



# NH Learning Solutions Class Preparation Guide

## Recommendations for Attending Class


- Web Browser: Edge, Chrome, Firefox, Safari
- Stable, wired internet connection
- Audio speakers/microphone
- Dual Monitors

## Step 1: New Students Create Password

(Returning Students skip to Step 2)

1. If you have not yet taken a class on our new LMS, click the link in your confirmation email in the section titled **New Users Start Here**.
2. Type in the email address that the confirmation email was sent to and click **Set Password**.

A screenshot of a web form for setting a password. At the top is the New Horizons logo. Below it, the text "Set Password" is centered. A line of text reads "Enter your email below and we will send you a link to set your password." Below this is a text input field with the placeholder "Email Address". To the right of the input field is a blue button labeled "Set Password".

  
**New Horizons**<sup>®</sup>  
Computer Learning Centers  
Set Password

Enter your email below and we will send you a link to set your password.



# NH Learning Solutions Class Preparation Guide

## Step 1: Continued

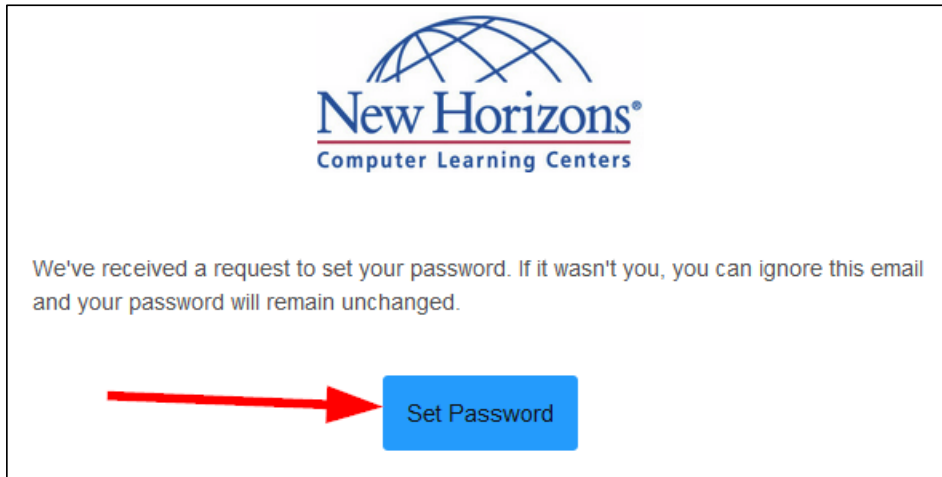
3. You will receive an email to set your password.

Click **Set Password** from this email.

**From:** [info@nhls.com](mailto:info@nhls.com)

**Title:** Set your password

4. Type in your new password and click **Set Password**.





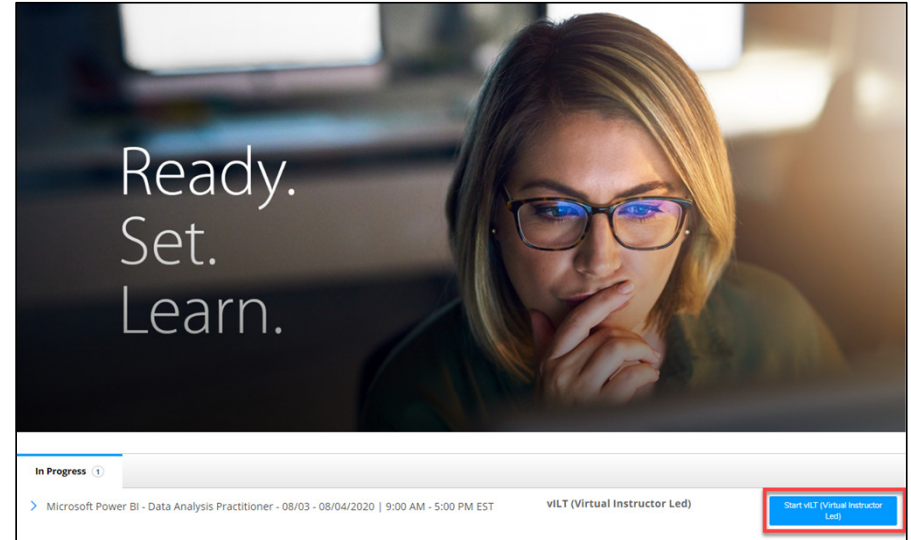
# NH Learning Solutions Class Preparation Guide

## Step 2: All Students Login to Class Site to Complete Pre-Learning Objectives

1. Navigate to the [Login Page](#), enter your email and password then click **Sign In**.
2. Scroll down and click the **Start vILT** (Virtual Instructor Led) button.



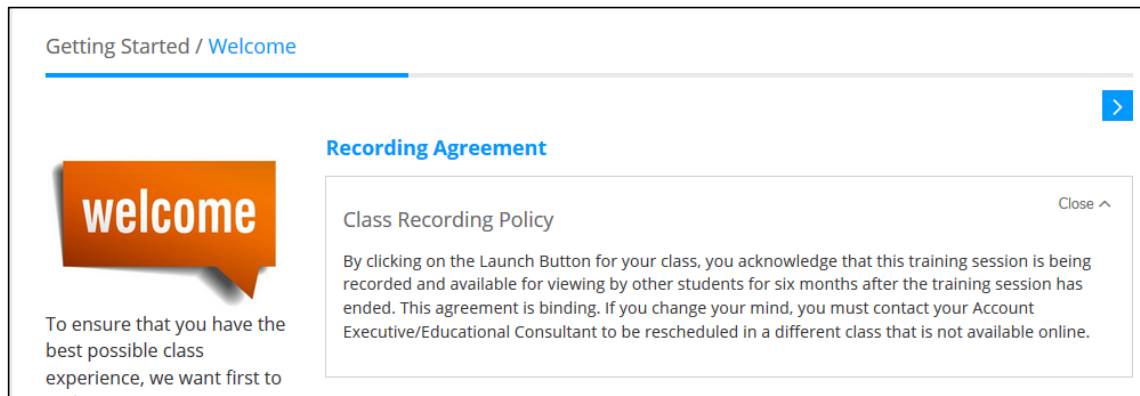
The screenshot shows the New Horizons login page. At the top center is the logo with the text "New Horizons Computer Learning Centers Sign In". Below the logo are two input fields: "Email Address" containing "test.johnsmith2020@gmail.com" and "Password" with masked characters. To the left of the password field is a link "Forgot your password?". To the right of the password field is a blue "Sign In" button with a hand cursor icon pointing to it.



# NH Learning Solutions Class Preparation Guide

## Step 2: Continued

3. On the Welcome page under the Recording Agreement section, expand and read the **Class Recording Policy**.



Getting Started / Welcome

welcome

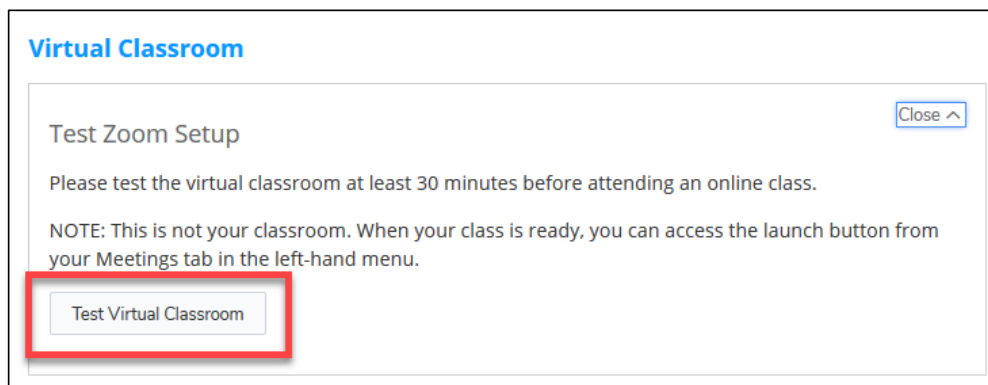
To ensure that you have the best possible class experience, we want first to

**Recording Agreement**

Class Recording Policy

By clicking on the Launch Button for your class, you acknowledge that this training session is being recorded and available for viewing by other students for six months after the training session has ended. This agreement is binding. If you change your mind, you must contact your Account Executive/Educational Consultant to be rescheduled in a different class that is not available online.

4. On the Welcome page under the Virtual Classroom section, expand Test Zoom Setup and click **Test Virtual Classroom**.



**Virtual Classroom**

Test Zoom Setup

Please test the virtual classroom at least 30 minutes before attending an online class.

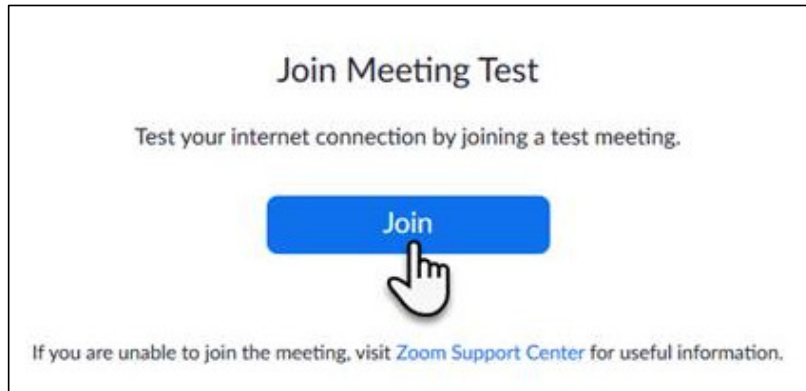
NOTE: This is not your classroom. When your class is ready, you can access the launch button from your Meetings tab in the left-hand menu.

Test Virtual Classroom

# NH Learning Solutions Class Preparation Guide

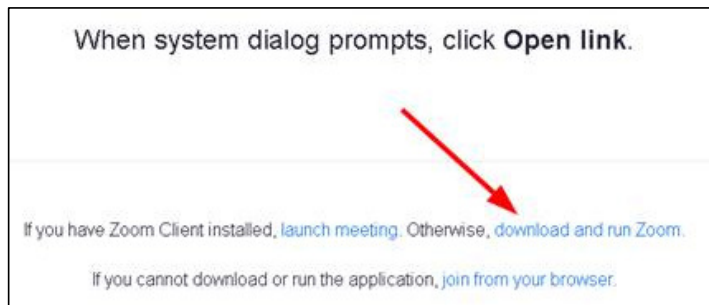
## Step 2: Continued

5. This will bring you to <https://zoom.us/test>. Click **Join** under the Join Meeting Test title.



6. This will open a test meeting in Zoom Desktop application. If you do not have Zoom installed, option for **Download** will appear.

- The Zoom Desktop Application must be downloaded to be able to launch the live Class session.
- If you do not have Zoom installed, option for Download will appear.



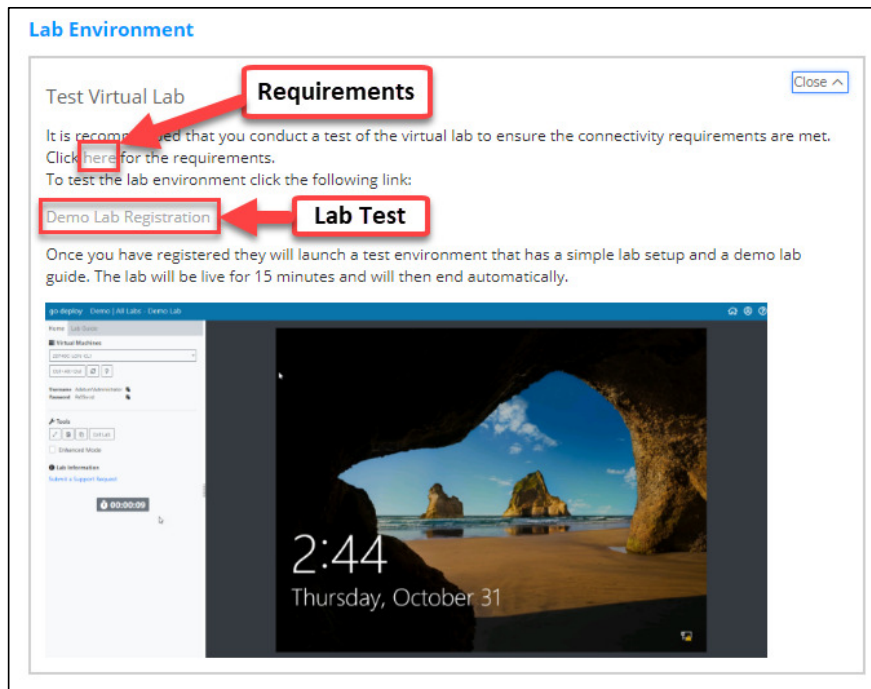
# NH Learning Solutions Class Preparation Guide

## Step 2: Continued

7. If the class has a lab, expand Test Virtual Lab next on the Welcome page.
8. Click the link as indicated and read the lab requirements.

### GoDeploy Lab Requirements

9. Click **Demo Lab Registration**. This will bring you to <https://lms.godeploy.it/DemoLabs/Register>.



The screenshot shows a 'Lab Environment' window with the following content:

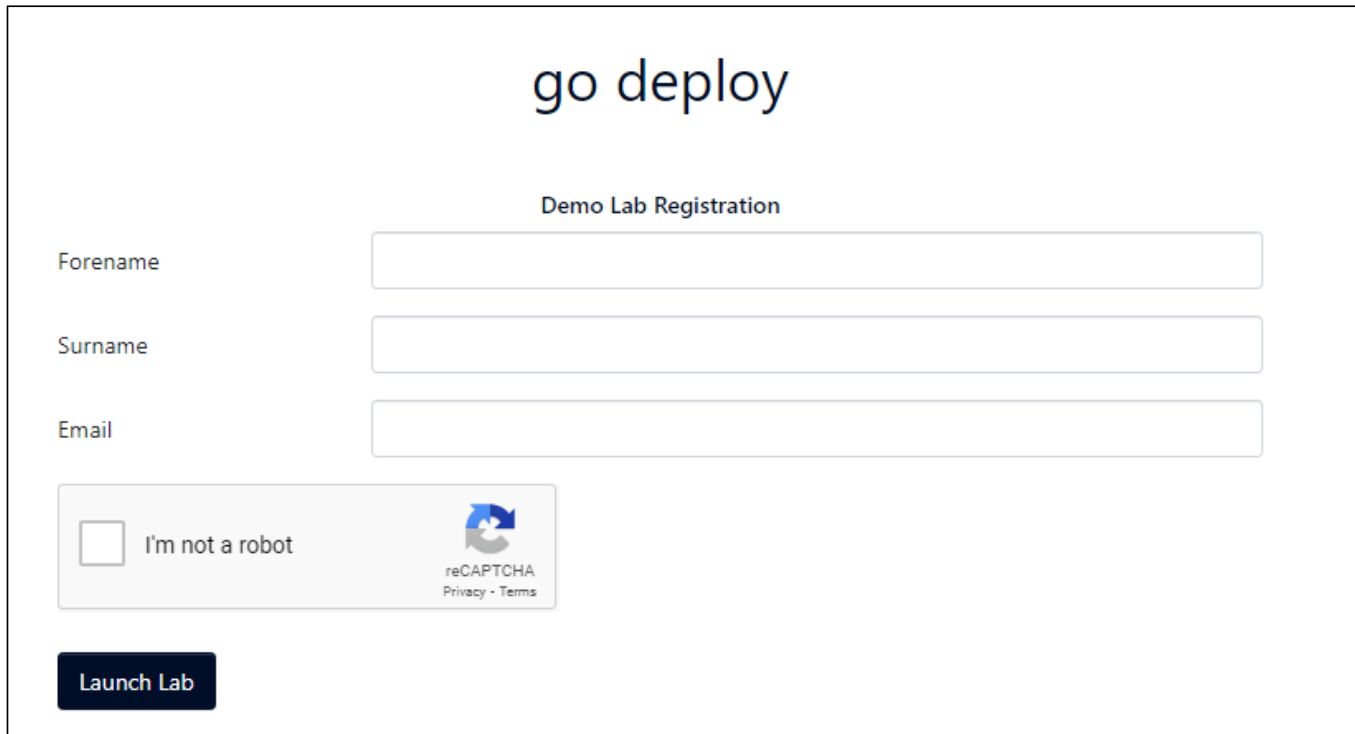
- Test Virtual Lab** (with a 'Close' button)
- Text: "It is recommended that you conduct a test of the virtual lab to ensure the connectivity requirements are met. Click [here](#) for the requirements."
- Text: "To test the lab environment click the following link:"
- Demo Lab Registration** (highlighted with a red box and arrow)
- Lab Test** (highlighted with a red box and arrow)
- Text: "Once you have registered they will launch a test environment that has a simple lab setup and a demo lab guide. The lab will be live for 15 minutes and will then end automatically."
- Thumbnail image of a virtual desktop environment showing a beach scene through a rock archway, with a clock displaying 2:44 on Thursday, October 31.

# NH Learning Solutions Class Preparation Guide

## Step 2: Continued

10. Enter your First Name, Last Name & Email Address, check the reCAPTCHA checkbox then click **Launch Lab**.

Once the lab launches successfully; the user can close out of that webpage.

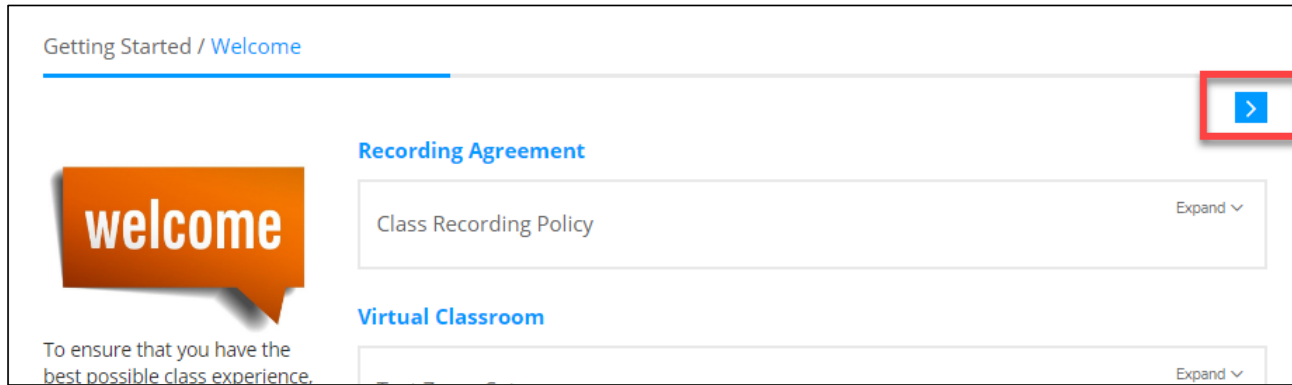


The screenshot shows a registration form titled "go deploy" with the subtitle "Demo Lab Registration". The form contains three input fields: "Forename", "Surname", and "Email". Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom left of the form is a dark blue button labeled "Launch Lab".

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## Step 2: Continued

11. On the Welcome page, click the **blue right arrow button** to advance to the next page.



Getting Started / Welcome

welcome

To ensure that you have the best possible class experience.

**Recording Agreement**

Class Recording Policy Expand ▾

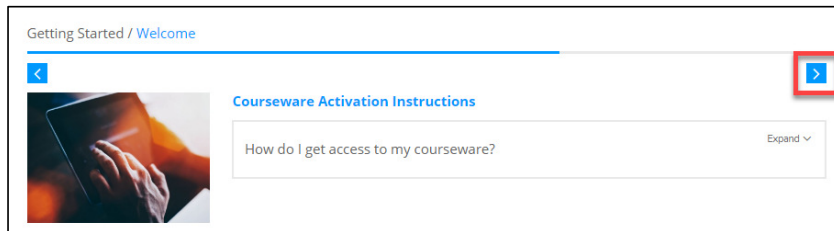
**Virtual Classroom**

Expand ▾

A blue right arrow button is highlighted with a red box in the top right corner of the page.

12. Repeat number 11 on the Courseware and Lab pages.

You will receive your codes to redeem your courseware and labs on the first day of class from the Instructor.



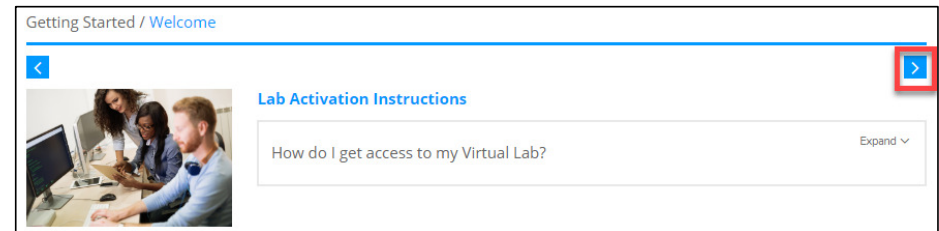
Getting Started / Welcome

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**Courseware Activation Instructions**

How do I get access to my courseware? Expand ▾

A blue left arrow button is in the top left corner, and a blue right arrow button is highlighted with a red box in the top right corner.



Getting Started / Welcome

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**Lab Activation Instructions**

How do I get access to my Virtual Lab? Expand ▾

A blue left arrow button is in the top left corner, and a blue right arrow button is highlighted with a red box in the top right corner.

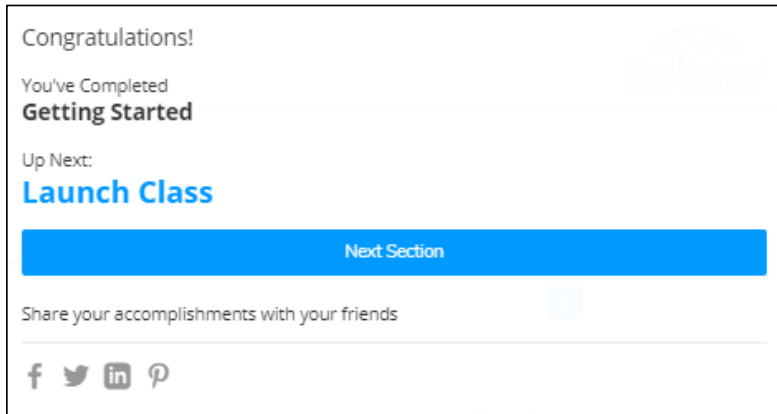




# NH Learning Solutions Class Preparation Guide

## Step 2: Continued

13. A section will appear from the right of the screen. Click **Next Section** to get to the Launch Class page and then logout until class.

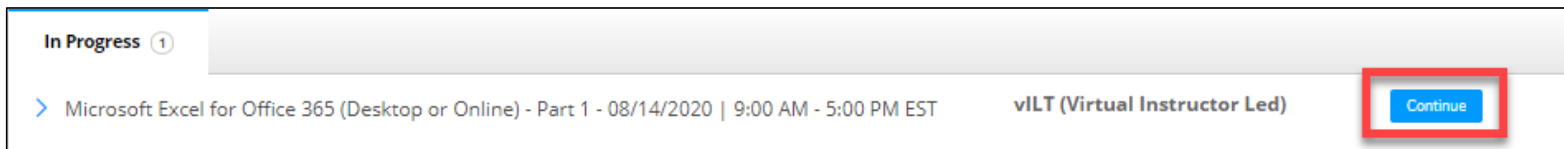




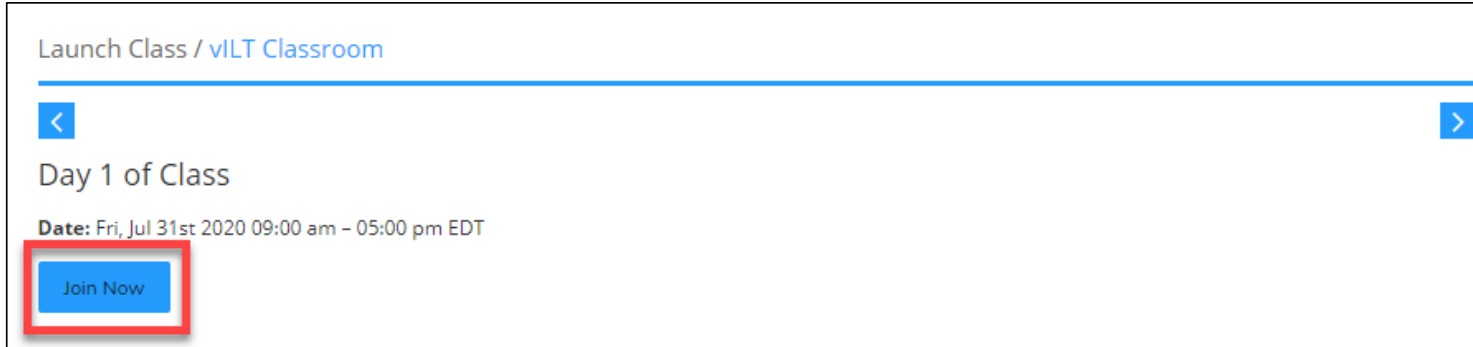
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## Step 3: Attend Your Class

1. On the day of class, navigate to the [Login Page](#), enter your email and password then click **Sign In**.
2. Scroll down and click the **Continue** button for your class.



3. Click the **Join Now** button to launch Zoom Class Meeting.



If you have questions or need assistance with the Class Site, please contact our Help Desk.

Help Desk Email - [support@vilthelpdesk.com](mailto:support@vilthelpdesk.com)

Help Desk Phone Number - (646) 695-5777