

## California Walnut Commission Learning Management System User Instructions

### Learning Campus URL

<http://140.239.136.129/knav/portals/CWC/index.htm>

### Technical Requirements

(Click this link to check your computer for the required settings)

<http://140.239.136.129/knav/portals/CWC/requirements.htm>

### Help for Active X and Flash Player Settings

(Optional)

<http://adshare.adayana.net/help/help.html>

### Create Your Account

1. Click "Register as a New User".
2. Fill out all fields in the form and click "Send Information" to create the account and sign-in.

### Change Your Password

You may change your password at any time. Click "Change Password" to update or change your password. Click "Change Password" to enter the new password and save the changes.

### Course Enrollment

Click "View Available" to see the list of courses. Click "Enroll" to select the course you wish to view. Click "Start" to begin the course.

### Stopping and Starting Courses

#### (Bookmarking Feature)

You can stop and start courses at your convenience. The Portal will bookmark your Exit point within a course and begin at that point when you "Start" the course again at a later time. Click the Exit button to Stop the course and bookmark your progress.

### ReEnrollment

You can take any course as many times as you like pending the restrictions in place by the training manager.

Click "View Available" Courses and then "Enroll" to reenroll in a course. If you have found an error with course assignments, please contact Technical Support or your company's training manager.

### Grades

Click the "Grades" button to see your Grades and Status of courses you are taking or have taken.

### **Logging Out**

Click “Log Out” to exit the portal.

### **Contact Technical Support**

Send specific requests for help to [support@adayana.com](mailto:support@adayana.com).

Please provide the following details in your email:

1. Your Full Name
2. Your Email Address
3. Company Name
  
4. Portal Name or Link you are using to login
5. Course Name(s)
  
6. What version of Windows are you using?
7. What browser and version are you using?
8. Do you have the Flash player installed?  
Check for Flash player, look for “Version on your System”  
(<http://140.239.136.129/knav/portals/CWC/requirements.htm>)
  
9. Problem Details (Logging In, Viewing Courses, Course Score or Status)