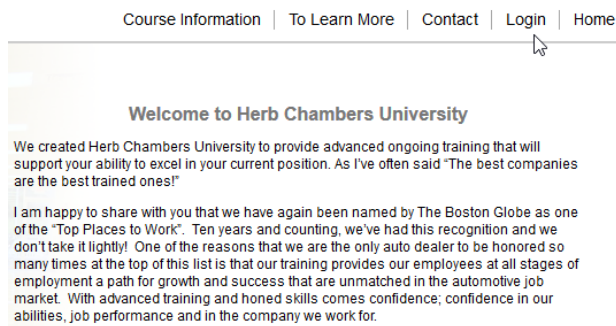# Herb Chambers University

USER GUIDE

Herb Chambers University, powered by Performance U LMS, provides an intuitive student environment, easier access to resources, and real-time reporting on attendance and proficiency exam results.
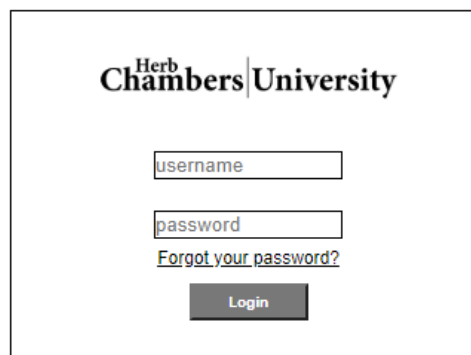
LOGIN INSTRUCTIONS

Training website: https://www.herbchambersuniversity.com/

1. Click **>Login**

2. Username: Your permanent username will be set by your organization's Herb Chambers University(HCU) Administrator.

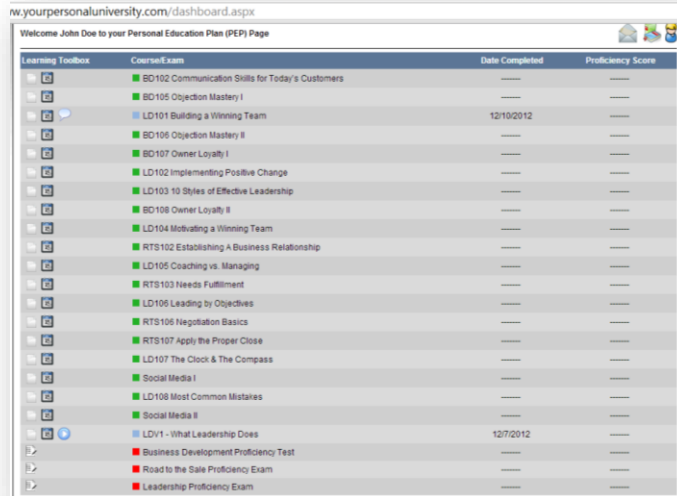   Password: Your initial password will be set by your organization's HCU Administrator.

Login credentials are not case sensitive

If you should need your credentials, reach out to your organization's HCU Administrator. All Admin users have access to student credentials.

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STUDENT DASHBOARD

The Student Dashboard is the default page as you log into the learning system.

Hint: Use your mouse to hover over an icon and display the information linked to each. You can use this technique with any icon in the Learning system.

You will find training announcements, your courses, resource links, feedback links, course completion dates, exam link (after all prerequisites are completed) test score and your link your Certificate of Achievement.

The **Learning Toolbox** is a section of icons to the left of your courses. Use the Learning Toolbox Legend at the bottom of your Student Dashboard to learn more about the icons you have available to you.
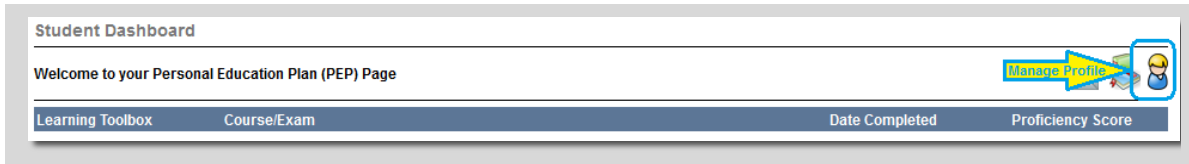

LEARNING TOOLBOX LEGEND

Live Course (blue play button) – Click when you are ready to *Attend Live Class*. The Play icon will appear in your Learning Toolbox 25 minutes before class begins and remain until 1 minute after class begins.

ANYTIME Course (green play button) – These courses are available to take anytime you need them. They do require the student to interact and pass with a 50% to receive credit for completion.

Calendar icon – The *Course Calendar & Reminders* displays a 120-day view of your training calendar. Clicking on any of the dark boxes will show you the time class is scheduled. After selecting a date and time, you can send a calendar reminder to your email.

Paper icon – The *Course Downloads* provides access to course workbooks and materials associated with that course

Feedback icon – This icon will appear for 72 hours after completing a course. When active, you can click on this and provide us feedback on the courses taken.

Exam link – This icon will launch your Proficiency Exam. The icon becomes activated after you complete the prerequisites for your test.

READY TO BEGIN

When you are ready to view the course, click the green Play icon to begin the on-demand course. Instructions are provided within each course on how to navigate and access additional resources.

Do not log out early! Your attendance is determined when the last slide ends.

UPDATE STUDENT PROFILE

Click the manage profile icon located above your Student Dashboard. You can update any profile information except username.

COURSE INFORMATION

Click on the **Course Information** navigation link to view the current course listings and instructions to complete a course successfully.

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