

UES University How-To Guide

Current Version Release: May 2024





lms.teamues.com

Logging in to **UES University** is quick and easy using single sign-on: Simply enter your **@teamues.com** username

- Your username consists of your first initial, last name (ex: jsmith@teamues.com)
- Enter the password you were assigned
 - Click the **Login** button

If you have any questions or encounter any issues logging in to UES University, please contact learning@teamues.com

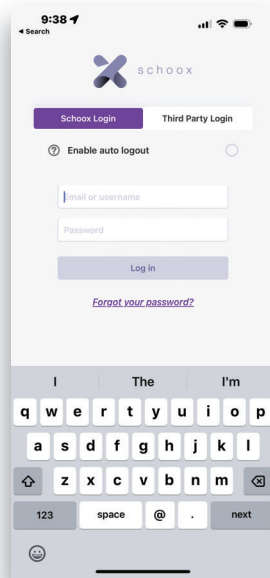
LOGGING INTO THE SCHOOX APP

STEP-BY-STEP INSTRUCTIONS ON HOW TO LOG INTO YOUR ACCOUNT

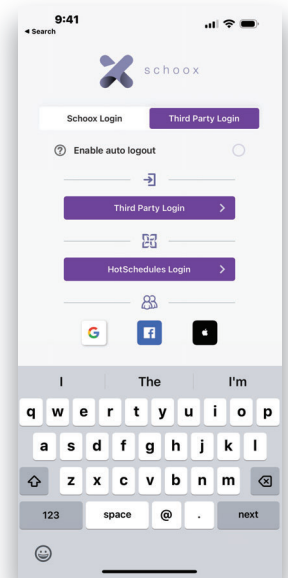
1. After downloading and opening the Schoox mobile app, select the button "Third Party Login"



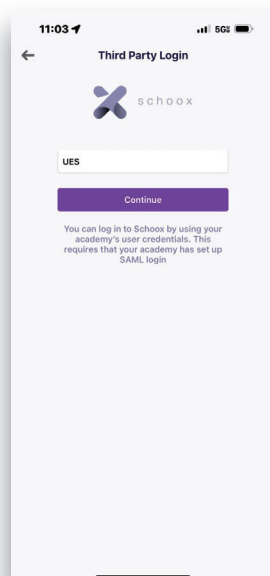
Download Schoox App



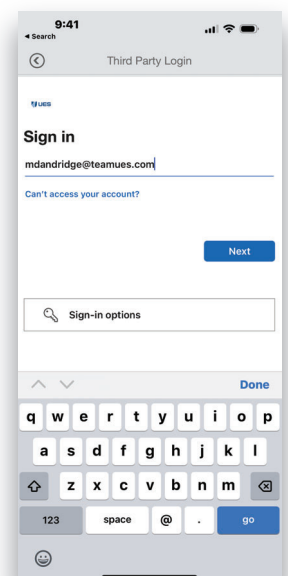
2. Select "Third Party Login" below the right-facing arrow



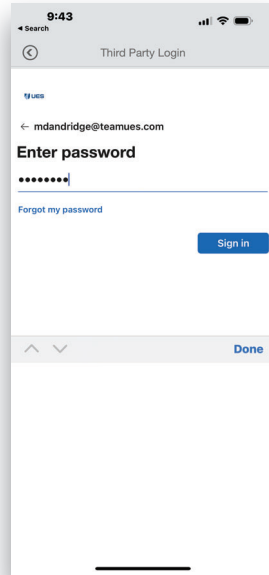
3. Type "UES" in the Academy name field



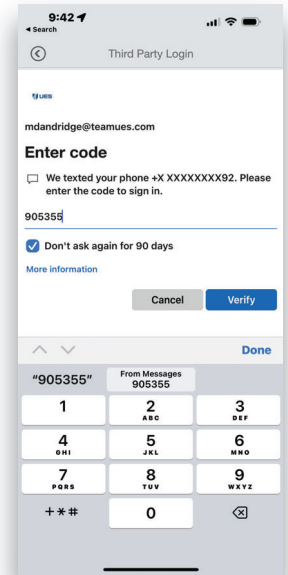
4. Use your UES email



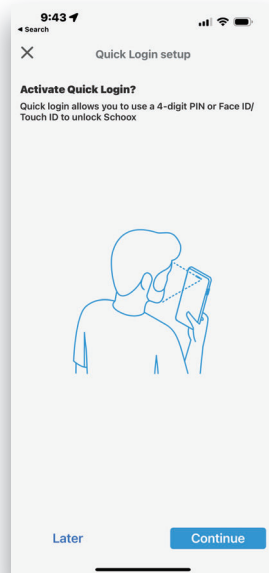
5. Use your UES password



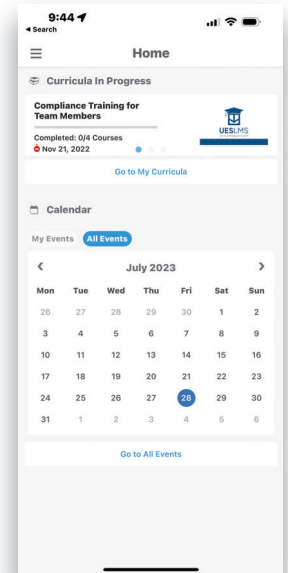
6. Enter the code sent to you

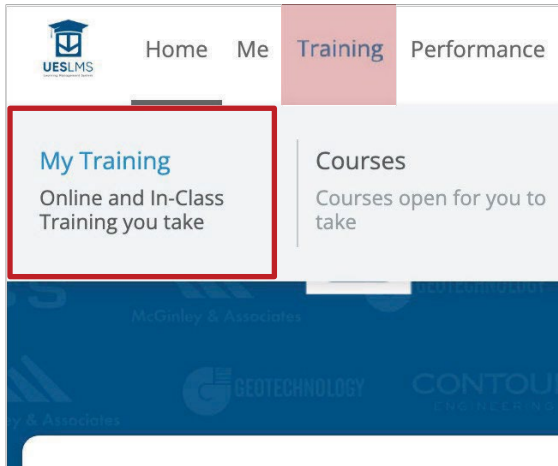


7. Activate Quick Login with a 4-digit pin or Face ID/Touch ID

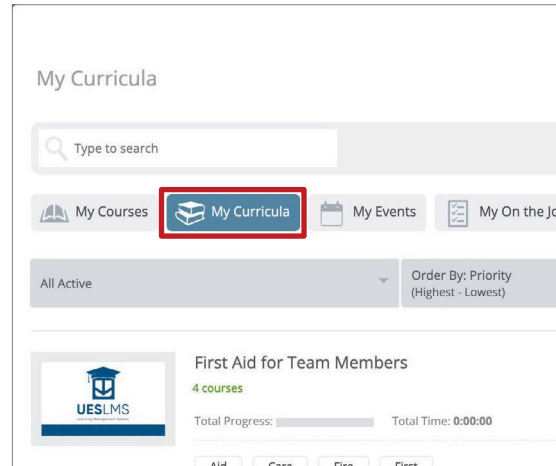


8. You should now see the home screen of UES University!

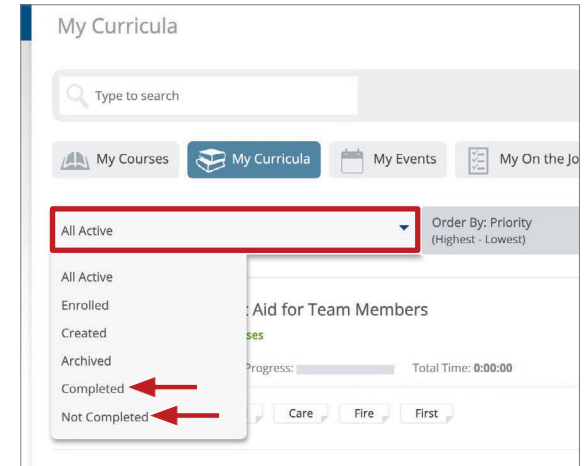




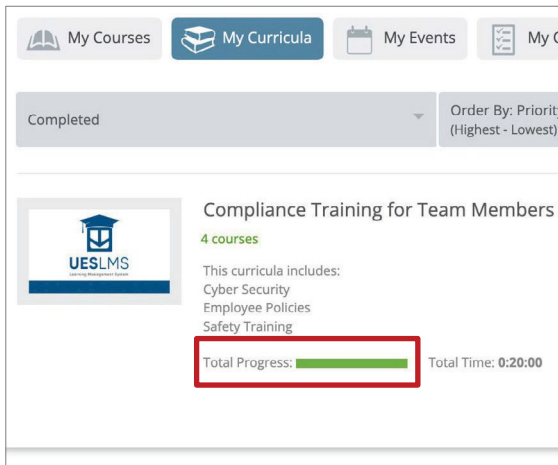
Step 1: From the UES University home page, hover over **Training**, then CLICK **My Training**.



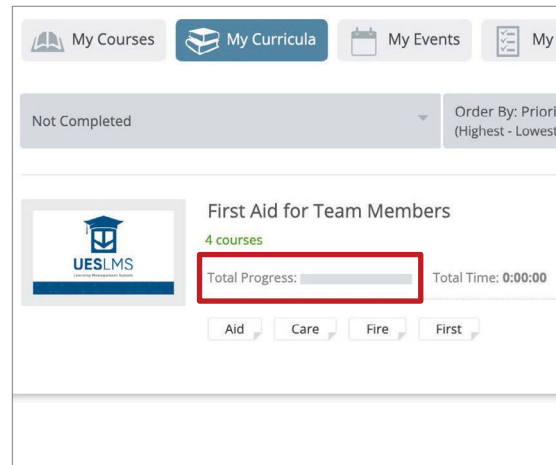
Step 2: CLICK the **My Curricula** tab.



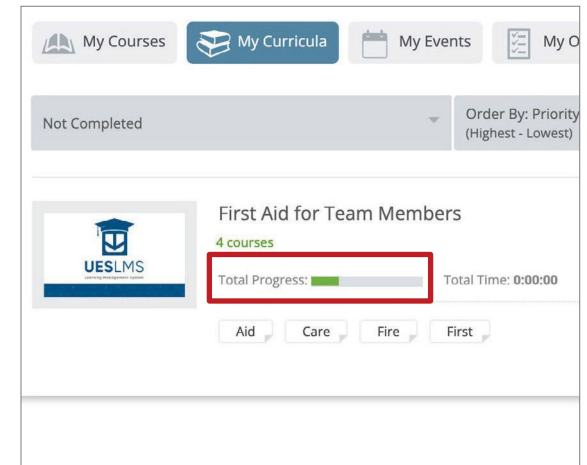
Step 3: CLICK on the filter dropdown and CLICK either **Completed** or **Not Completed**.



Completed training will show a **full progress bar**.

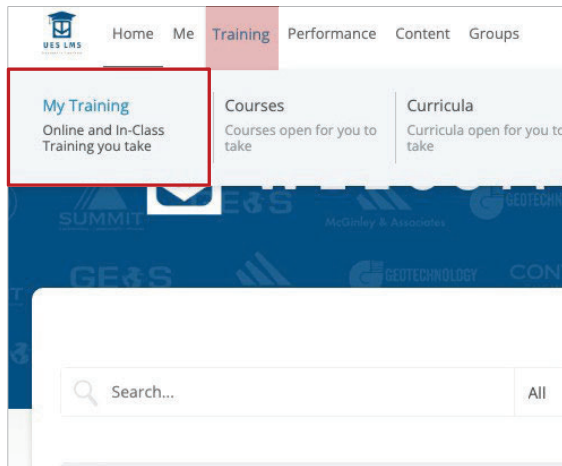


Training that needs to be complete will display an empty progress bar or...

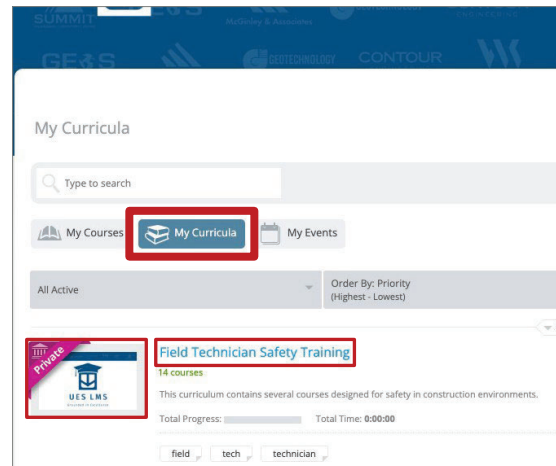


...a partially completed progress bar.

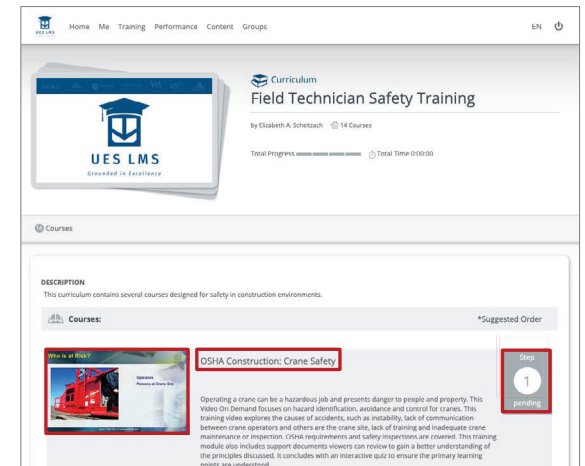




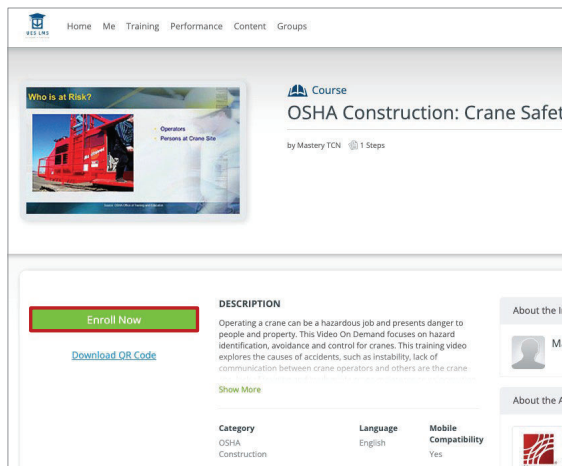
Step 1: From the UES LMS home page, hover over **Training**, then **CLICK My Training**.



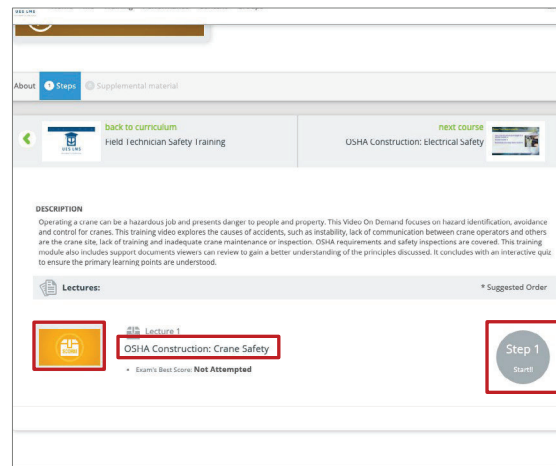
Step 2: **CLICK** the **My Curricula** tab, then **CLICK** either the **Curriculum Thumbnail** or **Title**.



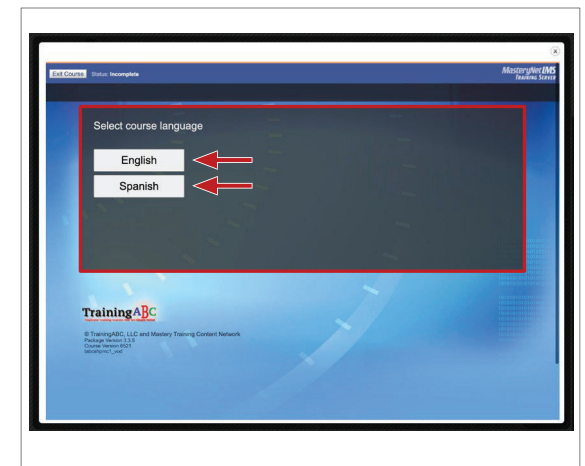
Step 3: **CLICK** either the **Course Thumbnail**, **Title**, or **Step** to open the course.



Step 4: Some courses may require you to **CLICK Enroll Now** if it is your first time accessing the course.



Step 5: **CLICK** either the **Lecture Thumbnail**, **Title**, or **Step** to launch the training.



Step 6: If the training is available in multiple languages, **SELECT** your **desired language**.