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.

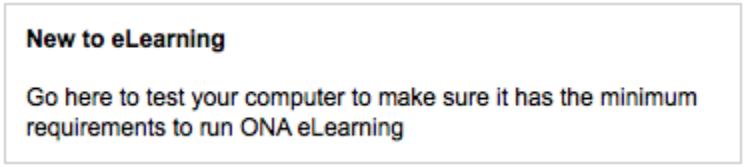
Step 1: Go to the eLearning website

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

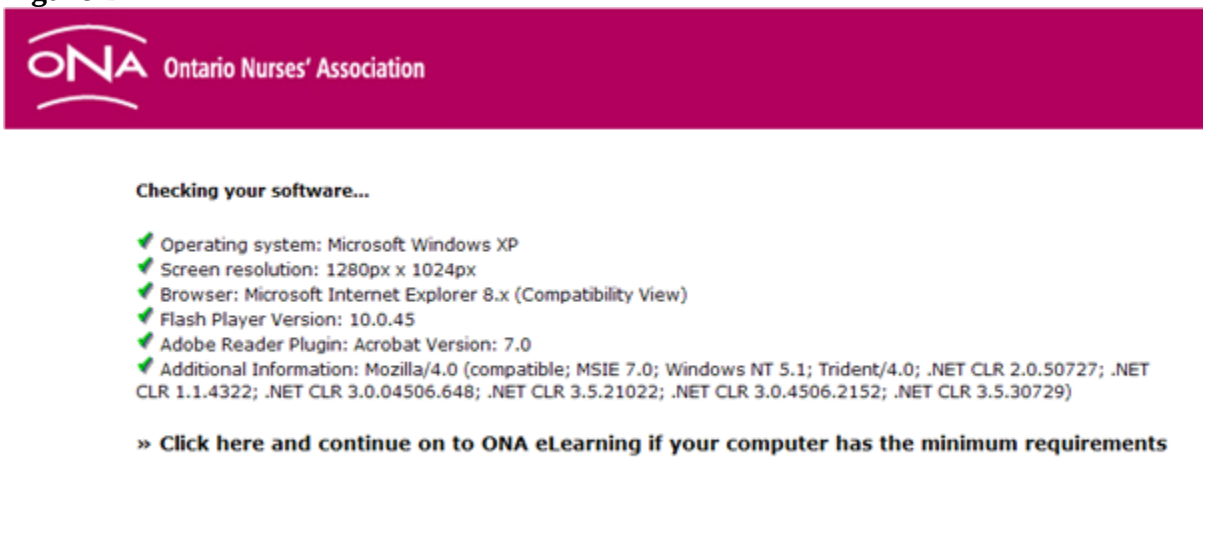


Step 3: Automatic check for minimum requirements

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

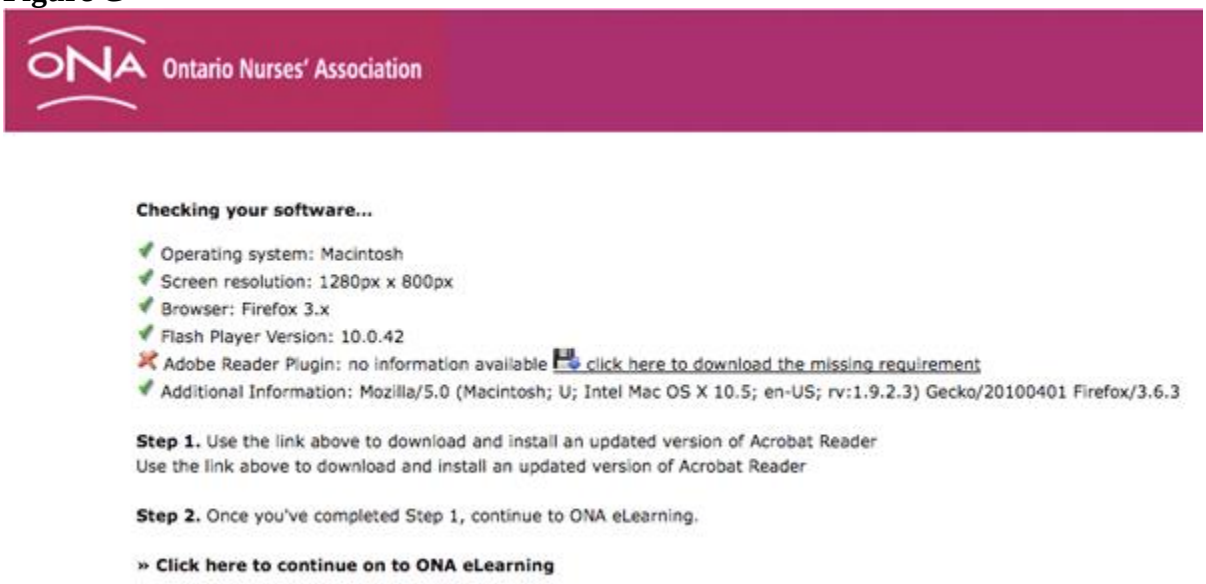
If you see only green checkmarks next to all of the items (Figure B) in the "Checking your software" list, click the link below the list to continue to the eLearning website and skip directly to Step 5.

Figure B



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



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

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

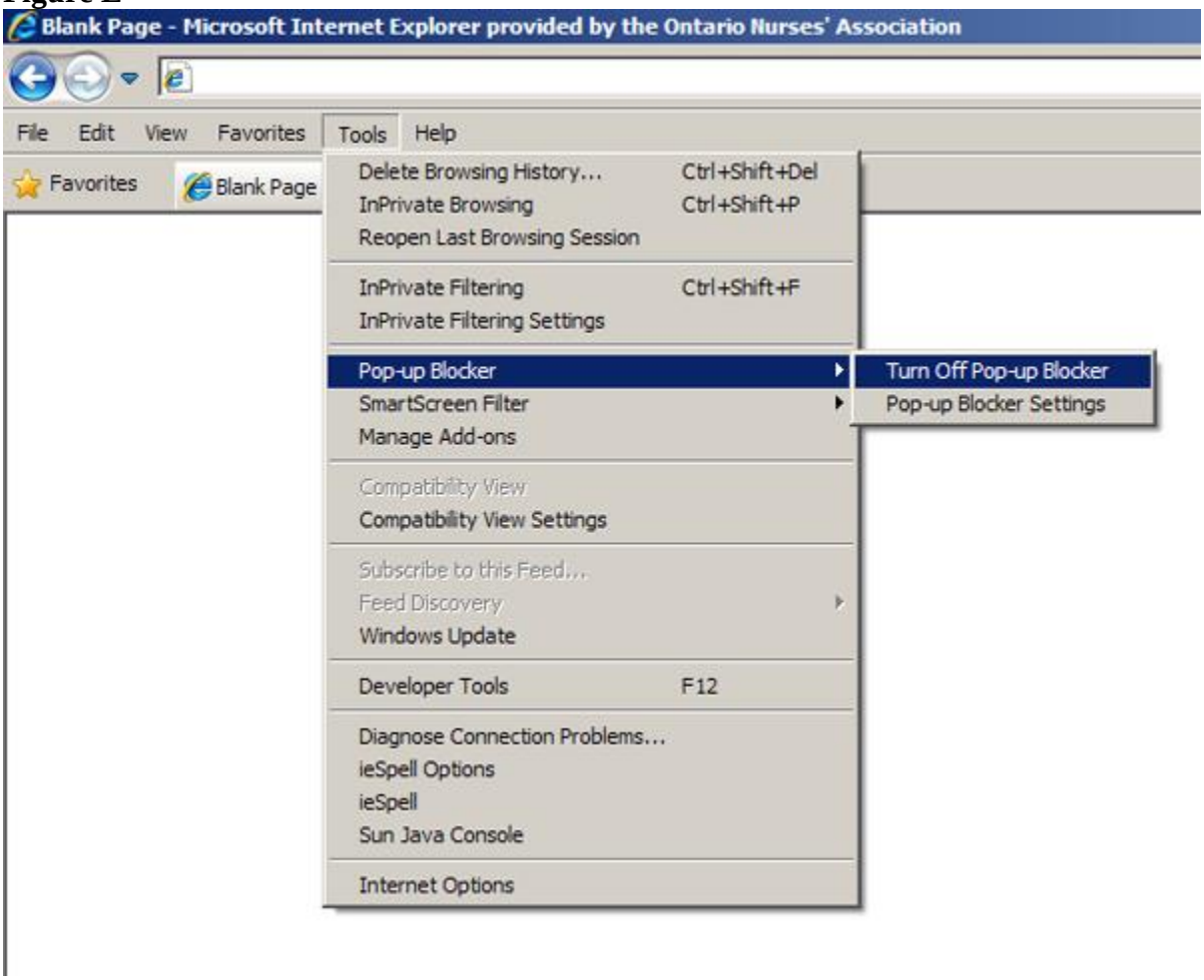
Determine whether you're using a PC or a Mac computer and which web browser you're using. Follow the corresponding instructions to turn off your web browser's pop-up blocking function:

- 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).

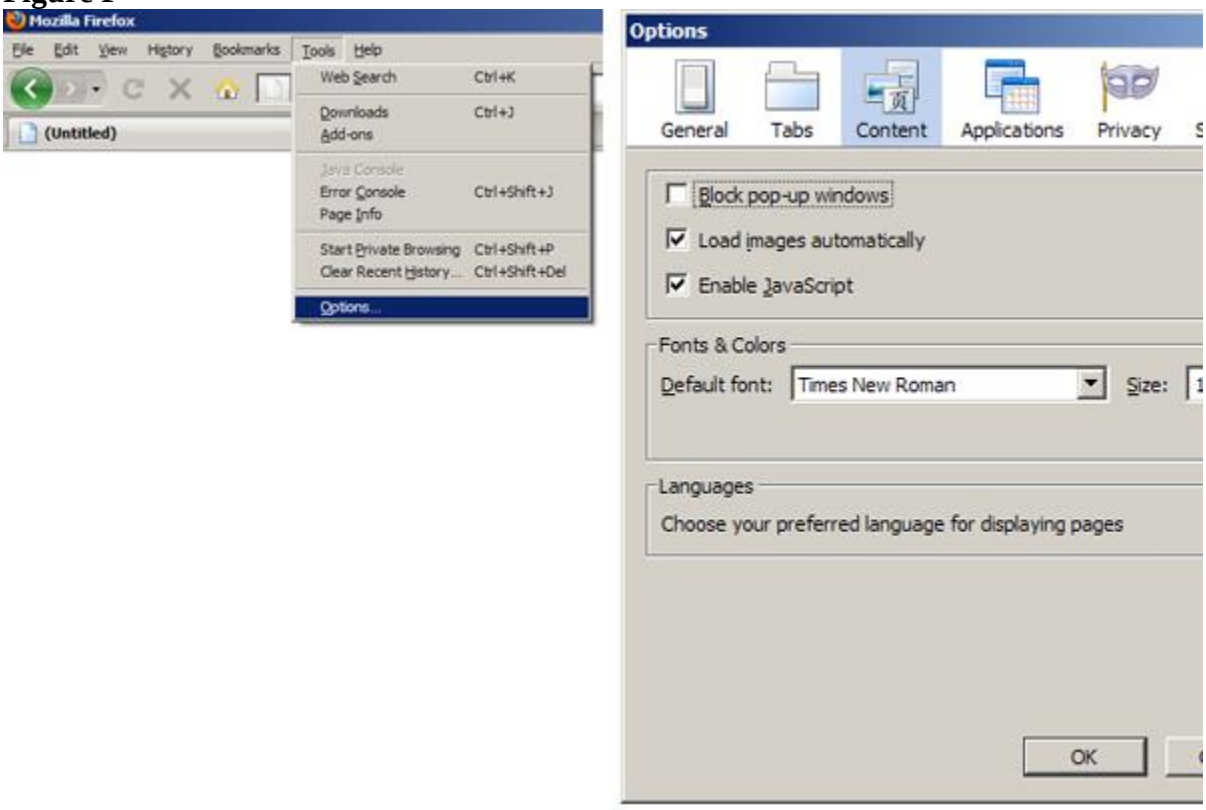
Figure E



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).

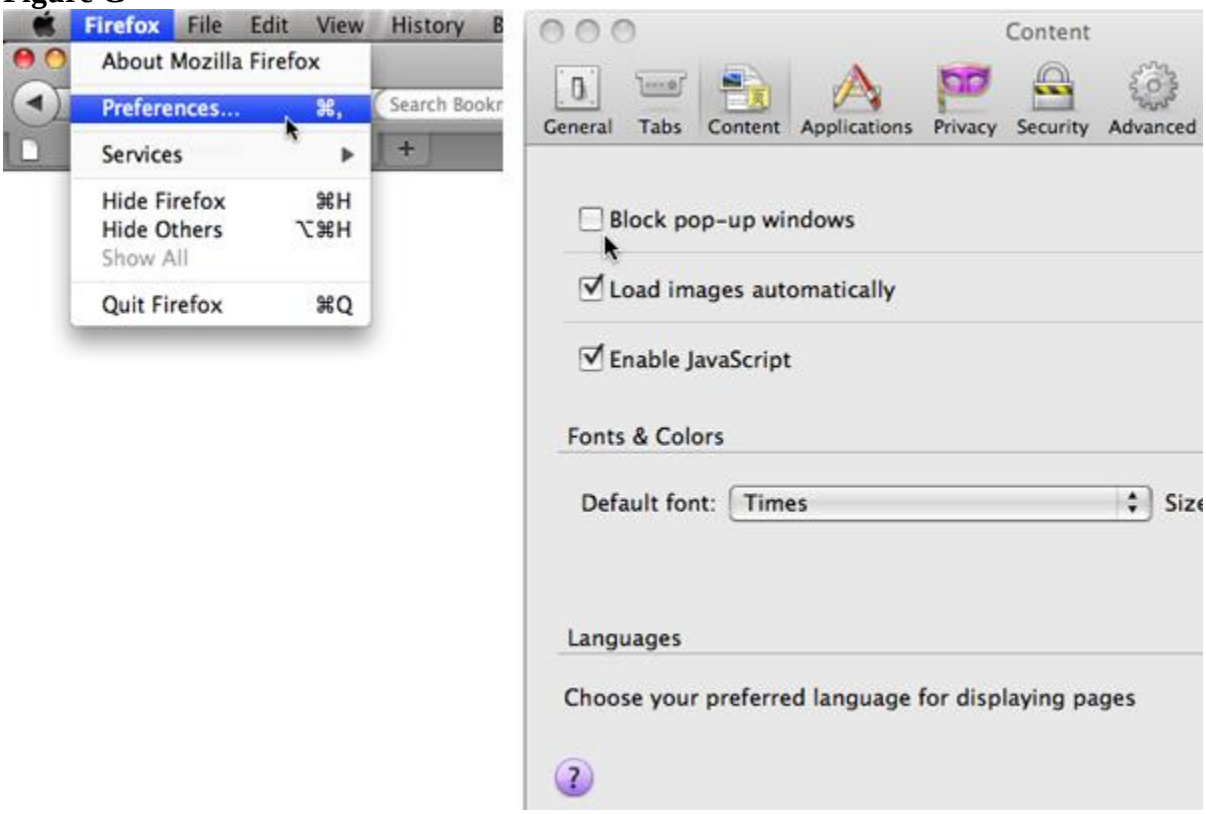
Figure F



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).

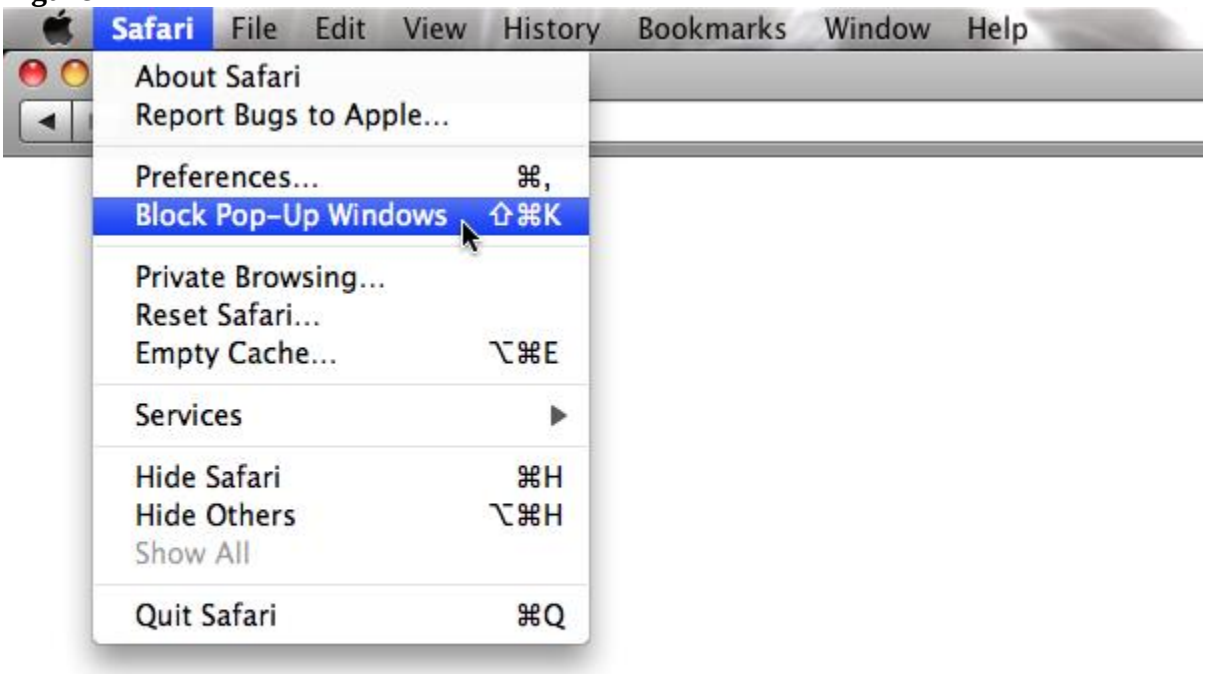
Figure G



Mac – Safari

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

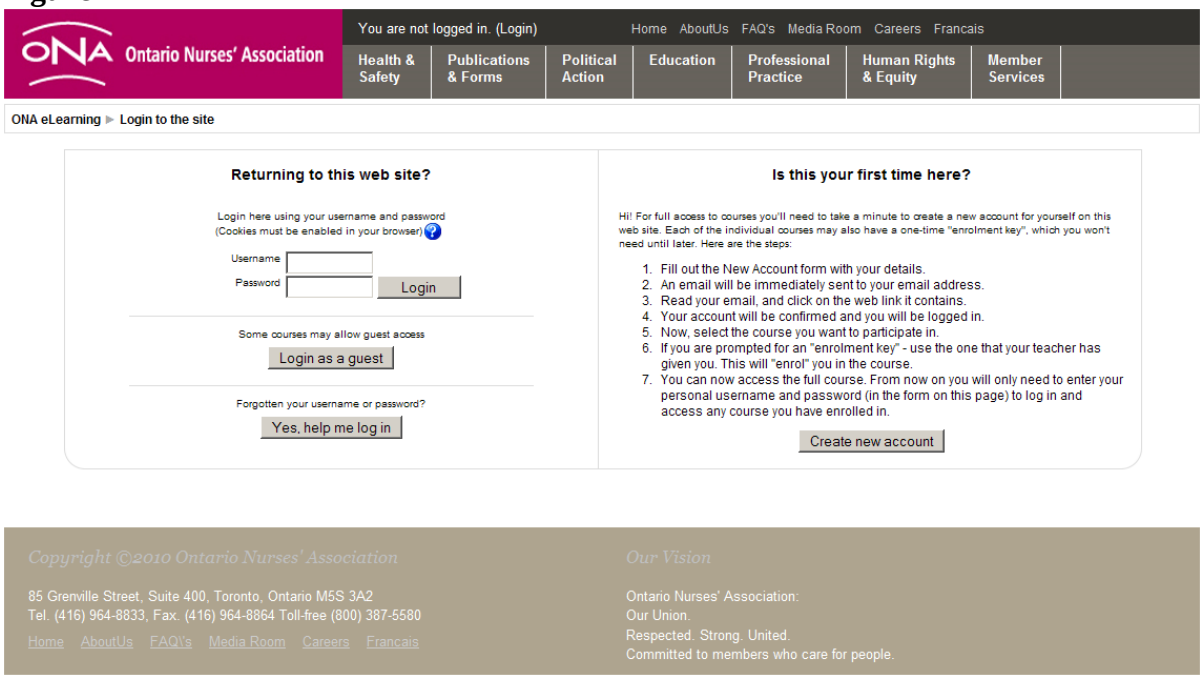
Figure H



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



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.