

# INTRODUCTION TO SABA

AGENCY STORE GUIDE



# AGENCY STORE USER GUIDE

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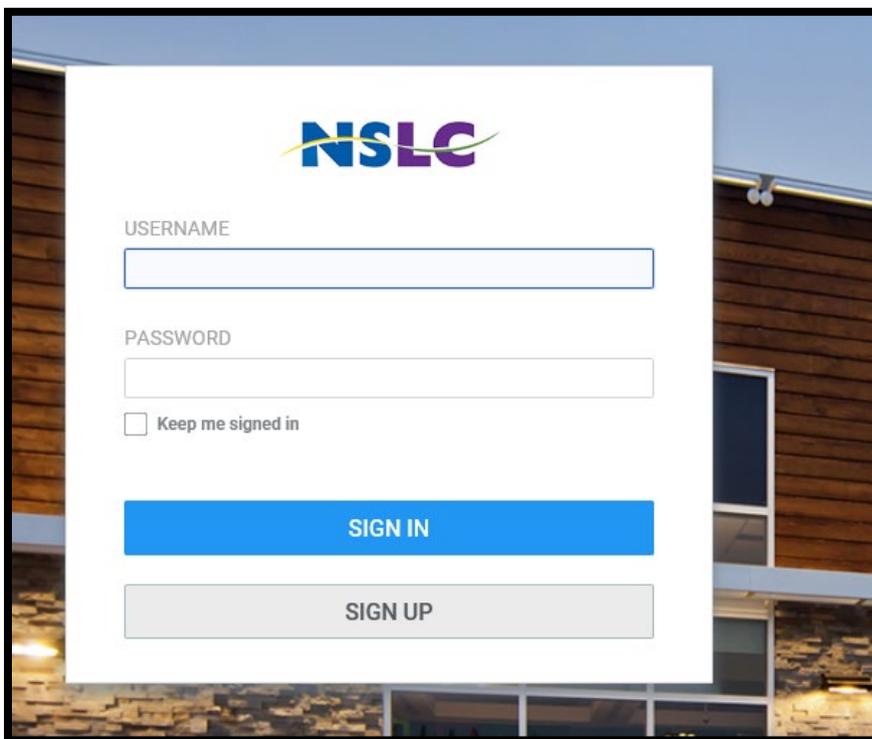
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## LOGGING IN

### LOGGING INTO THE LEARNING CENTRE

We recommend you use Google Chrome when logging into the Learning Centre.

1. Follow this link (<https://mynslc-nslcagent.sabacloud.com>) to access the NSLC Learning Centre.
2. Enter the username and password provided to you via email and then click **SIGN IN**.



3. You are now logged into the Learning Centre.

## LOGGING IN

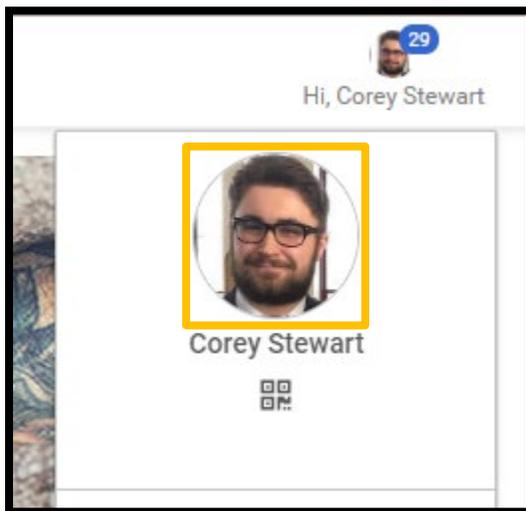
### UPDATING YOUR PROFILE PICTURE

1. Select the User Icon on the top right-hand side of the screen.

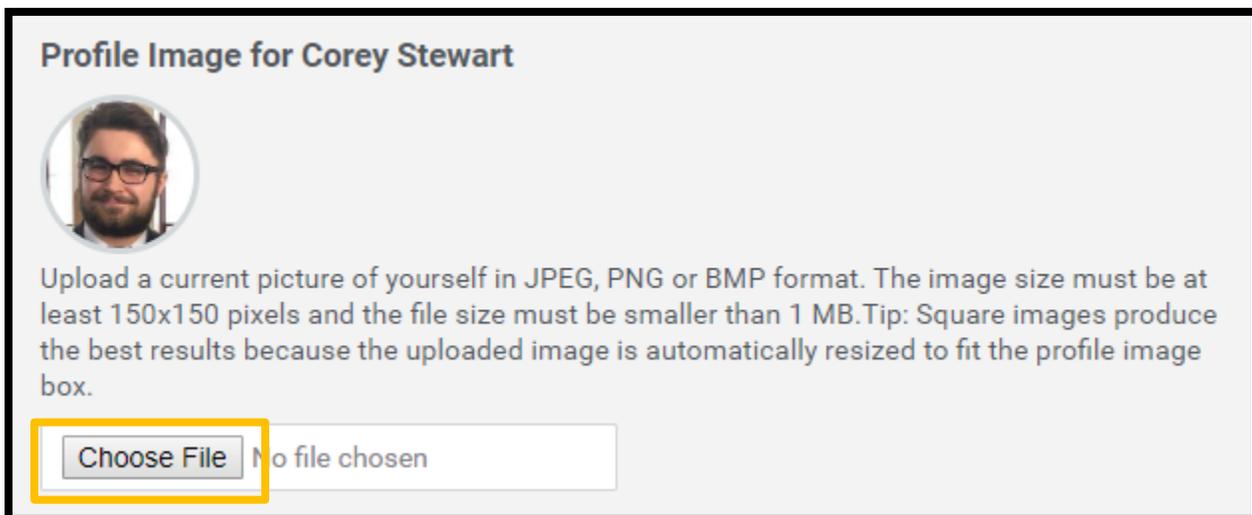


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2. Hover your mouse over the picture icon to upload a new photo.



3. Select Choose File to upload a new profile picture from your documents.



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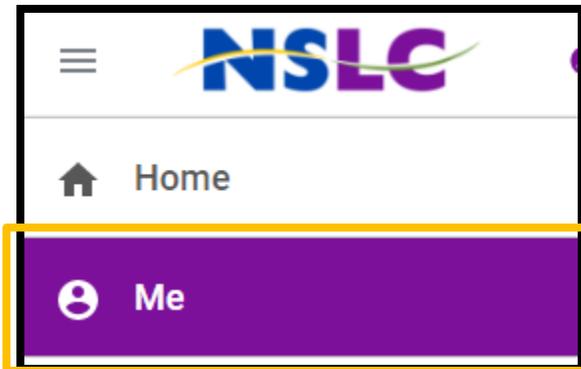
## THE ME TAB

### ACCESSING MY PROFILE

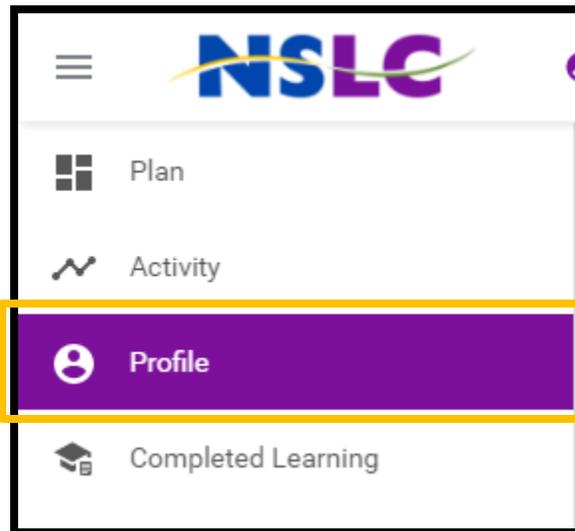
1. Click the **Menu** button in the top left-hand corner.



2. Click the **Me** tile.



3. Click the **Profile** button on the left-hand side of the screen.



4. You can now view your profile. Note: The ability to edit your profile is disabled. If you find any errors, please email [Learning@myNSLC.com](mailto:Learning@myNSLC.com).

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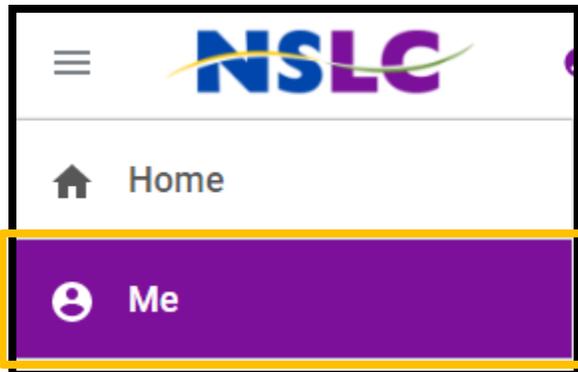
## THE ME TAB

### ACCESSING MY PLAN

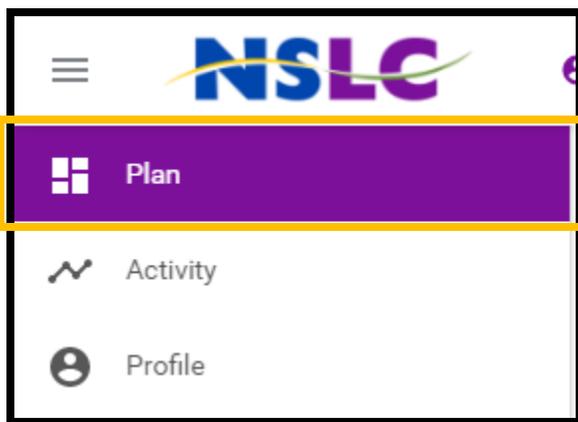
1. Click the **Menu** button in the top left-hand corner.



2. Click the **Me** tile.



3. Click the **Plan** button on the left-hand side of the screen.



4. From here you can see all learning that is assigned to you.



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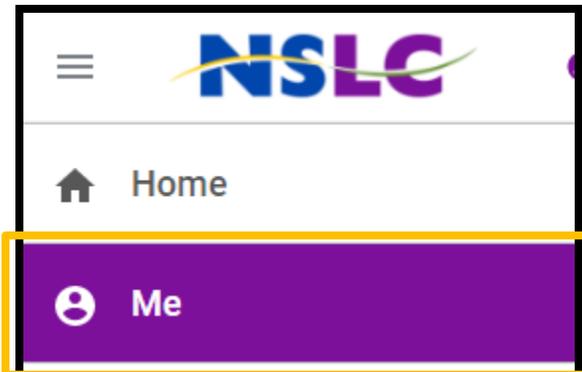
## TAKING COURSES

### LAUNCHING CONTENT

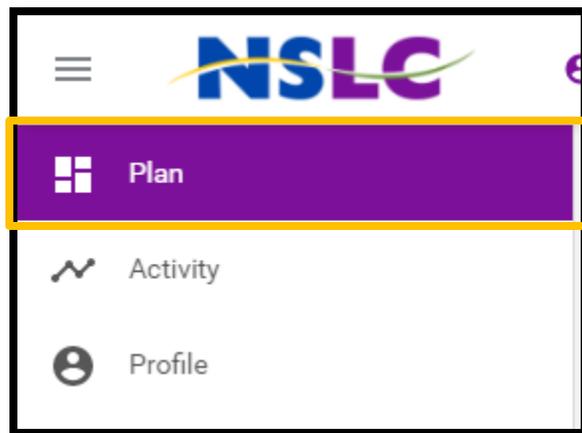
1. Click the **Menu** button in the top left-hand corner.



2. Click the **Me** tile.



3. Click the **Plan** button on the left-hand side of the screen.

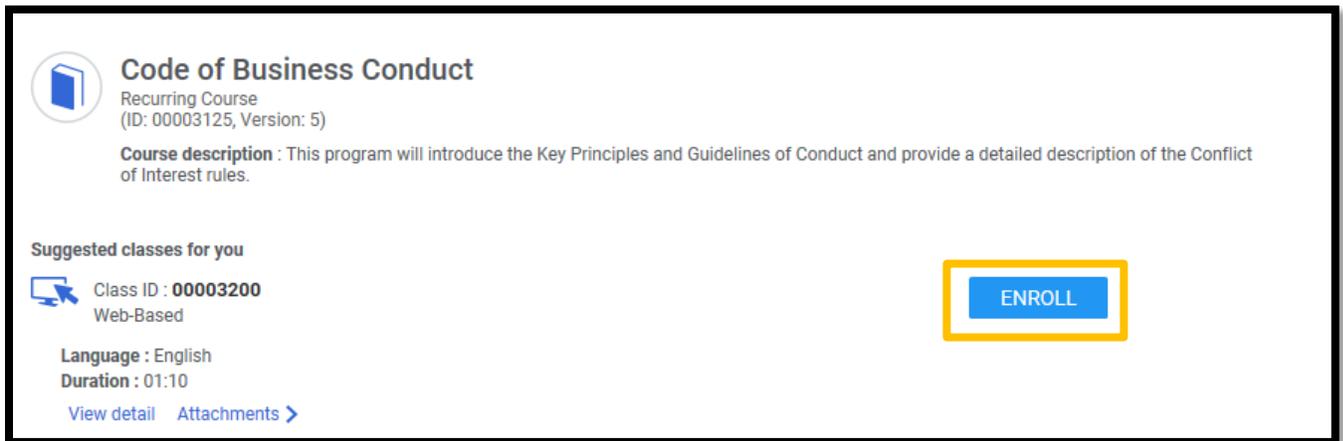


4. Find the course you want to complete and click the **Course Name**.



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5. Click **Enroll**.



The screenshot shows a course card for "Code of Business Conduct". It includes a book icon, the course title, and the text "Recurring Course (ID: 00003125, Version: 5)". Below this is a "Course description" stating: "This program will introduce the Key Principles and Guidelines of Conduct and provide a detailed description of the Conflict of Interest rules." Underneath the description is a section titled "Suggested classes for you" with a computer icon, "Class ID : 00003200", and "Web-Based". Further down, it lists "Language : English" and "Duration : 01:10". At the bottom left are links for "View detail" and "Attachments >". On the right side of the card, a blue "ENROLL" button is highlighted with a yellow rectangular border.

6. The content will automatically launch, and you can complete your learning.

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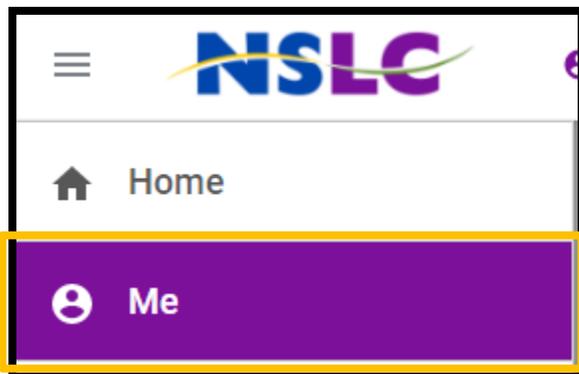
## TAKING COURSES

## RELAUNCHING COURSES

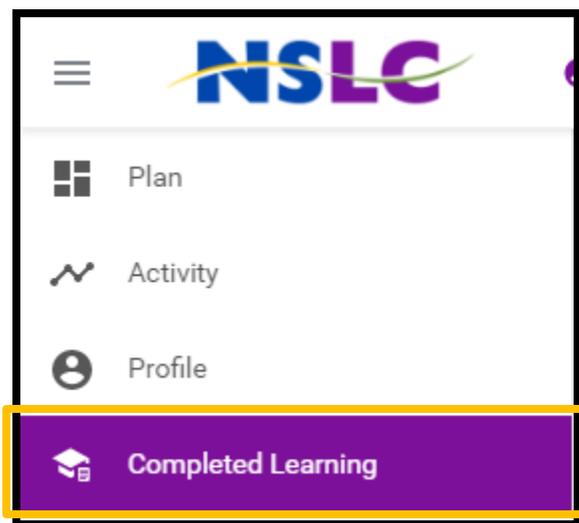
1. Click the **Menu** button in the top left-hand corner.



2. Click the **Me** tile.



3. Click the **Completed Learning** button on the left-hand side of the screen.

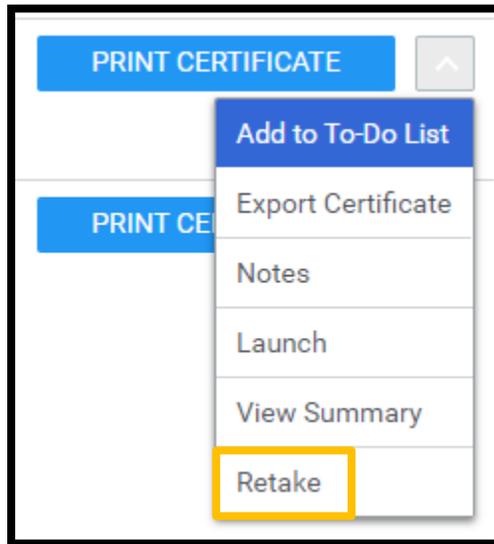


4. Click the **down arrow** to the far right of the screen.



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5. Click the **Retake** button.

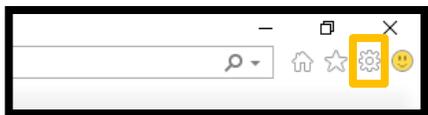


## TROUBLESHOOTING

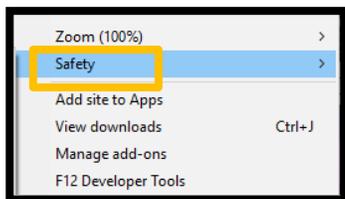
### DELETING BROWSER HISTORY

#### Internet Explorer

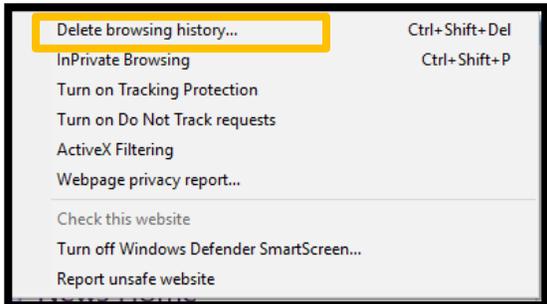
1. Click the **Gear Icon** in right hand corner.



2. Click **Safety**.



3. Click **Delete browsing history...**

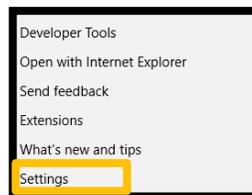


#### Microsoft Edge

1. Click the **three dots** in right hand corner.



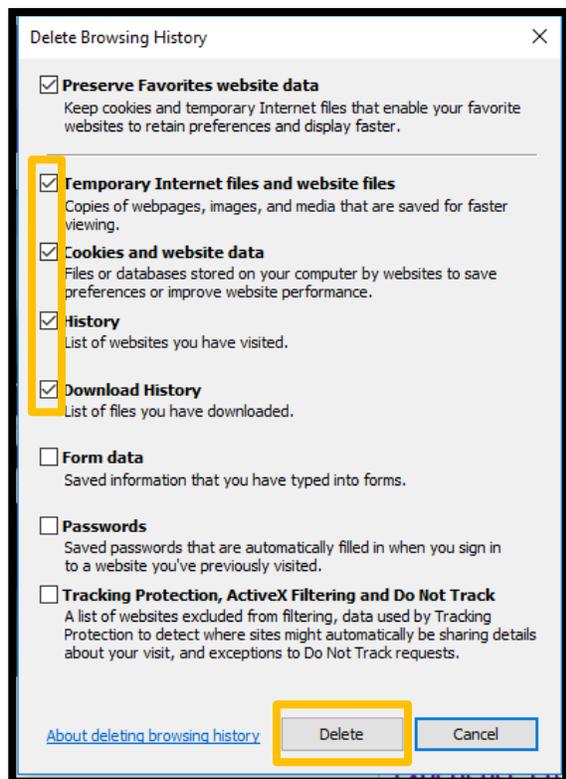
2. Click **Settings** at the bottom of the list.



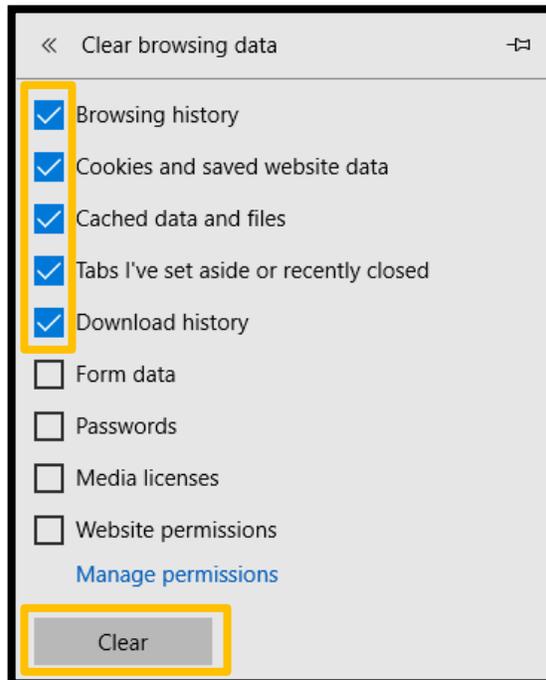
3. Click **Choose what to clear**.



4. Click the following **boxes**. Click **Delete**.



4. Click the following **boxes**. Click **Clear**.



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## TOUBLESHOOTING

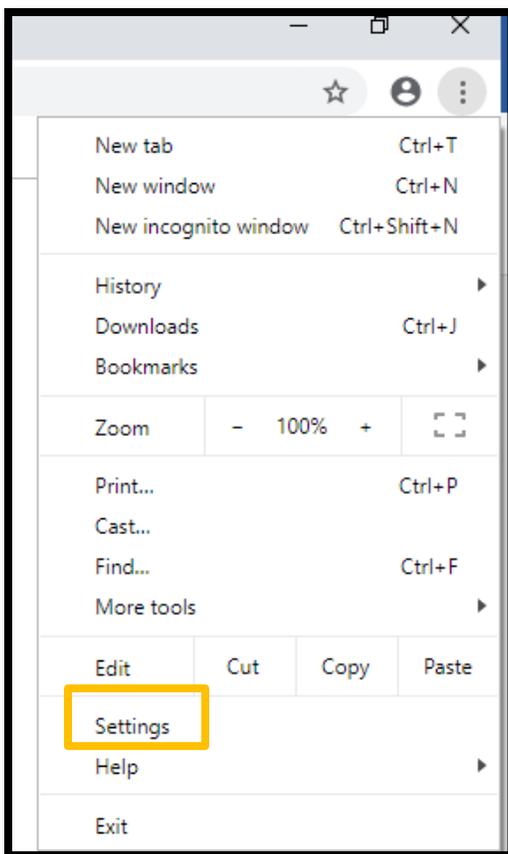
### DISABLING POP-UP BLOCKER

When using Google Chrome pop-up blocker may be enabled.

1. Click the **three dots** in the top right-hand corner of the browser.

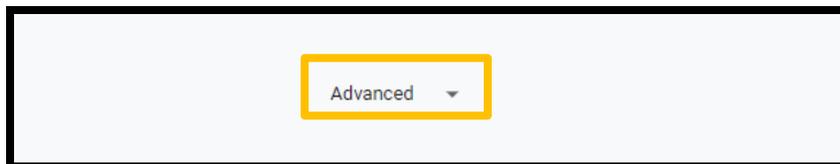


2. Click **Settings**.

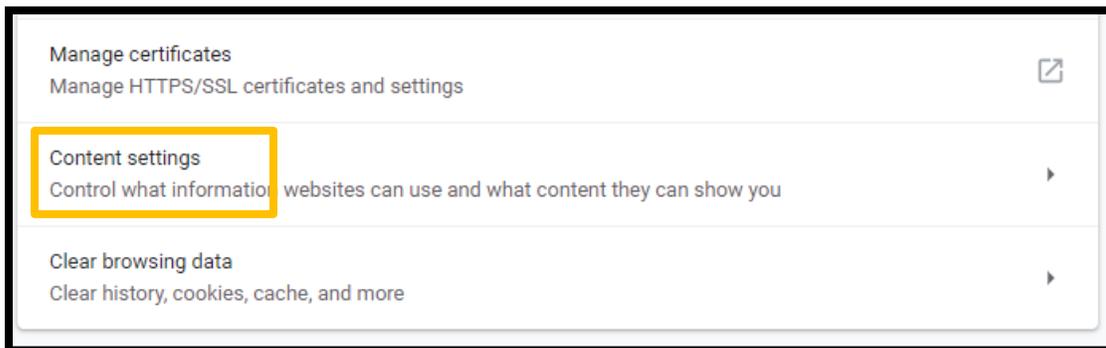


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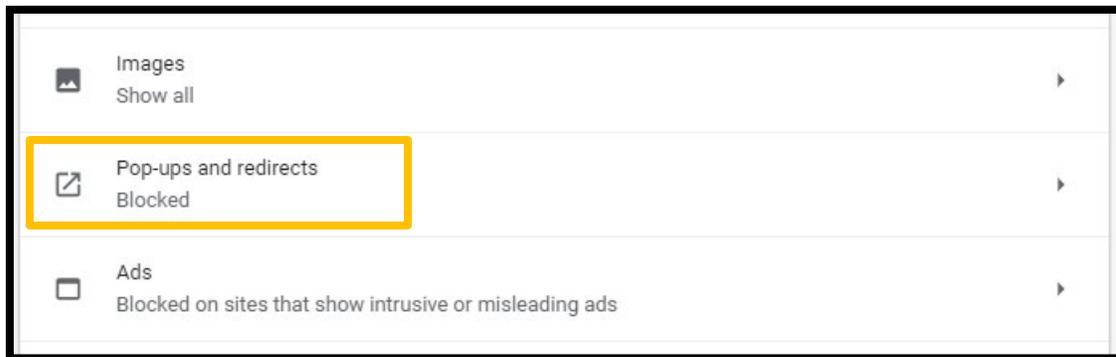
3. Scroll to the bottom and click **Advanced**.



4. Navigate to **content settings**.



5. Click **Pop-ups and redirects**.



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6. Under Allow click the **Add** button.



7. Enter `mynslc.sabacloud.com` and then click **Add**.

