

How to Login and Enroll in a course within Truenorthlogic

1. Open a browser and go to hcs.truenorthlogic.com
2. Enter the username and password. The username and password will be the same credentials used to login to your computer.

On the Home Tab, you will see a Welcome Channel and Announcement Channel which contains any announcements and messages directed to the user, a calendar of events within the Truenorthlogic system, and channels for Required and Recommended learning opportunities.

Horry County Schools Welcome demo141 user: You are currently logged in. LINK MY PROFILE SIGN OUT

My Professional Growth System

Home Search Learning Opportunities Propose a Course

Welcome

My Announcements

- Welcome to Truenorthlogic

New/Unread Read

My Courses

Title	Section Title
Dave's Test Course	Dave's Test Section 1
Sample Test Course	Test Section

My Courses View My Transcript

Upcoming Events

Today: Wednesday, July 25, 2012

No Upcoming Events

Past Events

No Past Due Items

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Event Today

Month View

Required Training

You are required to take the following courses:

- Item Bank Assessments
- Trial Course

Courses listed in this channel indicate a requirement based on your demographic information or Assessments you have taken. Once completed a course should no longer appear in this channel. Refer to your Transcript for verification of course completion.

3. To find Learning Opportunities, click on the **Search Learning Opportunities** tab.

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My Professional Growth System

Home Search Learning Opportunities Propose a Course

- The user will be able to enter any search criteria to find courses within the system or click the **List All** button to browse the entire catalog.

Course Search

Course Title:	Contains	<input style="width: 90%;" type="text"/>
Description:	Contains	<input style="width: 90%;" type="text"/>
Date:	<input type="checkbox"/> Include only courses with the	Start Date <input type="text"/> No Earlier Than <input type="text"/> <input type="text" value="07/25/2012"/>
Learning Opportunity Type:	All	
Stipend:	- No Choices Available -	
Section #:	<input type="text"/>	
Course #:	<input type="text"/>	
Location:	-	
More Options		

List All
Search

- Once the user finds a course, they click on the course title to get additional information about the course, including when the sections are going to be taught. Click on the **Info** button on the section to get specific details about the section.

Course Catalog

Search Results							Find a Course
Type/Number	Course	View All Sections			Credit Types	Audience	
22	Dave's Test Course 6 Sample Text				5 Points	Recertification	All
Hide Sections							
	Section Title	Section #	Start Date	Section Time	Other Location	Registered	
	Test Section 1	17	07/30/2012	9:00 AM - 11:00 AM		0	
Office: Instructional Technology				Disclaimer: This is a test			

- After reviewing the details of the section, the user can Register for the Course Section by clicking on the **Register** button.

Details

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Course Title:	Dave's Test Course 6
Course #:	22
Course Description:	Sample Text <i>Disclaimer: This is a test</i>
Prerequisites:	Sample text...
Notes:	notes...
Credit Types:	Points Recertification 5.0
Delivery Type:	Course/Workshop

Sections

Section Status	#	Section Title	Start Date	Instructor(s)	Roster	Max Class Size	Registered	Other Location
Register	17	Test Section 1	July 30, 2012 - July 31, 2012 9:00 AM - 11:00 AM <small>See all times</small>	Donna Principal donna.principal@myschool.org	View Roster	10	0	

- The participant will confirm the registration by clicking **Next**.

Course Registration

Registering for Course: Dave's Test Course 6
 Registration Progress 33%

Confirm Course Selection

Please confirm the following information to complete the course registration. Click **Next** to continue

Course Information

Course Title: Dave's Test Course 6	Location: District Office
Section: Test Section 1	Other Location:
Credit Types: Points Recertification 5.0	
Section Notes: Notes	
Class Dates: 07/30/2012 - 07/31/2012	

Next

- The Participant is now registered for the course and will receive an email confirmation.

The course will now show in the My Courses channel on the Home page and will also show in the Calendar.