

How to Use the ParaEducator Learning Network

Welcome to www.provenancesolutions.com/provenance/, the home of the *ParaEducator Learning Network*! You are about to embark on a fabulous learning opportunity that we believe you will find both meaningful and easy to use!

ABOUT THE WEBSITE

The *ParaEducator Learning Network* is an internet-based professional development website. The site provides relevant information to help you learn the various facets of the supportive role you perform in the classroom and our school. This website also maintains a personalized transcript to help you and your supervisor track the courses you have successfully completed.

INSTRUCTIONS

The purpose of this document is to provide instructions for how to register for and access the *ParaEducator Learning Network*. If you have any questions about this information, please contact your system administrator **Cindy Folk**

STEP 1 – SIGN ON TO THE INTERNET:

To access the *ParaEducator Learning Network* you must always log-on to the internet and open the <http://www.provenancesolutions.com/provenance/ksanw> URL website.

STEP 2 – LOGGING IN...THE ADMINISTRATOR CINDY FOLK NEEDS TO SET-UP AUTHORIZATION:

To log in to your account, you will need your e-mail address and password. You should have received this information in an e-mail when your account was activated. Remember your e-mail and password! If you need to update your e-mail address, you must call Scott Balsmeier at 800.669.9633 ext. 136 or e-mail him at sbalsmeier@masterteacher.com. *You can, however, change your password at any time.*

STEP 3 – CHANGING YOUR PASSWORD

If you want to change your password to something other than the one that was given to you, click on the **My Account** tab in the top menu bar, and then click **Edit Profile**. Find and click **Change Password**. Complete the form and hit **Submit**.

STEP 4 – CLAIMING A LICENSE:

Important: You only need to complete this step the FIRST time that you use the system! If you have already claimed a license, continue to STEP 5.

If you have not claimed your license, click on the **My Subscriptions** tab in the top menu bar. Then click the **My Available Subscriptions** link. In the drop-down box next to **Subscription Type**, select "Learning Network." Select the circle next to *The ParaEducator Learning Network* and click the **Claim License** button. You have now taken a license to the *ParaEducator Learning Network* and can access coursework. If you receive a message that there are no licenses available, contact your administrator.

NOTE: When you claim a license, *ProVenance* will automatically take you to the **My Assigned Content** link, described in STEP 5.

STEP 5 – ACCESSING AND COMPLETING COURSES:

To access courses, click on the **My Subscriptions** tab in the top menu bar. Then click the **My Assigned Content** link. In the drop-down menu next to **Subscription Type**, select "Learning Network." In the drop-down menu next to **Learning Network**, select "*The ParaEducator Learning Network*." Select the circle next to **View Courses** and the courses will appear at the bottom of the screen in three categories: Not Started, Started, and Completed.