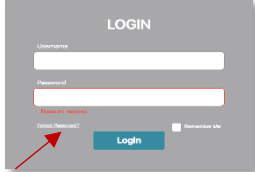
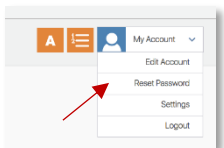
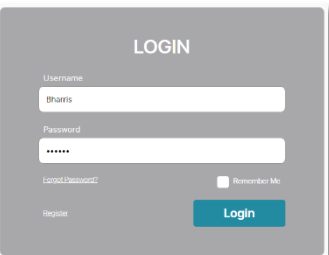

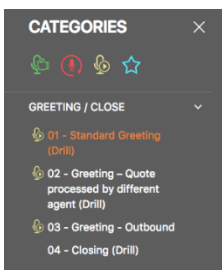
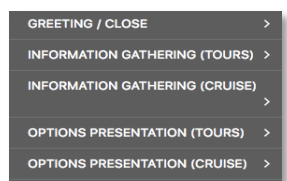
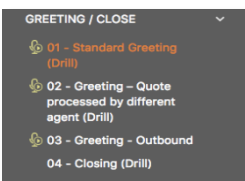
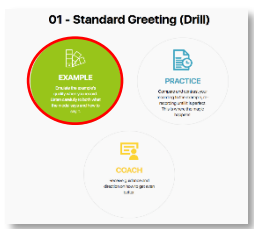


QUICK START GUIDE

Communication Coach Instructions for Users

Welcome to Communication Coach! Our program is up and running, ready for you to log in and begin your journey to greatness.
Below are easy-to-follow instructions to get you started today.

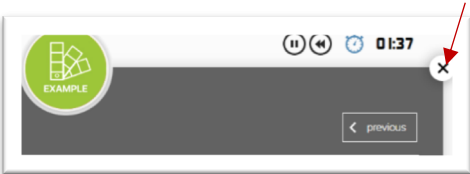



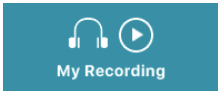
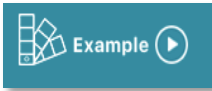

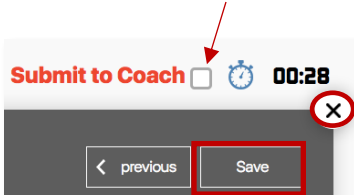

STEP 1	GETTING STARTED	<p>You will receive an email sent to you from Communication-coach@success-sciences.com</p> <p>This email will include:</p> <ul style="list-style-type: none"> Your username A predetermined password The website address: www.verizon.communication.com2.com <p>*Note: Mail may go to spam if you have not added it to your contact list.</p>	TROUBLESHOOTING / FAQ <p>I did not receive my email: If you don't receive the email, you can press "forgot password" on the home page to get the username and password resent to your email.</p>  <p>Changing your password: You can also change your password after your login by hovering over My Account in the upper right-hand corner and clicking Reset Password. Enter the required information to reset your password.</p> 	
STEP 2	LOG IN	<p>TIPS:</p> <ul style="list-style-type: none"> ✓ The email will come from Communication-coach@success-sciences.com ✓ Save your Communication Coach website as a favorite for easy access ✓ Make sure to have your browser open to full screen <p>You will ONLY get your username, password and website in the email sent by your Company Admin</p>	<p>1. Go to your Communication Coach website</p>	
STEP 2	LOG IN	<p>1. Go to your Communication Coach website</p> <p>- Insert your username and password</p> <p>- Click LOGIN</p> 	<p>2. On your Dashboard, you will see two options that can take you to your simulations</p> <p>a) My Lesson Plan: These are lessons that were assigned to you by your coach.</p> <p>b) Lessons: This is a complete list of all the simulations, tutorials, and quizzes (lessons) available to you.</p> 	
STEP 3	LESSONS MODE	<p>1. You will see a category list on your left.</p> <p>This includes the complete list of simulations available to you.</p>  <p>2. Click on a category that you would like to work on.</p> 	<p>3. Choose one of the Simulations in this category.</p>  <p>4. Listen to the example first.</p> 	

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STEP 4	EXAMPLES	When you get to the last screen of Example Mode, click on the little "X" in the upper right-hand corner.	The system will ask you: "Are you sure you want to exit to your lessons page?"	Click Yes.		
STEP 5	PRACTICE	This is what your screen looks like. 	If this is your first time in Practice for this lesson you will start with Record Audio. 	When you are ready Start recording. Click on the stop button to end the recording.		
STEP 6	PRACTICE TIPS	Use the My Recording button to listen to yourself. 	Use the Example button to listen to the Example recording. 	Use the Record Audio to re-record until you are satisfied with your work. 		
STEP 7	EXIT PRACTICE	When you get to the last screen of Practice Mode you will have three choices. 1. Click on the little "X" in the upper right-hand corner	The system will ask you: "Your work is saved but not submitted to your coach. If you want to submit your lesson, please click the X and select "Submit to Coach". Pressing "No" will delete your recordings." Click No to delete your recordings, press Yes to save them.	2. Submit to Coach: this saves and submits your recordings to your Coach for review.	3. Save: will save your recording until you are ready to submit it to your Coach. You can return to listen and re-record any portion of this lesson later.	
STEP 8	COACH	The coach screen contains valuable information that supports your learning with Communication Coach. Click on Coach to learn more. 	LOG OUT	To end your session and log out of the program, hover over My Account in the upper right-hand corner and click Logout. 