

Steps to access ONA's eLearning website

All members should review the instructional steps outlined below, to ensure computer compatibility and create an account prior to logging onto the eLearning website.

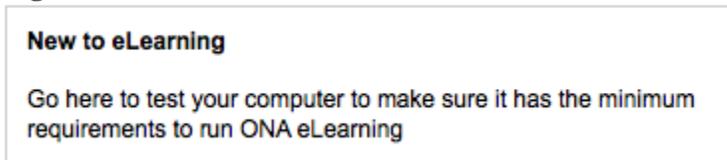
Step 1: Go to the eLearning website

To get to the eLearning.ona.org website.

Step 2: Choose "New to eLearning"

Click the "New to eLearning" button on the left side of the page (Figure A).

Figure A

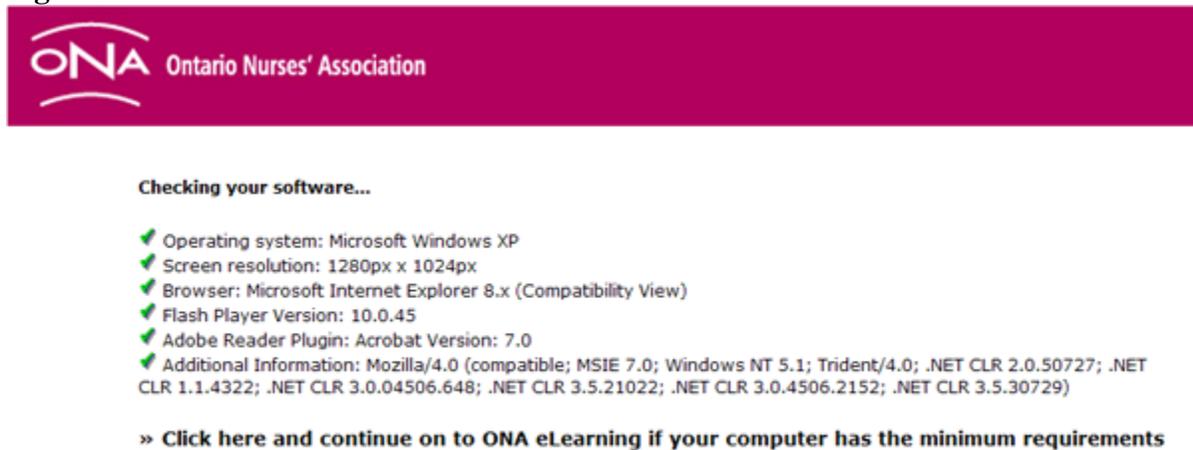


Step 3: Automatic check for minimum requirements

You will see a list of the minimum requirements to use the eLearning website.

If you see only green checkmarks next to all of the items (Figure B) in the "Checking your software" list, click the link below the list to continue to the eLearning website and skip directly to [Step 5](#).

Figure B



The screenshot shows the ONA logo and name at the top. Below it, the heading "Checking your software..." is followed by a list of system requirements, each with a green checkmark icon. The requirements are: Operating system: Microsoft Windows XP; Screen resolution: 1280px x 1024px; Browser: Microsoft Internet Explorer 8.x (Compatibility View); Flash Player Version: 10.0.45; Adobe Reader Plugin: Acrobat Version: 7.0; and Additional Information: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Trident/4.0; .NET CLR 2.0.50727; .NET CLR 1.1.4322; .NET CLR 3.0.04506.648; .NET CLR 3.5.21022; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729). At the bottom, there is a link: "» Click here and continue on to ONA eLearning if your computer has the minimum requirements".

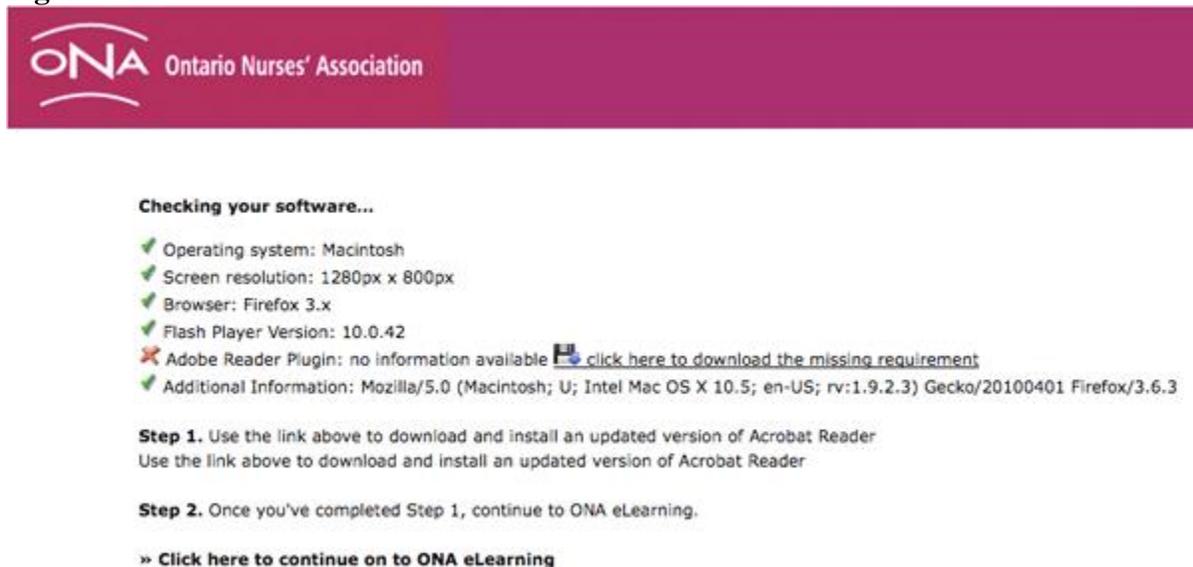
Checking your software...

- ✔ Operating system: Microsoft Windows XP
- ✔ Screen resolution: 1280px x 1024px
- ✔ Browser: Microsoft Internet Explorer 8.x (Compatibility View)
- ✔ Flash Player Version: 10.0.45
- ✔ Adobe Reader Plugin: Acrobat Version: 7.0
- ✔ Additional Information: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Trident/4.0; .NET CLR 2.0.50727; .NET CLR 1.1.4322; .NET CLR 3.0.04506.648; .NET CLR 3.5.21022; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729)

» Click here and continue on to ONA eLearning if your computer has the minimum requirements

If you see a red “X” next to any of the items (Figure C) in the “Checking your software” list, proceed to [Step 4](#).

Figure C



The screenshot shows the ONA logo and name at the top. Below it, the heading "Checking your software..." is followed by a list of system requirements. Most have green checkmarks, but the Adobe Reader Plugin requirement has a red X icon and the text "no information available" followed by a link icon and the text "click here to download the missing requirement". The requirements are: Operating system: Macintosh; Screen resolution: 1280px x 800px; Browser: Firefox 3.x; Flash Player Version: 10.0.42; Adobe Reader Plugin: no information available click here to download the missing requirement; and Additional Information: Mozilla/5.0 (Macintosh; U; Intel Mac OS X 10.5; en-US; rv:1.9.2.3) Gecko/20100401 Firefox/3.6.3. Below the list, there are two steps: "Step 1. Use the link above to download and install an updated version of Acrobat Reader" and "Step 2. Once you've completed Step 1, continue to ONA eLearning." At the bottom, there is a link: "» Click here to continue on to ONA eLearning".

Checking your software...

- ✔ Operating system: Macintosh
- ✔ Screen resolution: 1280px x 800px
- ✔ Browser: Firefox 3.x
- ✔ Flash Player Version: 10.0.42
- ✘ Adobe Reader Plugin: no information available  click here to download the missing requirement
- ✔ Additional Information: Mozilla/5.0 (Macintosh; U; Intel Mac OS X 10.5; en-US; rv:1.9.2.3) Gecko/20100401 Firefox/3.6.3

Step 1. Use the link above to download and install an updated version of Acrobat Reader
Use the link above to download and install an updated version of Acrobat Reader

Step 2. Once you've completed Step 1, continue to ONA eLearning.

» Click here to continue on to ONA eLearning

Step 4: Download new/updated software if necessary

Click the link to the right of the list item that has a red “X” next to it to download the missing requirement (Figure D) and follow the instructions to install the software component that must be added or updated.

Figure D

 Adobe Reader Plugin: no information available  [click here to download the missing requirement](#)

The minimum software required to be able to access all aspects of the eLearning website must be on the computer that you use. Now is the time to download free, up-to-date versions of the Adobe Acrobat Reader, Adobe Flash Player and Shockwave website browser plug-ins from the Internet. You should install these upgrades before advancing any further.

Note: You should only upgrade software on your own personal computers. You may not be permitted to download and install upgrades on computers that are provided by an employer. If you are Local Coordinator or Treasurer and have an ONA-provided computer, you will be able to download upgrades from the Internet and install them yourself.

Step 5: Turn off pop-up blocking

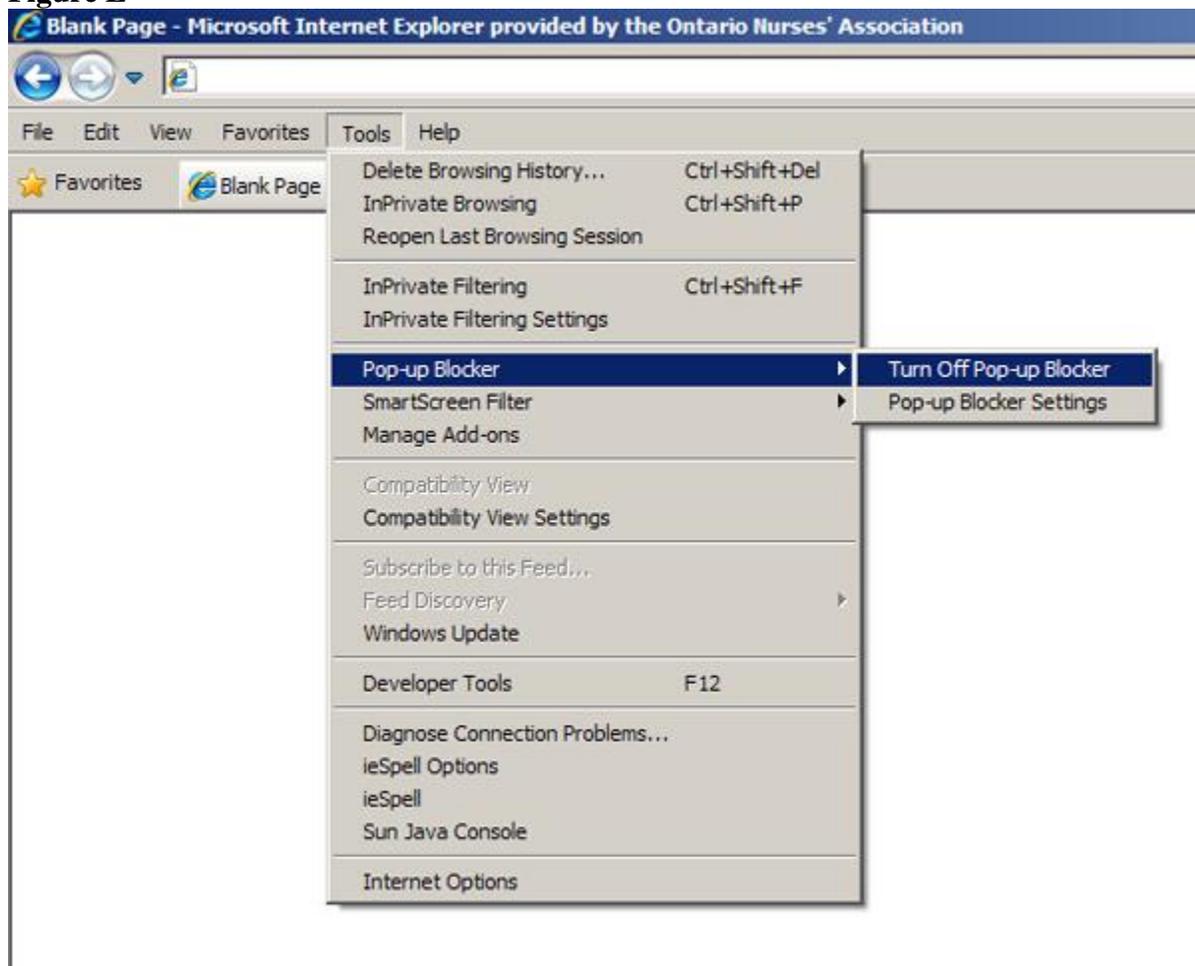
Determine whether you’re using a PC or a Mac computer and which web browser you’re using. Follow the corresponding instructions to turn off your web browser’s pop-up blocking function:

- [PC - Microsoft Internet Explorer](#)
- [PC - Mozilla Firefox](#)
- [Mac - Mozilla Firefox](#)
- [Mac - Safari](#)

PC – Microsoft Internet Explorer

Under the “Tools” menu click “Pop-up Blocker,” then select “Turn Off Pop-up Blocker” (Figure E).

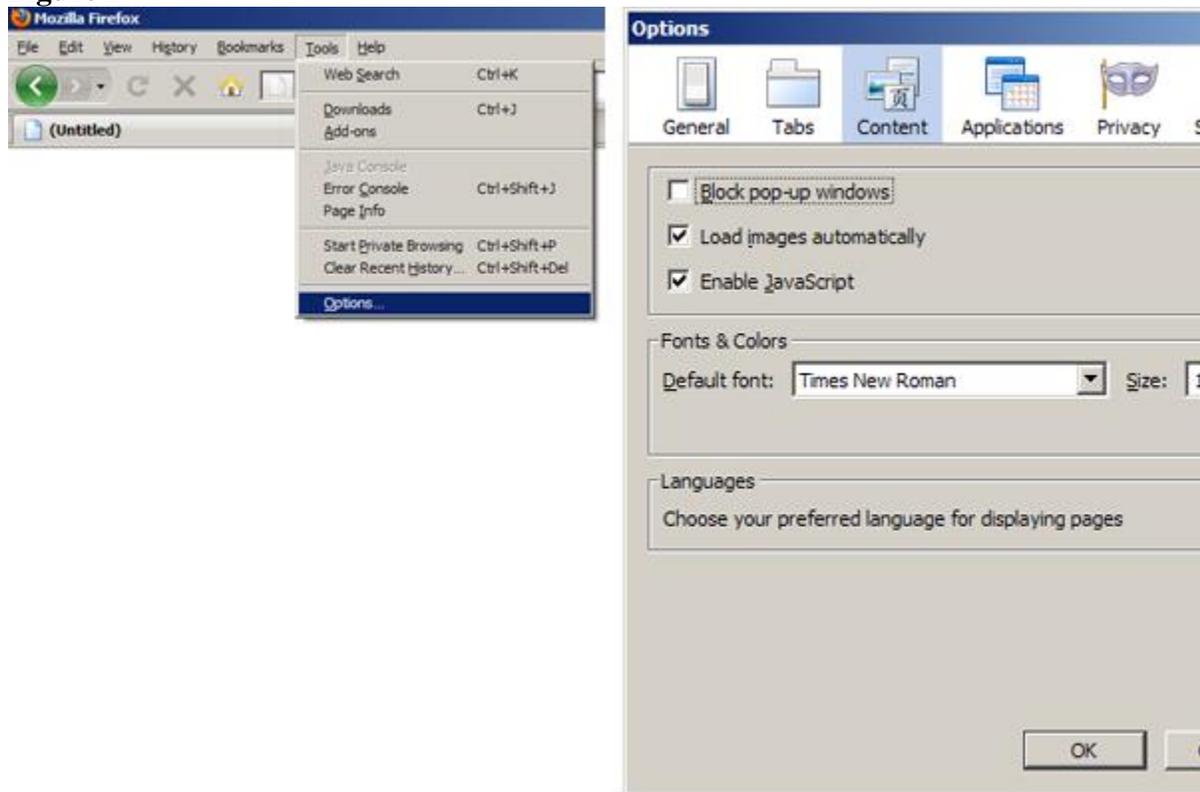
Figure E



PC – Mozilla Firefox

Under the “Tools” menu click “Options...,” then click on the “Content” icon and uncheck the “Block pop-up windows” box (Figure F).

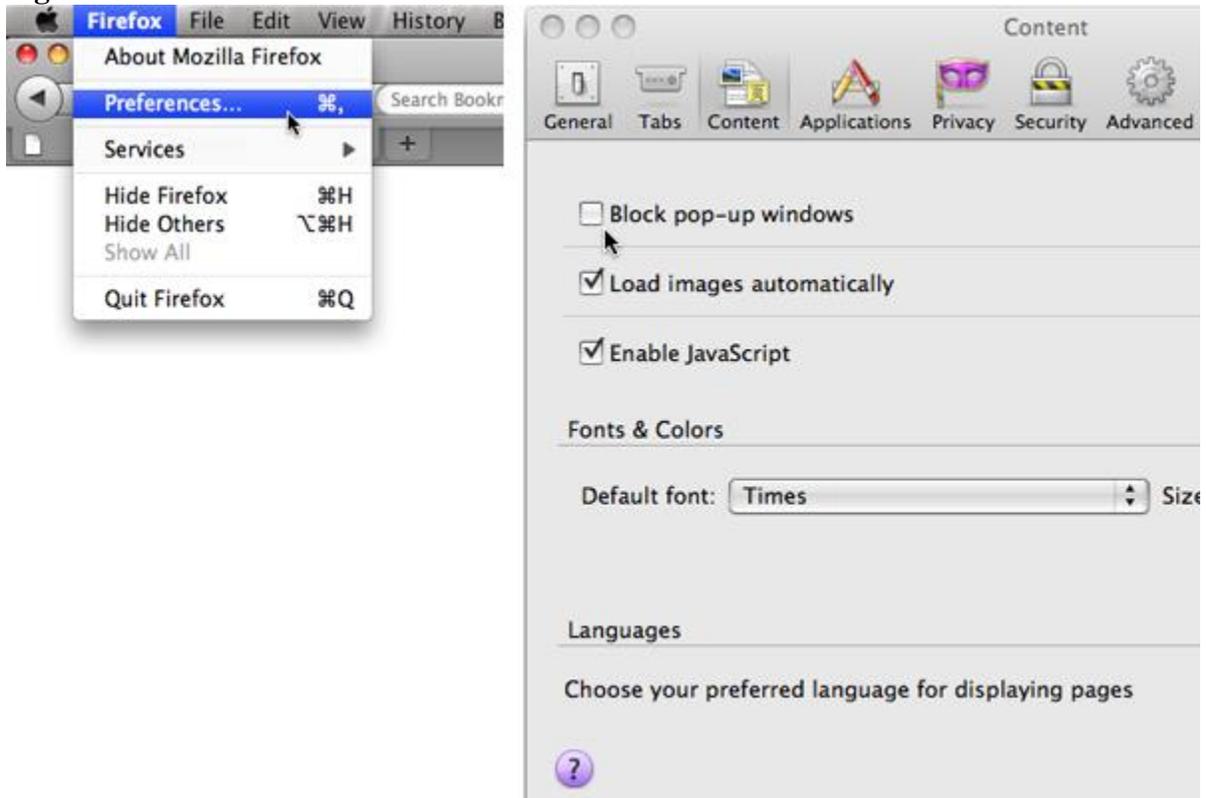
Figure F



Mac – Mozilla Firefox

Under the “Firefox” menu click “Preferences...,” then click on the “Content” icon and uncheck the “Block pop-up windows” box (Figure G).

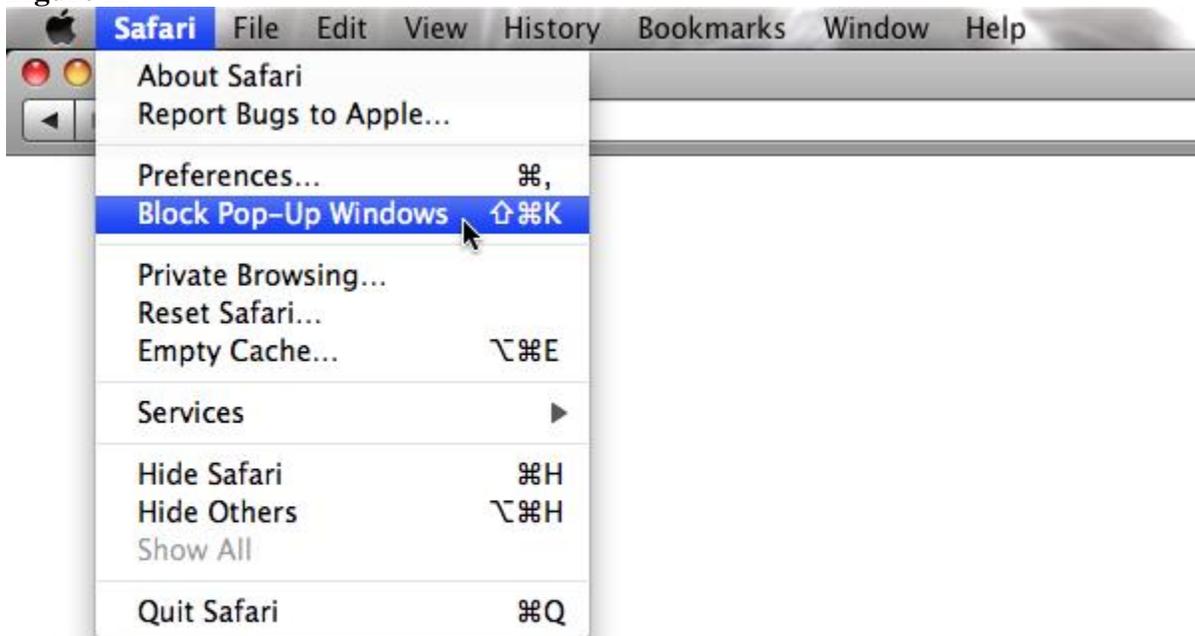
Figure G



Mac – Safari

Under the “Safari” menu, click “Block Pop-Up Windows” to remove the checkmark (Figure H).

Figure H



Step 6: Create new account

Click on the “Create new account” button on the right side of the page and follow the instructions to create your username and password for the eLearning website (Figure I).

Figure I

ONA eLearning ▶ Login to the site

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Some courses may allow guest access

Forgotten your username or password?

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

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Our Vision

Ontario Nurses' Association.
Our Union.
Respected. Strong. United.
Committed to members who care for people.

If you've followed the instructions and still have compatibility problems

ONA members who continue to experience challenges in ensuring computer compatibility when accessing the eLearning website should e-mail: elearningenquiries@ona.org

Staff will monitor this e-mail address and will respond within 48 hours (72 hours if a message is left over a weekend).

Local Coordinators and Treasurers have ONA-supplied laptop computers and may call the ONA HelpDesk for assistance if they experience compatibility problems.

Returning to the eLearning website

Once members have checked their computer compatibility and accessed the eLearning website for the first time, they can enter and leave the program and module they are working on as they wish and as time permits. Each subsequent time that they log on, they will automatically enter the program and module they were last working on at the point where they logged out.

