

How to Access our e-Learning

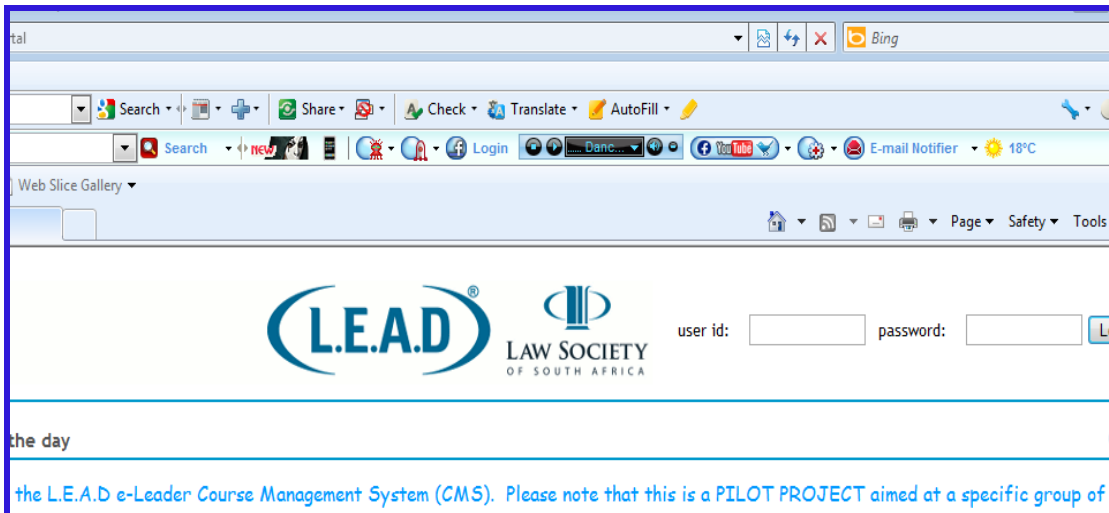
1. Open “L.E.A.D” website <http://www.LSSALEAD.org.za>
2. On the L.E.A.D website menu (*top of the page*), click on “e-Leader Login ” (see *screen 1 below*)

Screen 1



3. You are now on the L.E.A.D e-Learning platform (see *screen 2*)

Screen 2



How to log in to eLeader (Course Management System)

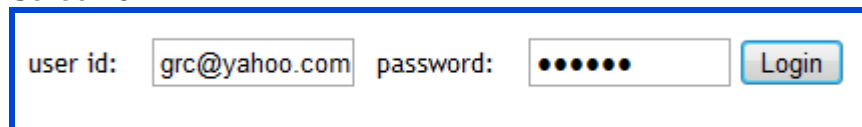
To log on to the site use the following steps

1. Use your **email address** as your user id and **123456** as your password: **for example** if your email address is grc@yahoo.com. The logging details will be as follows (see [screen 3](#))

User id: your email address - *grc@yahoo.com*

Password: *123456*

Screen 3

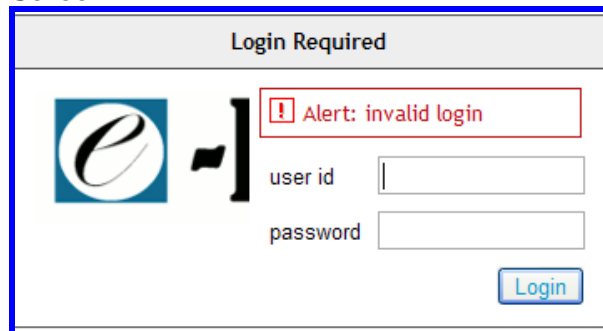


user id: password:



2. Click on **Login**

If you receive any error message below (see [screen 4](#))

Screen 4



Login Required

  Alert: invalid login

user id

password

3. Try again and if the error still persists, email eLeader@LSSALEAD.org.za

How to change the password

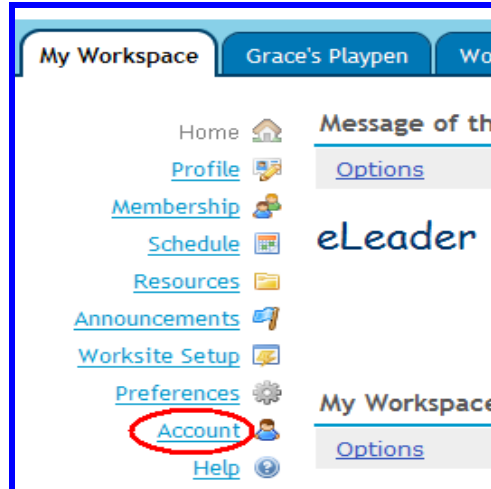
Your password must be always secure. The administrator will create a uniform password for all the users and you have to change it so that no one has access to eLeader using your logging details

1. Log in to eLeader

*Under **My Workspace** site, there are different tools e,g profile, membership, schedule etc.*

2. Select the **ACCOUNT** tool (*see screen 5*)

Screen 5



3. Click on **Modify Details**
4. Enter the information on the following topics in the entry block, next to: (*see screen 6*)

Create New Password: key in your desired new password

Verify New Password: retype your password

You may also update other information for example your First name, last name and email address

Please Note: DO NOT change your user id.

5. Click on **Update Details**

Screen 6

Account Details	
User Id	grace
First Name	grace
Last Name	mukuru
Email	grace@lssalead.org.za
Create New Password	•••••
Verify New Password	•••••
Created By	Sakai Administrator
Created	Oct 8, 2009 11:20 am
Modified By	Sakai Administrator
Modified	Dec 10, 2009 4:03 pm
Internal Id	29e61c27-4bc5-4ec8-86f7

[Update Details](#) [Cancel Changes](#)

6. The system will take the user to **My Account Details** Screen, to check if your password was successfully changed just login and logout

How to Log out

After using the eLeader make sure you log out

1. Click on the **Logout** icon ([see screen 7](#))

Screen 7



After successfully logging out, the system will take you to the login screen

Getting Started

How to use the your eLeader

1. Log on to the e-Leader as explained earlier, you will notice the screen below (see [screen 8](#))

Screen 8

The screenshot shows the e-LEADer interface. At the top left is the 'e-LEADer' logo. At the top right is the 'L.E.A.D. LEGAL EDUCATION & DEVELOPMENT' logo. Below these are several tabs: 'My Workspace', 'ADJUDICATION SKILLS', 'Administration Workspace', 'Alta Playpen', and 'Business Rescue 2012'. A callout box points to these tabs with the text: 'These are all courses that you are enrolled to and each tab represent a different course'. On the left side, there is a navigation menu with items: Home, Users, Aliases, Sites, Realms, Worksite Setup, MOTD, Resources, and On-Line. A callout box points to this menu with the text: 'Tools available on My Workspace'. The main content area displays a 'Message of the Day' with a 'Welcome to the L.E.A.D e-Leader Course Management System (CMS). Please' message and 'My Workspace Information' with an 'Options' link.

2. Click on the desired course for example to use "**WorkshopAll**" course, click on the "**WorkshopAll**" tab.
3. You can now start your learning, explore for yourself.

Help Desk

For enquiries please email eLeader@LSSALEAD.org.za