

**1. To begin: [COPY this online course link in Internet Explorer](#)**

- Please follow these technical requirements to launch this course:
  1. Open this link in Internet Explorer and enable Compatibility View under Tools. Contact your local IT or the Helpdesk at 513-556-4357 to help with Compatibility Settings.
  2. If you are experiencing difficulties viewing this course, please open the Adobe Flash Player Global Security Settings Panel and select the *Always allow* option. Contact your local IT or the Helpdesk at 513-556-4357 to help with Adobe Flash Player.
  3. Since the online course and associated tutorials launch in a new browser window, either *Allow Pop-up Windows* on your Internet Explorer (IE) - close all other browsers since it prefers IE - or *Allow Blocked Content* (if you see a cautionary message at the top of the webpage, since these tutorials utilize ActiveX controls). \*\*You may have to do so again once the tutorial begins "Loading" in its new IE browser window.
- If you are off campus when accessing this online course, you will also have to login to the UC VPN. ***For additional instructions on the virtual private network at UC, [please click here](#).***

**2. Login with your Central Logon Service (CLS) credentials.**

**3. If prompted, at the Welcome to Ancile uPerform screen, update and save your time zone and language preferences.**



- If you see Welcome "your name" in the top right hand corner of the browser, you are logged in!
- **If not or you have issues, please take a screen shot and email [CQSupport@uc.edu](mailto:CQSupport@uc.edu) for assistance.** Contact your local IT or UCIT Helpdesk at 513-556-4357 if you need help with taking/emailing a screen shot.

**4. Click on the link - *Launch the Course***

**Navigation tips:**

1. MENU in the top right corner gives you an overview of all units, including the Assessment and online course survey. *Use this option if the course freezes or Internet Explorer is not responding.*
  2. BACK and NEXT are in the bottom right hand corner to help you continue or return to previous unit.
  3. Hover over any icons at the bottom of the tutorials to utilize play, pause and stop.
- 5. Once 70% is achieved in the Assessment, please email [CQSupport@uc.edu](mailto:CQSupport@uc.edu) with a screen shot of your score.** Contact your local IT or UCIT Helpdesk at 513-556-4357 if you need help doing so.
- *Retake the Assessment until you achieve the 70% minimum passing score. It's a good idea to review the necessary online course units, practice with Auto Playback Tutorials and Self-Test Tutorials to build your confidence.*
- 6. Once you have passed the Assessment with at least 70% score AND emailed a screen shot to [CQSupport@uc.edu](mailto:CQSupport@uc.edu) you may request Author access online via the [Request Access](#) form.**
- **Step 1** - review the [Web Contacts](#), or UC Site Owners, in order to include their name and email address in your access request.  
*Tip:* right-click on any Site Owner name to copy the email address in the online form.
  - **Step 2** - discuss with your supervisor what type of Author access you should request.  
*Note:* Basic Author access on this form DOES NOT allow you to publish (activate) UC webpages and Advanced Author access DOES allow you to do so.
  - **Step 3** - fill out the form with the info gathered above, including when you took this online course (which should be the day you send the screen shot of your Assessment score to CQSupport) AND what specific parent page(s) you are requested access.  
*Tip:* copy and paste the URL(s) into form.
  - **Step 4** - allow 1-2 business days for [CQSupport@uc.edu](mailto:CQSupport@uc.edu) to activate your requested access.
  - **Step 5** - login to [author.uc.edu](http://author.uc.edu) and find your webpage(s).  
*Note:* If you can OPEN the requested webpage(s) you have access! If not, and you have waited 1-2 business days, contact [CQSupport@uc.edu](mailto:CQSupport@uc.edu).