

# Quick Start Guide



HP LIFE e-Learning is a free, online training program designed for students, entrepreneurs, and small-business owners to develop their IT and business skills anytime, anywhere. It runs on an HP Public Cloud infrastructure to ensure maximum accessibility for users around the world. Here's how to get started.

## How to Access HP LIFE e-Learning

Visit [www.life-global.org](http://www.life-global.org) and click **Start online training**. Here, you can learn more about the program before you click **Start your online training now**. If this is your first visit, click the **Register** tab. On subsequent visits, use the **Login** tab.

To register, provide a valid email address, a secure password, and a display name that other users will see. Answer the questions, review and agree to the terms and conditions, and click **Sign up**. You will arrive at the **My LIFE dashboard**, from which you can access the site's sections and features.

The site may be viewed in English, Spanish, French, Portuguese, or Arabic. Just select your preferred language from the drop-down menu at the top right. More languages will be available in the future.

The screenshot shows the HP LIFE e-Learning website interface. At the top, there is a blue header with the HP logo on the left and "Language: English" on the right. Below the header, the main content area features the title "HP LIFE e-Learning" and the subtitle "Online training for entrepreneurs". A section titled "Preparing entrepreneurs for small business success" includes a graduation cap icon and a paragraph describing the free, online training program. Below this, there are two tabs: "Login" (selected) and "Register". The login form contains fields for "Username/Email" and "Password", with a "Login" button below. Links for "Forgot password/username?" and "Not registered? Register now." are provided. To the right of the login form, there is a section for signing in with a Facebook account, featuring a Facebook icon and the text "Sign in using your account with". A blue box on the right side of the page contains the text "New here? Register now and Join the community of entrepreneurs! It's free!" with a document icon.

## HP LIFE e-Learning Site Sections

**After you log in, click on the tabs across the top to explore the site's main sections:**

### My LIFE

View and access your most recent activity (under **Dashboard**). Edit your profile (under **My Profile**) and account information (under **Settings**). Respond to connection requests from other users (under **Contacts**) and then share in-system messages (under **Messages**) after you connect. Note that the first name and last name that you provide in My Profile will be the name that appears on your certificate when you complete a course.

### Courses

Take interactive courses to learn new skills in **finance, marketing, operations, communication, and special topics such as social entrepreneurship and energy efficiency**.

### Community

Share questions and solutions with other aspiring entrepreneurs and small-business owners from your community and around the world (under **Discussion forums**). Find and connect with other entrepreneurs nearby or around the world to share business ideas and opportunities (under **Member search**).

### Mentoring

As you complete courses and participate in the online community, you will earn points that may give you access to additional support from HP experts in business and technology via a series of live or recorded webinars. Begin by viewing recorded expert presentations and joining open-discussion forums. Your earned points will appear on your dashboard.

### Help

Get help navigating and using the HP LIFE e-Learning site, including a handy Getting Started guide (under **Getting started**) for accessing all that HP LIFE e-Learning has to offer as well as answers to frequently asked questions (under **FAQ**).

## HP LIFE e-Learning Course Content

**On the Courses tab, choose your first course by clicking on the topic that interests you most; there is no required order. Each course has seven steps:**



#### Start

provides a brief overview of the course objectives and course components, and a preview of next steps



#### Story

presents a brief scenario of an entrepreneur dealing with a common business challenge. This character guides your learning for the remainder of the course. The story is presented as a photo novella with audio.



#### Business concept

explores strategies to respond to the business challenge featured in the Story. Here you can learn and demonstrate your understanding of important business definitions and concepts through interactivities.



#### Technology skill

teaches technology skills linked to the course's business concept that can help you save time and money and tackle business challenges more effectively. This includes tutorials, interactivities, downloadable exercises, and additional links and support.



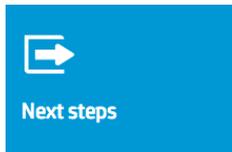
**Course discussion**

provides an online forum to share ideas with others in your community and around the world. Share advice and pick up tips and ideas from others.



**Certification**

celebrates what you have achieved in business understanding and skills. Take a brief survey and receive a customized, printable certificate of completion that you can save or share with others.



**Next steps**

provides additional online resources related to the course just completed. These articles, tips, and tools enable you to strengthen your learning on the course topic. Related HP LIFE e-Learning courses are also listed.

## HP LIFE e-Learning Community

Our fast-growing network connects entrepreneurs and trainers from all over the world. You can share experiences, inspire one another, and help grow successful businesses. Select the Community tab to make these connections.

**Discussion forums**

Share questions and solutions with other aspiring entrepreneurs and successful small-business owners from your own community and around the world.

**Member search**

Complete and manage your personal information, promote your own business, and stay in contact with your fellow entrepreneurs. Search for other users, connect, and exchange messages all within the HP LIFE e-Learning system. Get connected and build your own network of entrepreneurs.

## Also on life-global.org

**Tips and resources**

On this page you can find a collection of more than 100 links with valuable information, tips, and advice guiding you on your way to successful entrepreneurship. Click on a theme in the gray word cloud and then scroll down to view the links.

**Success stories**

Gain global visibility for your work. Send us your success story through the online form, and tell the world how HP LIFE e-Learning has helped you impact your business and the lives in your community.

## Social Media

**Stay connected with the HP LIFE e-Learning community.**

Like the HP LIFE e-Learning program on [Facebook](#). Follow us on [Twitter](#). Join our [Google +](#) community.