

pr^ocertas[®]

USER QUICK START GUIDE

WHAT?

Procertas is an online trainer for basic office technology. There are a variety of module types including interactive to more traditional.

WHY?

Build real tech skills, earn credit/badges, and get clear feedback on what to fix.

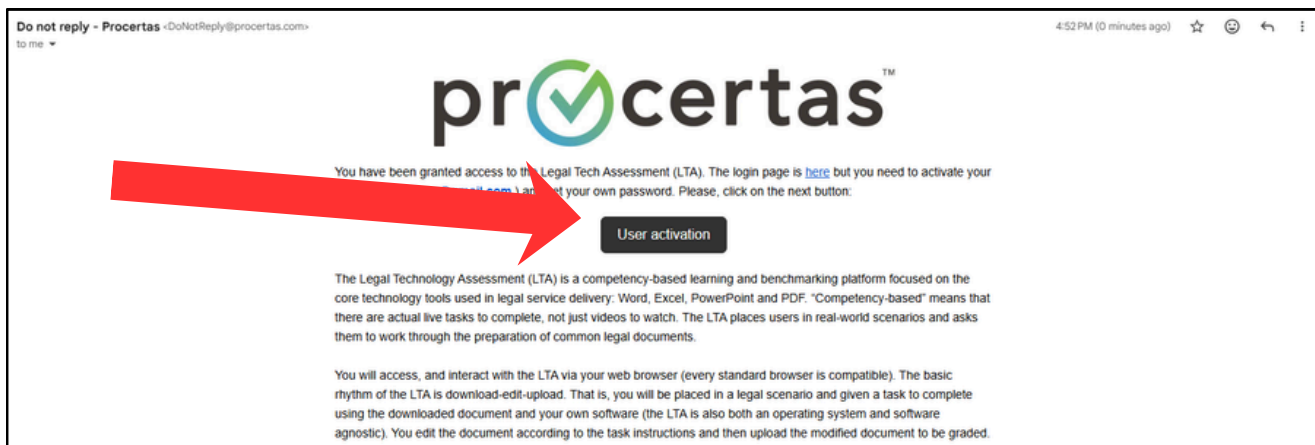
HOW?

Watch for an activation email from Procertas. Click the link to set your password, then go to **learn.procertas.com** and login at anytime.

GETTING STARTED

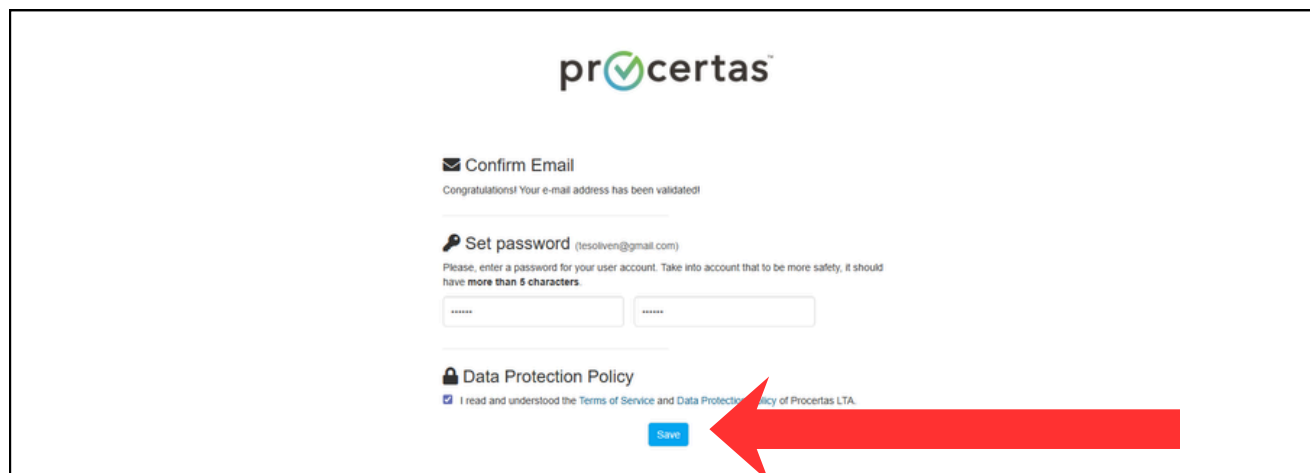
1

As mentioned, be on the lookout for an activation email from **DoNotReply@procertas.com**. If you are not seeing one, it may be in your spam/junk folder. If still not there, reach out to your instructor or info@procertas.com.



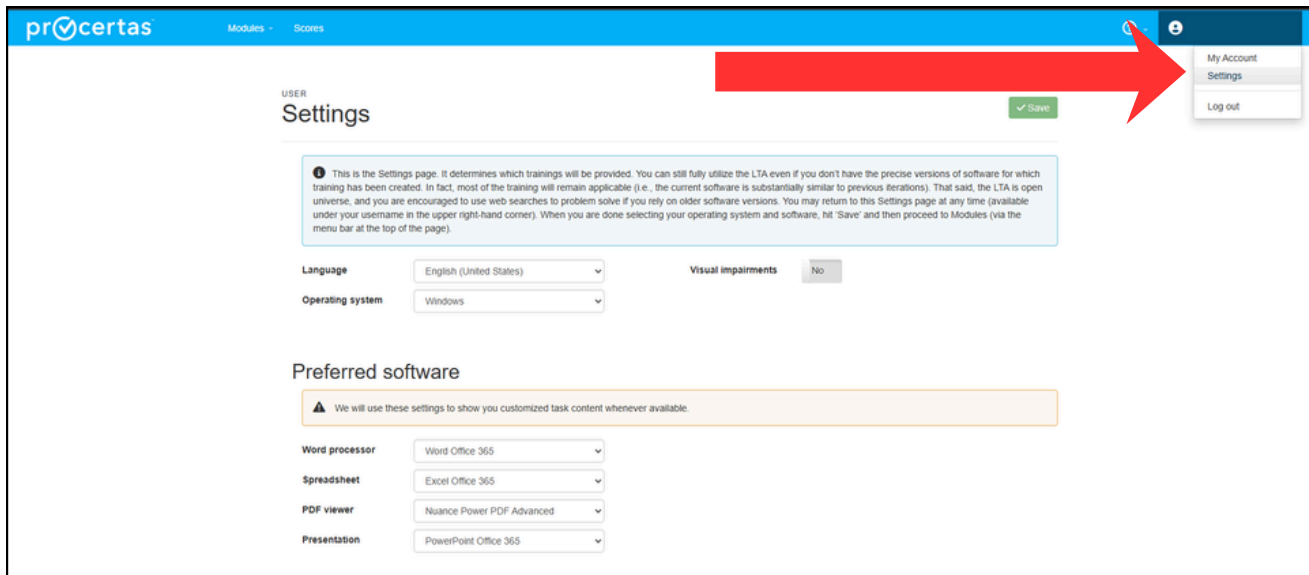
2

Set your password, read through the Terms of Service and Data Protection Policy, and click **Save**.



3

When you login, make sure to adjust your User Settings accordingly (Operating System, Preferred Software, etc.). Content in the modules will adjust accordingly. But you can change them at anytime by going to the Settings page as pointed below. Click **Save** when done.



USER Settings Save

This is the Settings page. It determines which trainings will be provided. You can still fully utilize the LTA even if you don't have the precise versions of software for which training has been created. In fact, most of the training will remain applicable (i.e., the current software is substantially similar to previous iterations). That said, the LTA is open universe, and you are encouraged to use web searches to problem solve if you rely on older software versions. You may return to this Settings page at any time (available under your username in the upper right-hand corner). When you are done selecting your operating system and software, hit 'Save' and then proceed to Modules (via the menu bar at the top of the page).

Language English (United States) **Visual impairments** No

Operating system Windows

Preferred software

We will use these settings to show you customized task content whenever available.

Word processor Word Office 365

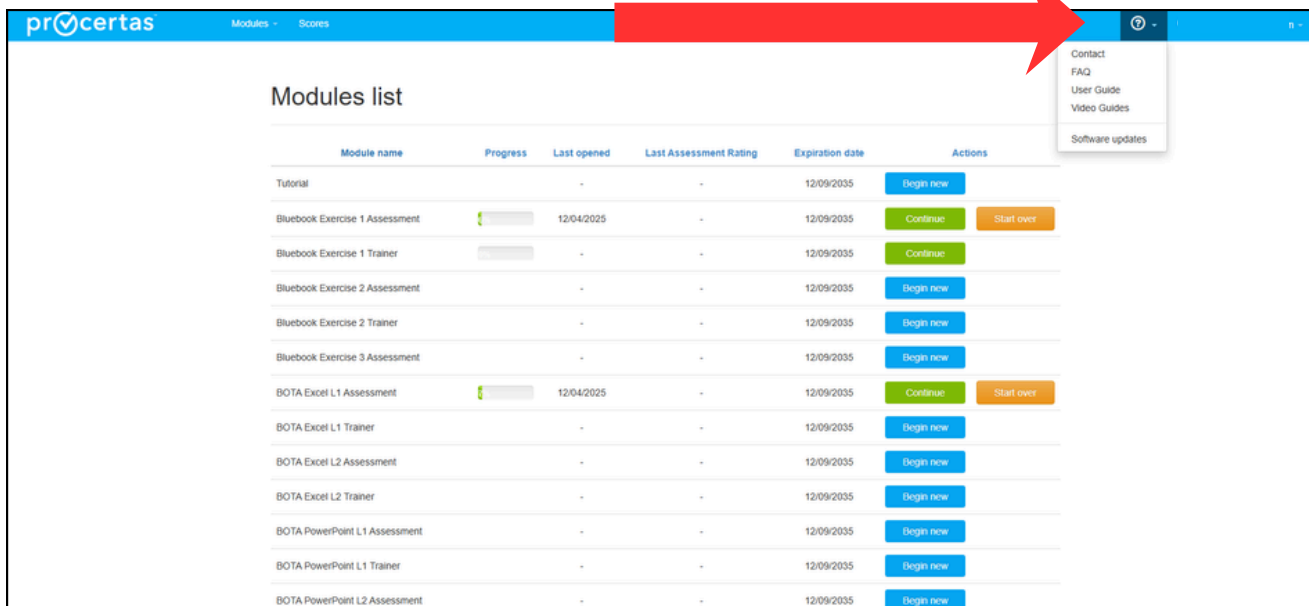
Spreadsheet Excel Office 365

PDF viewer Nuance Power PDF Advanced

Presentation PowerPoint Office 365

4

Congrats! You're all set! Your Modules list is where you have access to all the modules available to you. Try running through the Tutorial and Trainer modules first. **Hover over the question mark** for more resources and to reach our Technical Support team as shown below.



Modules list

Module name	Progress	Last opened	Last Assessment Rating	Expiration date	Actions
Tutorial		-	-	12/09/2035	Begin new
Bluebook Exercise 1 Assessment	<div><div></div></div>	12/04/2025	-	12/09/2035	Continue Start over
Bluebook Exercise 1 Trainer	<div><div></div></div>	-	-	12/09/2035	Continue
Bluebook Exercise 2 Assessment		-	-	12/09/2035	Begin new
Bluebook Exercise 2 Trainer		-	-	12/09/2035	Begin new
Bluebook Exercise 3 Assessment		-	-	12/09/2035	Begin new
BOTA Excel L1 Assessment	<div><div></div></div>	12/04/2025	-	12/09/2035	Continue Start over
BOTA Excel L1 Trainer		-	-	12/09/2035	Begin new
BOTA Excel L2 Assessment		-	-	12/09/2035	Begin new
BOTA Excel L2 Trainer		-	-	12/09/2035	Begin new
BOTA PowerPoint L1 Assessment		-	-	12/09/2035	Begin new
BOTA PowerPoint L1 Trainer		-	-	12/09/2035	Begin new
BOTA PowerPoint L2 Assessment		-	-	12/09/2035	Begin new

- Contact
- FAQ
- User Guide
- Video Guides
- Software updates

OR EMAIL US AT
info@procertas.com