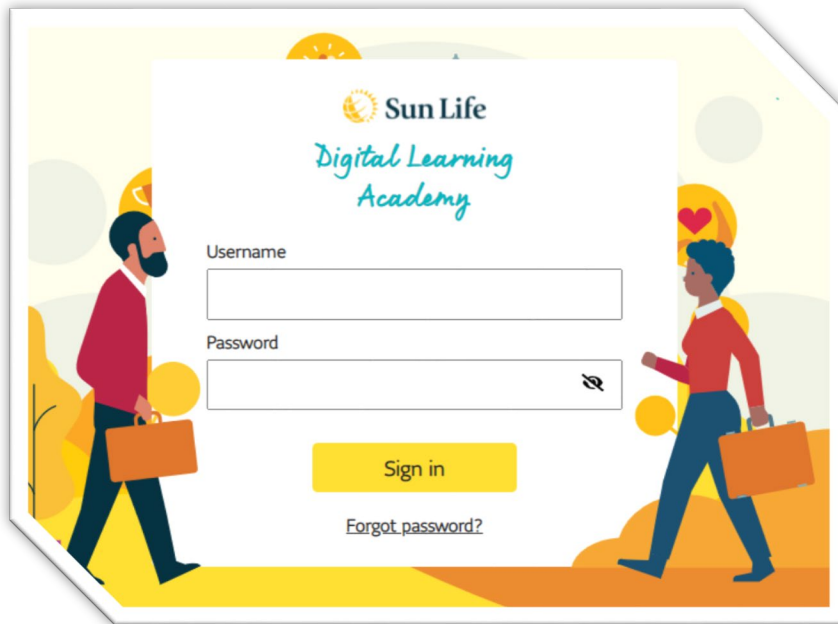# HOW TO FINISH SLTC USING YOUR MOBILE PHONE?

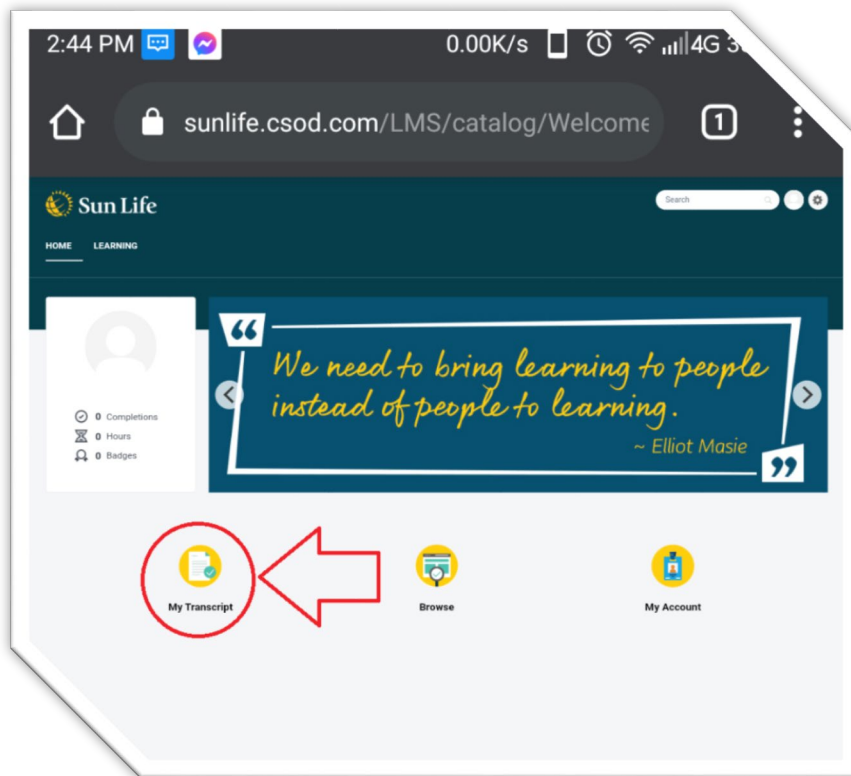1. Download **Google Chrome Mobile**:
   For Android Users: https://play.google.com/store/apps/details?id=com.android.chrome&hl=en&gl=US
   For iOS/iPAD/iPhone Users: https://apps.apple.com/ph/app/google-chrome/id535886823

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)
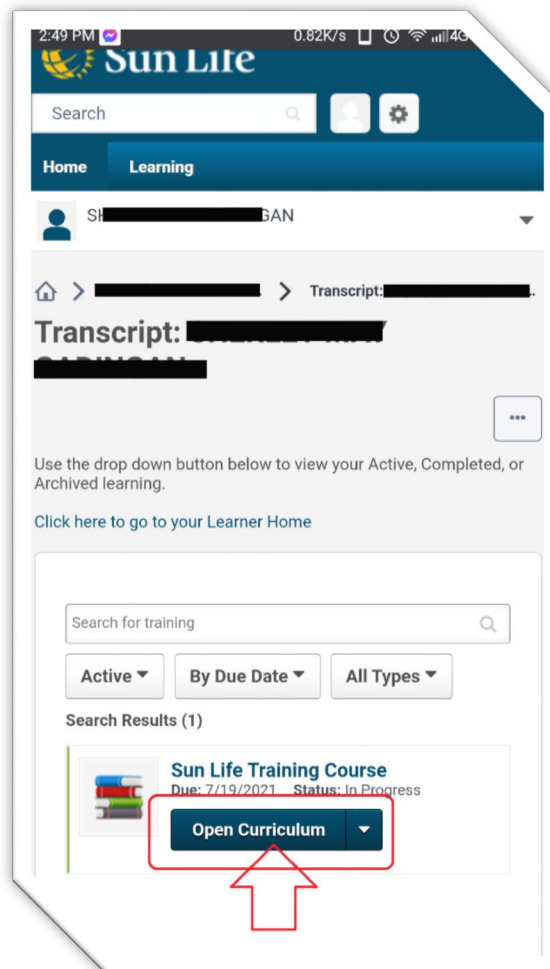

4. In case they need you to change password, all you have to do is follow the given instructions carefully to proceed
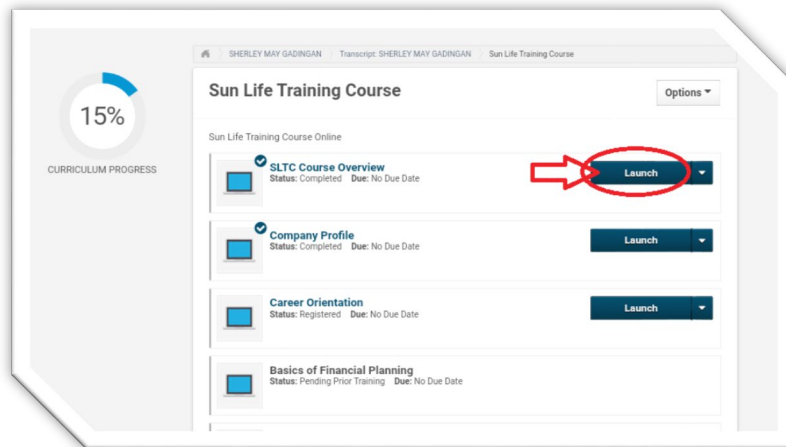   Skip to step number 5 if they do not require you to do this

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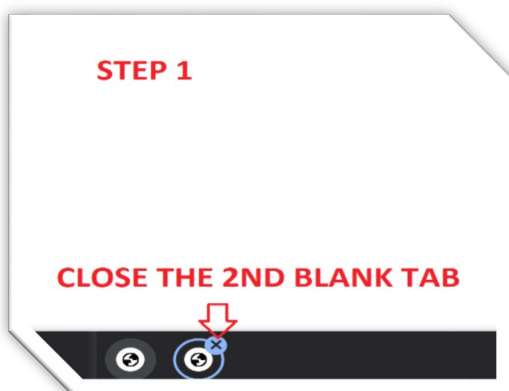
7. A list of module will appear there, click **"Launch"** to start each courses
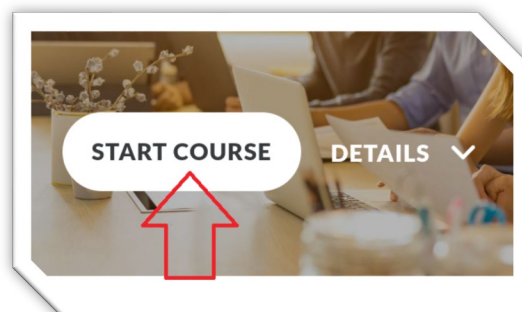

8. A new tab will show automatically once launched, enable the **"PopUp feature"** in your browser by just clicking **"Always Show"**
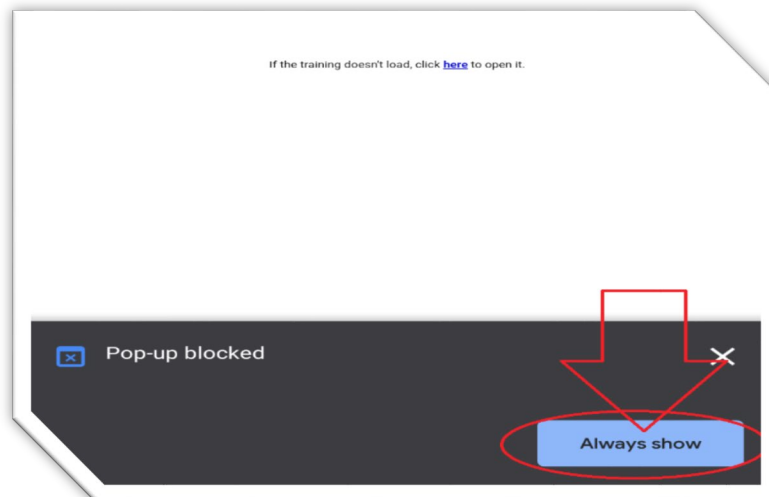
9. Next is close the *2nd blank tab* then click the **"click here to open it"** to start the course by following the images below

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.

PDF **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 ☺