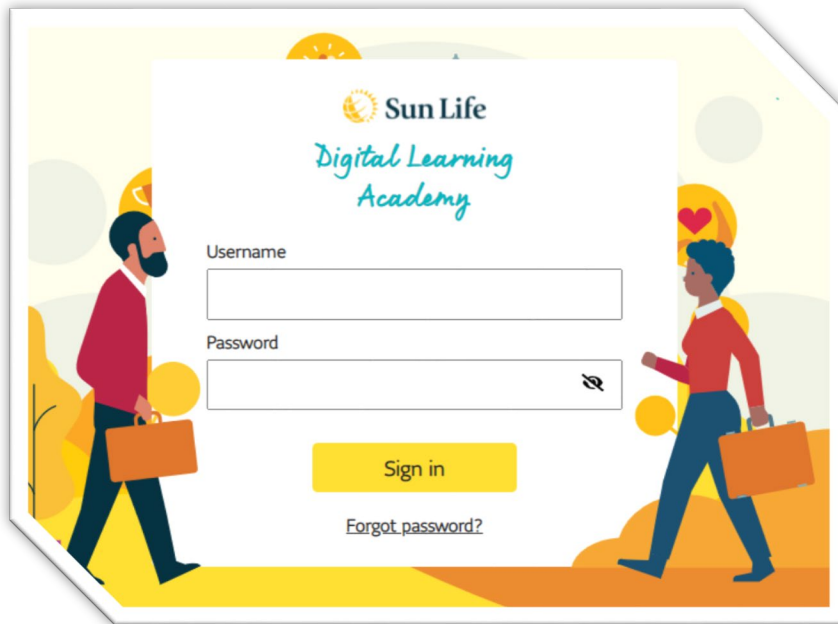
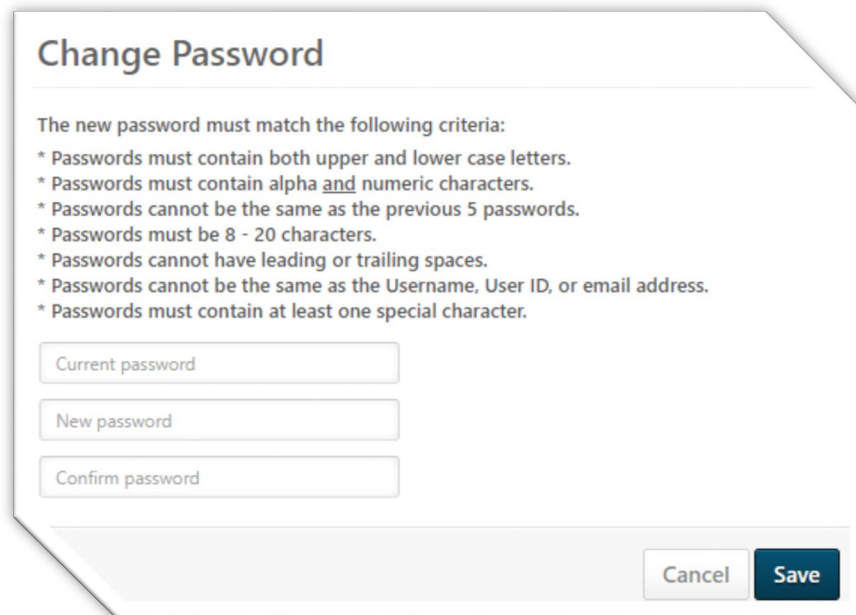


## HOW TO FINISH SLTC USING YOUR MOBILE PHONE?

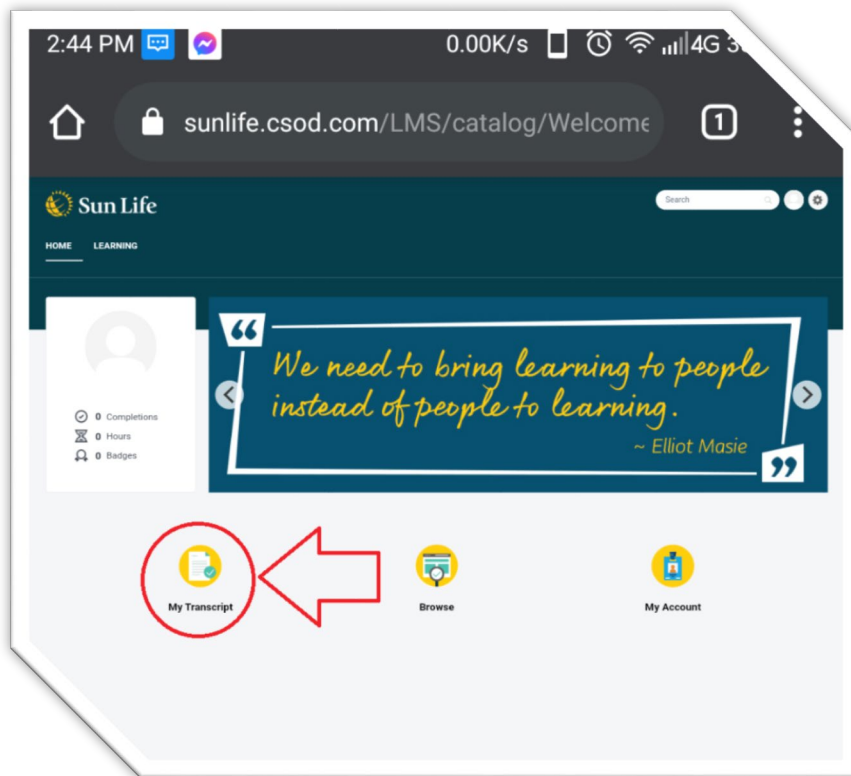
1. Download **Google Chrome Mobile**:  
For Android Users: <https://play.google.com/store/apps/details?id=com.android.chrome&hl=en&gl=US>  
For iOS/iPAD/iPhone Users: <https://apps.apple.com/ph/app/google-chrome/id535886823>
2. Open the installed **Google Chrome Mobile**, then go to <https://sunlife.csod.com/client/sunlife/DigitalLearningAcademy.aspx>
3. Once you are there, login the given id and password from your email (you may see this when SunLife issued you a schedule)

The image shows a login interface for the Sun Life Digital Learning Academy. At the top, the Sun Life logo is displayed above the text "Digital Learning Academy". Below this, there are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right, likely for toggling visibility. A yellow "Sign in" button is positioned below the password field. At the bottom, there is a link that says "Forgot password?". The entire interface is set against a light yellow background with stylized illustrations of two people walking towards the right, one carrying a briefcase and the other a bag.

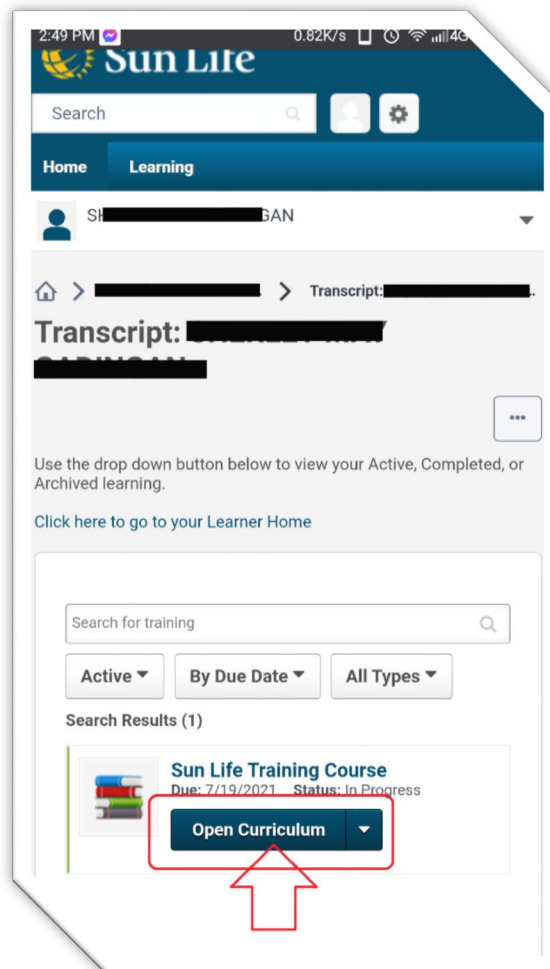
4. In case they need you to change password, all you have to do is follow the given instructions carefully to proceed  
Skip to step number 5 if they do not require you to do this

The image shows a "Change Password" form. At the top, the title "Change Password" is displayed. Below the title, a section titled "The new password must match the following criteria:" lists several requirements: "\* Passwords must contain both upper and lower case letters.", "\* Passwords must contain alpha and numeric characters.", "\* Passwords cannot be the same as the previous 5 passwords.", "\* Passwords must be 8 - 20 characters.", "\* Passwords cannot have leading or trailing spaces.", "\* Passwords cannot be the same as the Username, User ID, or email address.", and "\* Passwords must contain at least one special character." Below these criteria, there are three input fields: "Current password", "New password", and "Confirm password". At the bottom right of the form, there are two buttons: "Cancel" and "Save".

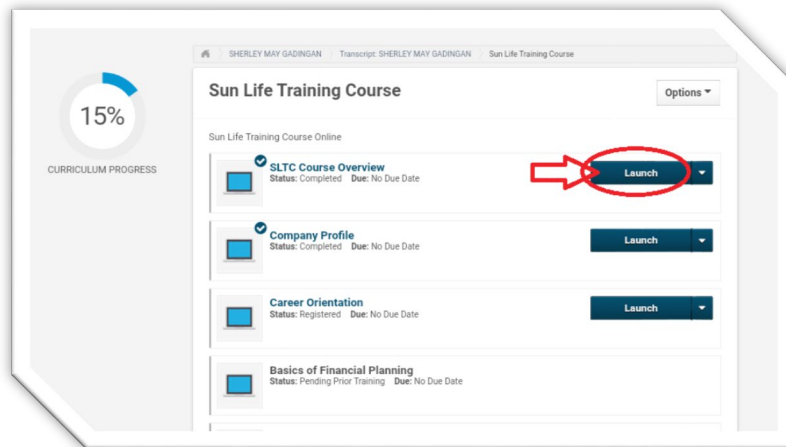
5. After logged on, you might see a dashboard and once there, click **"My Transcript"**



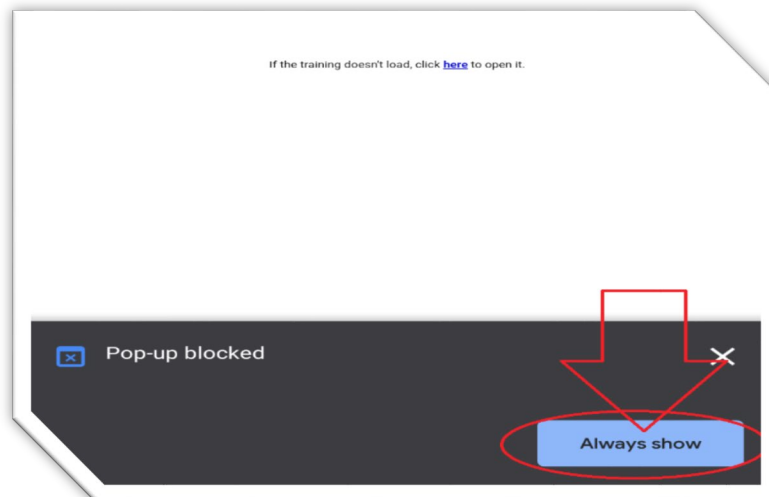
6. Navigate to **Sun Life Training Course**, then click **Open Curriculum**



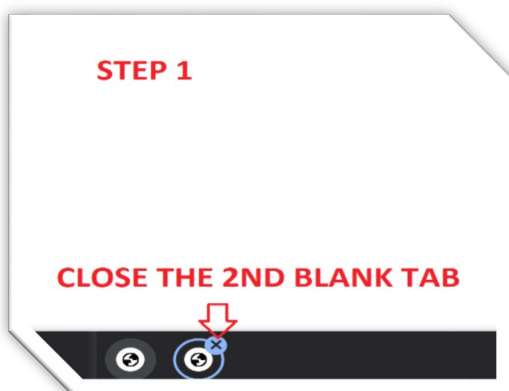
7. A list of module will appear there, click **“Launch”** to start each courses



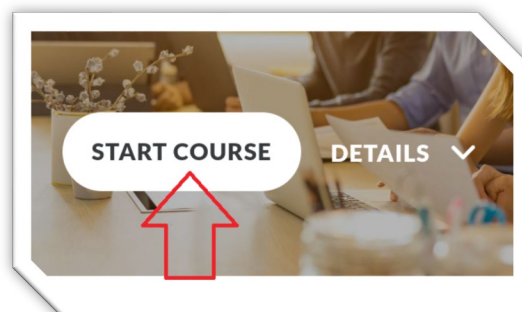
8. A new tab will show automatically once launched, enable the **“PopUp feature”** in your browser by just clicking **“Always Show”**



9. Next is close the *2nd blank tab* then click the **“click here to open it”** to start the course by following the images below



10. Click **“Start Course”**



11. Each modules have a different tasks to do, you might experience such as flapping cards, mini quizzes, playing videos, tapping plus symbols, etc.  
In order to finish the SLTC, you must carefully follow the required tasks they want you to do  
You are allowed to skip the videos (optional)  
You can download the **Handout Module PDF** so you can review again the course  
You might experience to click **“CONTINUE”** to proceed to next steps  
To finish each courses click **“EXIT MODULE”** to proceed in available courses  
Take note that you must complete all courses in SLTC

*Click the PDF document to download the module handout.*



**SLTC Course  
Overview.pdf**  
914 KB



**Click the EXIT MODULE button to exit. You may proceed to the next module.**

**EXIT MODULE**

**Hope it helps!  
Goodluck in taking your SLTC 😊**