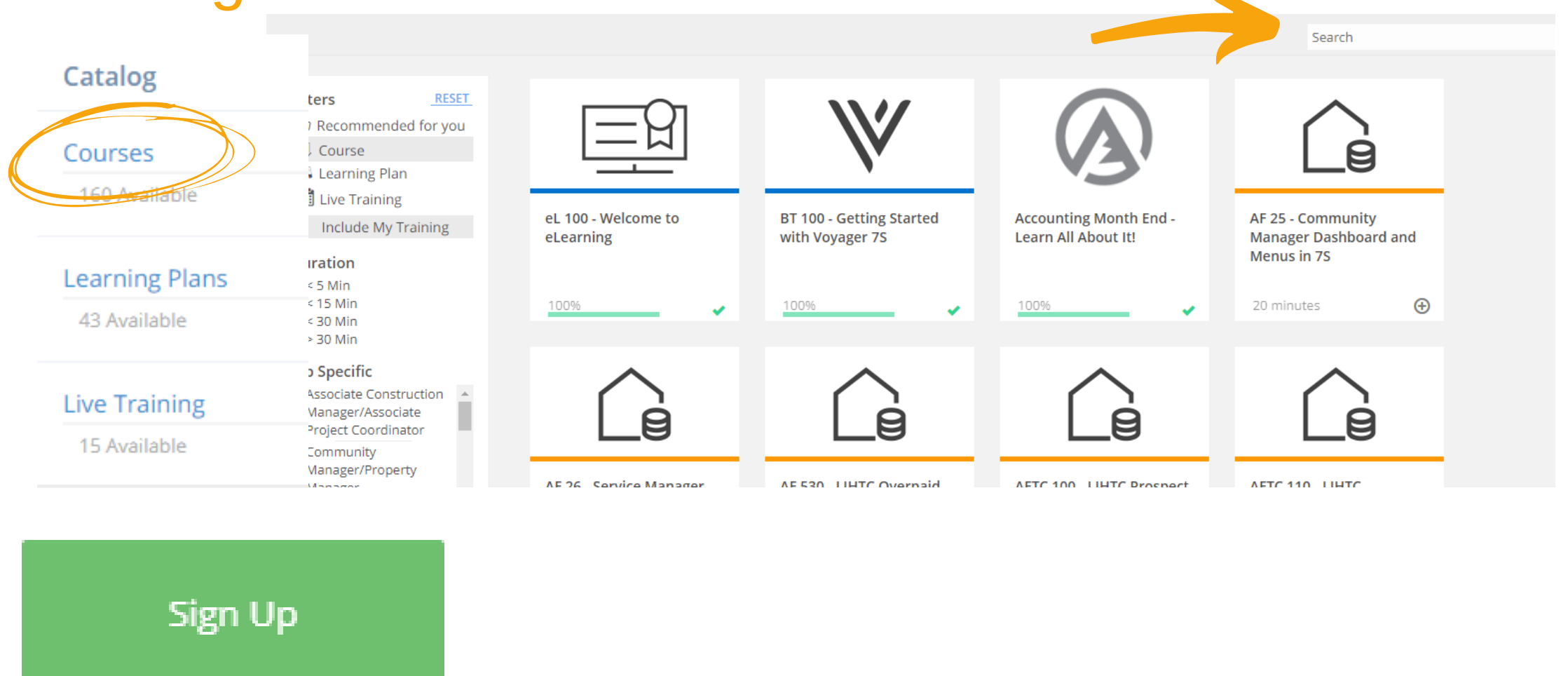


Accessing On Demand Training

You can also access the full catalog of available On Demand courses by clicking Courses from your Dashboard.

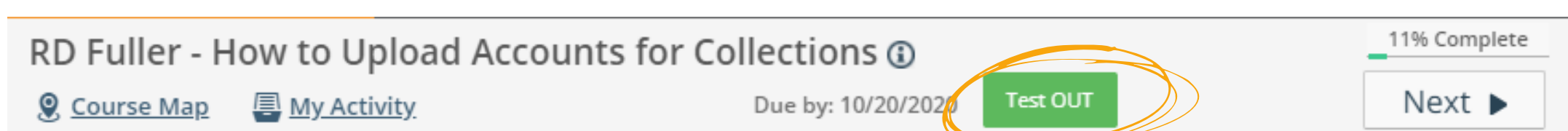
Using the Filters on the left side of the screen, or the Search bar on the top right side, search for classes or tags for courses that you are interested / in need of joining.

Once located, select the course and click Sign Up on the following screen.



Testing out of Courses

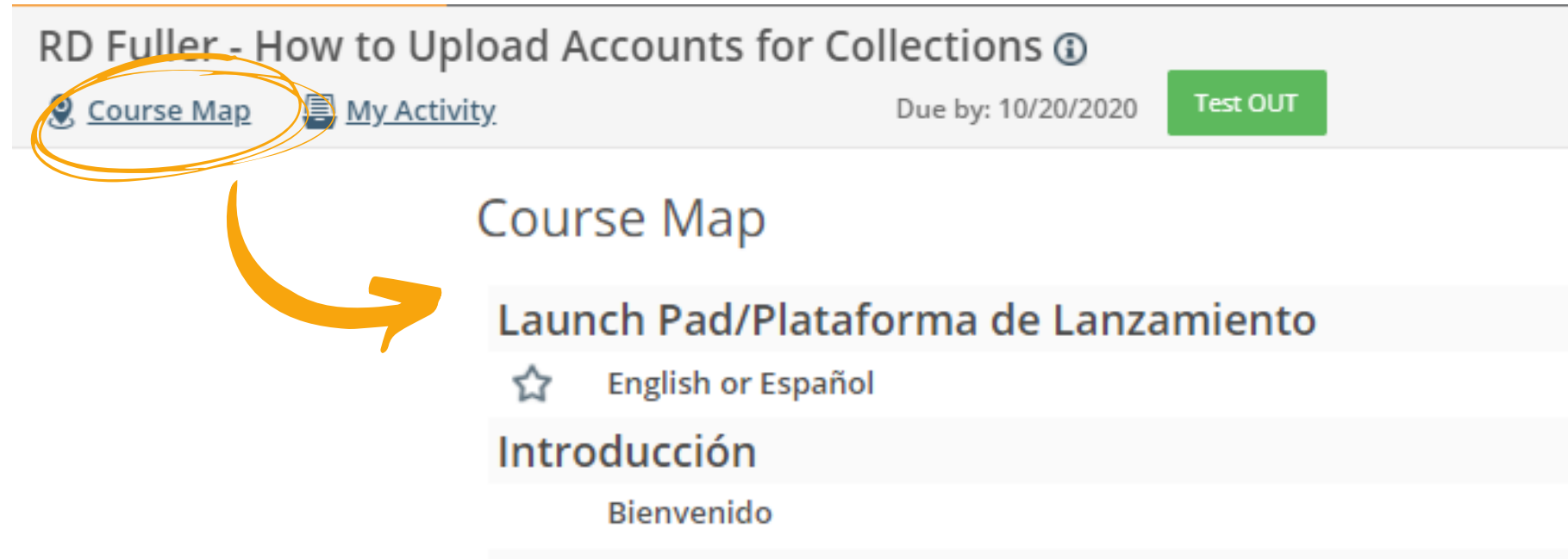
Feeling confident on the material? Use the Test Out feature on select courses to test out of the class by successfully completing a knowledge retention quiz.



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Course Map

Use the Course Map to reference back to a prior page within the course, or change the language for select classes.



Review Your Team's Progress

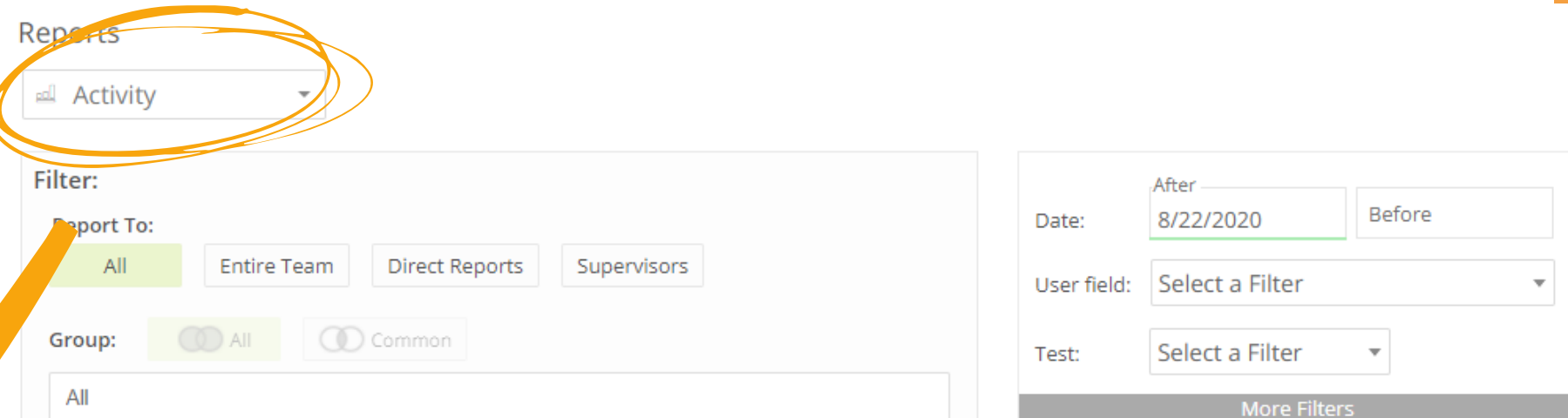
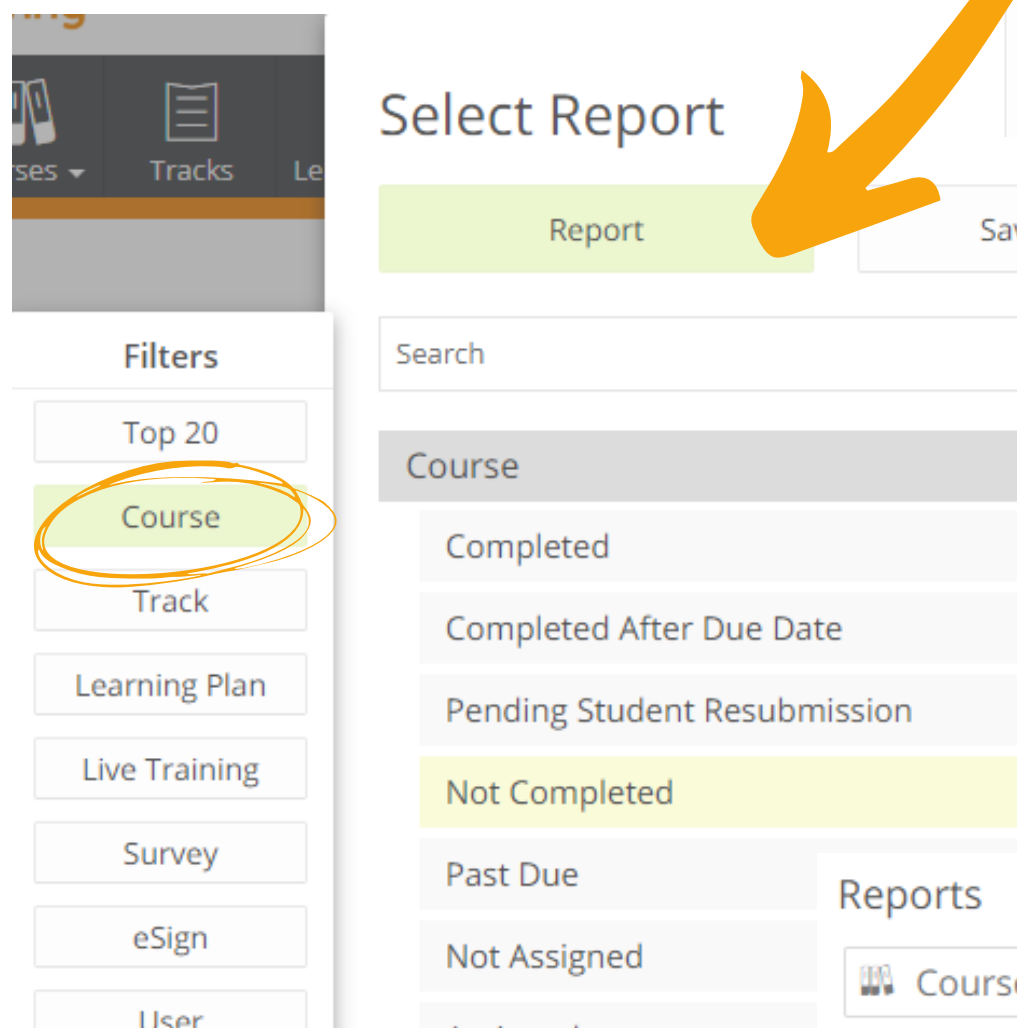
For users with Supervisor permissions, you also have the ability to review your team's progress through courses.

From Dashboard, select Visit Group Supervisor Mode, followed by Reports.

Use the reports drop down menu to search available reporting options.

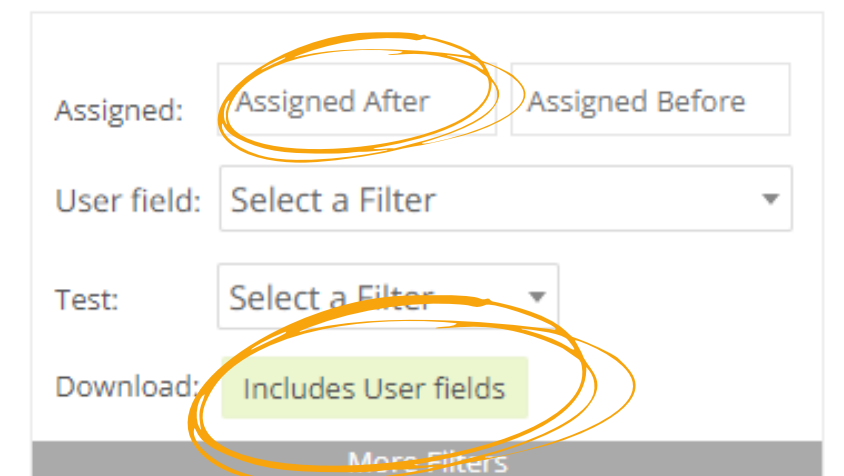
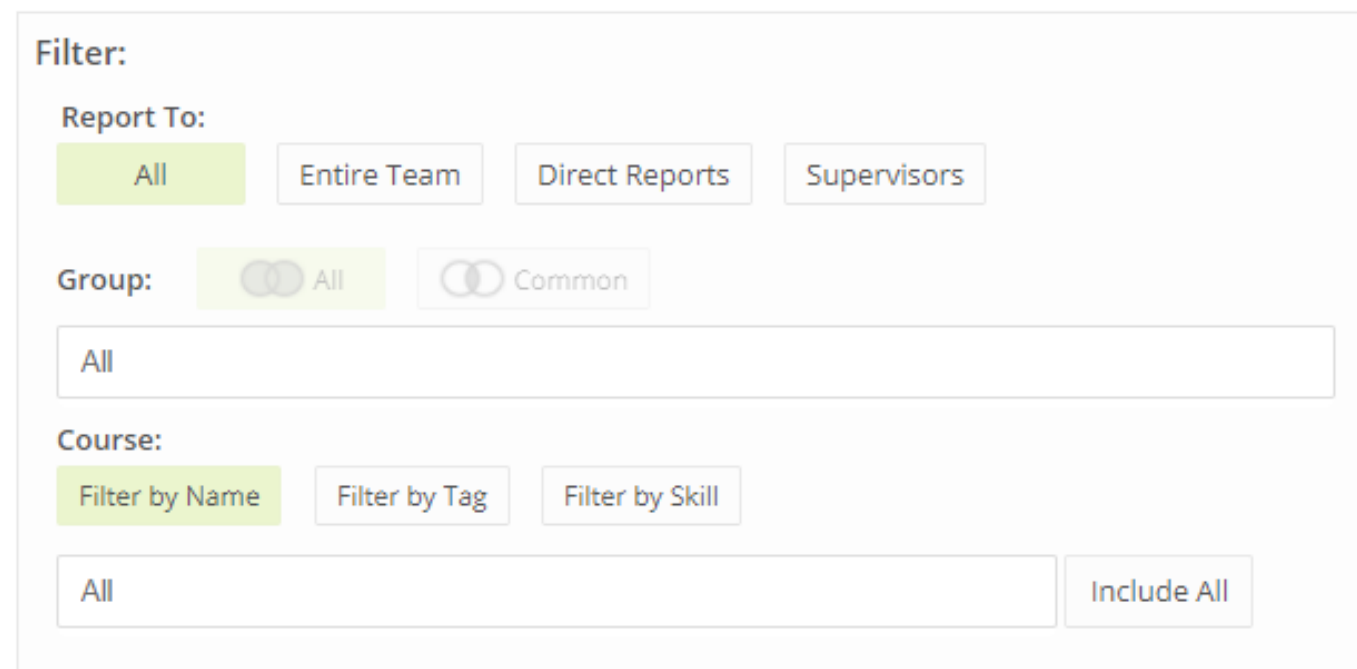


Click Course in the filters on the left, and then Not Completed Report to assess what assigned courses those on your team have not yet completed.



Clear the Assigned field date, click the Includes Users fields button.

Select at least one group from the drop down Group menu.



Need Help?

Reach out to learning@peakliving.com for assistance accessing or managing your e-learning account.

Run Report