



**ENCORE
LEARNING**

Expand Your World

**Member Account Manager
QuickStart Guide: How to Access
Your Course Info, Supplemental
Course Material & Calendar**

How to Access Your Course Info, Supplemental Material & Calendar

- Go online to our website www.EncoreLearning.net.
- Under **QUICK LINKS** on the right, select **Member Account Manager**.
- Select the **Login** link at the upper right side of the page.
- On the Log In page, enter your email address and password in the fields on the right under **Returning Members** then select **Login** button.
- On the **My Account** page, open **My Activities** tab.
- Select each course one by one to reconfirm dates and room number then scroll down to check **Additional Information** for
 - date changes, including skipped or added dates
 - room changes during the semester
 - recommended and independent reading
- Return to **My Activities**. If your instructor has provided supplemental course material, you will see [View Class Media](#) under the course name.
 - Select [View Class Media](#) link
 - All instructor-provided items are listed under the Documents heading
 - A “read by” date given by your instructor is listed at the end of each item
 - Select each document’s PDF link to open it
 - Read or print each document at your convenience
- Return to **My Activities** to explore the **View My Calendar** link. Close the calendar window when done.
- When you are finished, select **Log Out** link at the upper right side of the page.