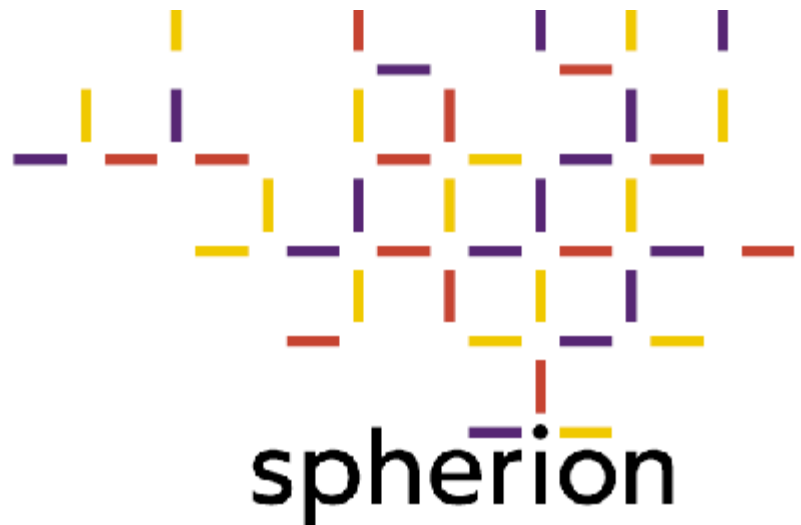




# **Destination: MindLeaders®**

## **Access and Information**



**Version 1.1**



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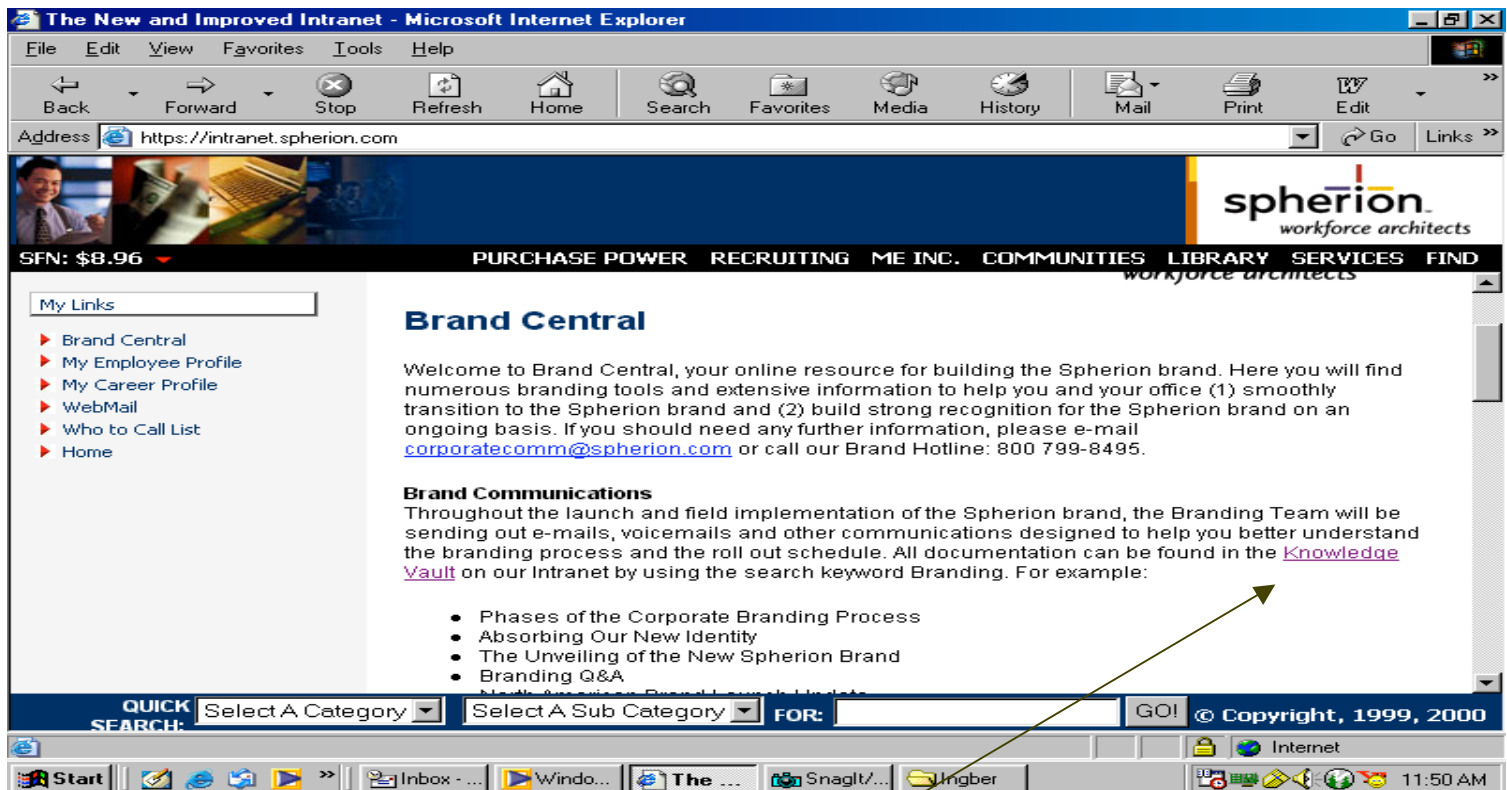
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## Action I: Registration for First Time Users

### Access Spherion Intranet

To obtain an ID for accessing MindLeaders' courses follow these steps

<b>Step 1</b>	Go to <a href="https://intranet.spherion.com">https://intranet.spherion.com</a>
<b>Step 2</b>	Select "Brand Central" from My Links
<b>Step 3</b>	Within "Brand Central" page click on <a href="#">Knowledge Vault</a>
<b>Step 4</b>	Search for MindLeaders in the <a href="#">Knowledge Vault</a>



- Click on any highlighted text stating [Knowledge Vault](#) on Brand Central's home page for same result.

## **Action I: Registration for First Time Users**

### **Searching Knowledge Vault**

#### **Knowledge Vault**

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##### **Searching the Knowledge Vault**

There are several ways in which you can conduct a search in the Knowledge Vault. You can search for words associated with the topic or the title of the document. You can also search in one of the many document categories made available in the drop-down box or use any combination thereof. If you would like to see a listing of all the documents within a specific category just select the desired category and leave the Search for field empty. Please remember that leaving blank fields in the search categories may return a large result set. If you would like to narrow down the result set, conduct a new search you can do so by using the Search Again field located on the top right hand side of the page.

**(Search Example)**

**Search For:** Coca Cola  
**Search In:** Manuals

**Search For:**   
**Search In:**

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<b>Step 1</b>	Type <b>MindLeaders</b> in “Search For” box
<b>Step 2</b>	Press the “GO” button

## **Action I: Registration for First Time Users**

**PURCHASE POWER RECRUITING ME INC. COMMUNITIES LIBRARY SERVICES F**

**[MindLeaders Client PowerPoint Presentation](#)**

[Barbara Richardson](#) | 10-Jul-2001

This PowerPoint presentation is for clients or external customers and explains how MindLeaders can benefit them. Note pages are provided along with the slides.

**[MindLeaders Course Catalog -June 26, 2001-June 29, 2002](#)**

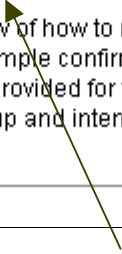
[Barbara Richardson](#) | 25-Jun-2001

This document lists the available software training courses from MindLeaders from June 26, 2001 through June 29, 2002. Updates will be made when necessary.

**[Quick Reference Guide for MindLeaders-Spherion Staffing Group](#)**

[Barbara Richardson](#) | 10-Jul-2001

This quick reference guide is an overview of how to register for MindLeaders software training courses. Registration, course listing, sample confirmation and access to MindLeaders is provided. This quick reference guide is provided for the MindLeaders Program that is sponsored by the Spherion Staffing Group and intended for use by those Spherion Associates and Flexible Employees only.



<b>Step 3</b>	Double-click "Quick Reference Guide for.... Staffing Group"
<b>Step 4</b>	Press "NEXT" in document navigation bar to reach Registration instructions in section 5
<b>Step 5</b>	From Registration instructions page click on <a href="http://courses.mindleaders.com/partners/spherion/">http://courses.mindleaders.com/partners/spherion/</a> link
<b>Step 6</b>	On Spherion/ Mindleaders front page Click on "Registration"

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## **Action I: Registration for First Time Users**

### **Completion of Registration form**

<b>Step 7</b>	<p>NOTE: Use <b>Spherion Associate</b> for “I’m Registering” box, <b>Other</b> for Division box</p> <ul style="list-style-type: none"><li>• First and Last Name of Student</li><li>• Student’s Email Address (must be correct in order for the student to get his/her email confirmation)</li><li>• “I’m registering” Flexible Staff Person or <b>Spherion Associate</b></li><li>• Received approval from Manager to register this employee (must include)</li><li>• Branch GL # (use the four digit number as shown in example)</li><li>• Branch Phone Number (in case a question arises and we need to contact you)</li><li>• Division of Staffing Group: Northern, Southern, Western, Franchise or <b>Other (for Outsourcing group)</b></li><li>• Email Address of Spherion Associate Who is Registering the Student (also must be correct for the Spherion Associate to receive confirmation of student’s registration)</li></ul>
<b>Step 8</b>	<p>E-mail confirmation will be sent within 1- 2 business days of registration to student email address and manager email address</p> <p>Sample of confirmation can be found in Quick Reference guide</p>

➤ See example of completed registration form on next page of this document.

## Action I: Registration for First Time Users



[Course Catalog](#) In order to register either yourself or a flexible employee, please complete the following information. All fields must be completed to process your registration.

[Registration](#)

[Technical Support](#) **Please verify all email addresses are correct on this registration.**  
**If you enter an incorrect email address, a confirmation of your registration cannot be sent.**

[Home](#)

(\* Required Fields)

First Name:  \*

Last Name:  \*

Email Address:  \*

I'm registering:

I have received authorization from my Manager to register this employee.

4-digit Branch GL:  \*  
Example: If your GL Number is 12-3456-78, enter 3456

Branch Phone Number:  \*

Division of Spherion:

Email address of Spherion Associate who registered this user:  \*

All fields must be completed to process your registration.

**Action II: Login [www.Mindleaders.com](http://www.Mindleaders.com)**

<b>Step One</b>	After receiving email confirmation granting User ID go to Home page for MindLeaders and create a password.
<b>Step Two</b>	Once selected, the password will need to be re-entered for confirmation.
<b>Step Three</b>	Proceed to list of courses available.
<b>Step Four</b>	Visit "How To Take a Course" for more about MindLeaders' navigation and special features.

If there are problems with your registration, email [clientservices@mindleaders.com](mailto:clientservices@mindleaders.com). For technical assistance, contact MindLeaders, at 1-800-223-3732. Ask for Technical Support.

**Available Mindleaders Courses:**

<p><b>Access 2000 MOUS</b></p> <ol style="list-style-type: none"><li><a href="#">1. Creating Databases</a></li><li><a href="#">2. Building Tables</a></li><li><a href="#">3. Modifying Tables</a></li><li><a href="#">4. Sorting and Filtering</a></li><li><a href="#">5. Relationships &amp; Queries</a></li><li><a href="#">6. Building Forms</a></li><li><a href="#">7. Producing Reports</a></li><li><a href="#">8. Advanced Tasks</a></li></ol> <p><b>Access 97</b></p> <ol style="list-style-type: none"><li><a href="#">1. Getting Started</a></li><li><a href="#">2. Using a Database</a></li></ol> <p><b>Basics of Business Math</b></p> <ol style="list-style-type: none"><li><a href="#">1. Fractions</a></li><li><a href="#">2. Decimals</a></li><li><a href="#">3. Calculator</a></li><li><a href="#">4. Equations</a></li><li><a href="#">5. Percents</a></li><li><a href="#">6. Reports</a></li></ol> <p><b>Computer Basics</b></p> <p><a href="#">Using Your PC</a></p> <p><b>Excel 2000 MOUS Expert</b></p> <ol style="list-style-type: none"><li><a href="#">1. Importing and Exporting Data</a></li><li><a href="#">2. Working with Templates, Links, and Report Manager</a></li><li><a href="#">3. Formatting, Sorting, and Filtering Data</a></li><li><a href="#">4. Naming Ranges, Working with Macros, and Customizing Toolbars</a></li><li><a href="#">5. Validating and Auditing Data</a></li><li><a href="#">6. Analyzing Data and Using PivotTables</a></li><li><a href="#">7. Sharing Work and Adding Security</a></li></ol> <p><b>Excel 2000 MOUS</b></p> <ol style="list-style-type: none"><li><a href="#">1. Working with Cells</a></li><li><a href="#">2. Working with Files</a></li><li><a href="#">3. Formatting Worksheets</a></li><li><a href="#">4. Page Setup and Printing</a></li><li><a href="#">5. Worksheets &amp; Workbooks</a></li><li><a href="#">6. Formulas and Functions</a></li><li><a href="#">7. Charts and Objects</a></li></ol> <p><b>Excel 97</b></p> <ol style="list-style-type: none"><li><a href="#">1. Getting Started</a></li><li><a href="#">2. Modifying Worksheets</a></li><li><a href="#">3. Using Excel Tools</a></li></ol> <p><b>Grammar</b></p> <ol style="list-style-type: none"><li><a href="#">1. Fundamental Sentence Structures</a></li><li><a href="#">2. Punctuation</a></li><li><a href="#">3. Complex Sentence Structures</a></li><li><a href="#">4. Advanced Grammar</a></li></ol>	<p><b>Lotus Notes 4.6</b></p> <ol style="list-style-type: none"><li><a href="#">1. Using Notes Mail</a></li><li><a href="#">2. Using Calendar and Databases</a></li></ol> <p><b>Lotus Notes R5</b></p> <ol style="list-style-type: none"><li><a href="#">1. Getting Around in Notes</a></li><li><a href="#">2. Reading and Sending Mail</a></li><li><a href="#">3. Managing Mail</a></li><li><a href="#">4. Using the Calendar</a></li><li><a href="#">5. Meetings &amp; Address Books</a></li></ol> <p><b>Office 2000</b></p> <ol style="list-style-type: none"><li><a href="#">1. Getting Started</a></li><li><a href="#">2. Editing Text and Printing</a></li><li><a href="#">3. Text and Document Formats</a></li><li><a href="#">4. Introduction to Word</a></li><li><a href="#">5. Introduction to Excel</a></li><li><a href="#">6. Introduction to Outlook</a></li><li><a href="#">7. Introduction to PowerPoint</a></li><li><a href="#">8. Introduction to Access</a></li></ol> <p><b>Outlook 97</b></p> <p><a href="#">Getting Organized</a></p> <p><b>PowerPoint 2000 MOUS</b></p> <ol style="list-style-type: none"><li><a href="#">1. Presentations</a></li><li><a href="#">2. Layout and Text</a></li><li><a href="#">3. Graphics &amp; Tables</a></li><li><a href="#">4. Custom Slides</a></li><li><a href="#">5. Showing Slides</a></li></ol> <p><b>PowerPoint 97</b></p> <ol style="list-style-type: none"><li><a href="#">1. Creating Presentations</a></li><li><a href="#">2. Modifying Presentations</a></li></ol> <p><b>Windows 2000 Basics</b></p> <p><a href="#">Client</a></p> <p><b>Word 2000 MOUS Expert</b></p> <ol style="list-style-type: none"><li><a href="#">1. Page Formatting</a></li><li><a href="#">2. Managing Documents</a></li><li><a href="#">3. Inserting Objects</a></li><li><a href="#">4. Advanced Features</a></li><li><a href="#">5. Workgroups</a></li></ol> <p><b>Word 2000 MOUS</b></p> <ol style="list-style-type: none"><li><a href="#">1. Managing Documents</a></li><li><a href="#">2. Working with Text</a></li><li><a href="#">3. Formatting Paragraphs</a></li><li><a href="#">4. Page Format and Printing</a></li><li><a href="#">5. Tables and Other Objects</a></li></ol> <p><b>Word 97</b></p> <ol style="list-style-type: none"><li><a href="#">1. Getting Started</a></li><li><a href="#">2. Formatting Documents</a></li><li><a href="#">3. Using Productivity Tools</a></li></ol>
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