



Gain the skills you need for today's competitive workforce!

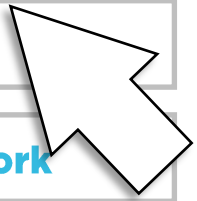
Preparing Adults for the Workplace

Students of all backgrounds will gain the critical skills needed to get a job and adjust to a new work environment



ONLINE WORKFORCE COURSES FOR STUDENTS AND TEACHERS

-  **Setting Employment Goals**
-  **Tailoring Your Resume**
-  **Acing the Interview**
-  **Communicating at Work**



GET STARTED TODAY BY VISITING
proliteracyednet.org/workforce

*** Free ProLiteracy Education Network account required**

Login instructions available on backside of this flyer.

Preparing Adults for the Workforce was made possible thanks to a grant from the Pitney Bowes Foundation



Create an account, log in, and locate the courses.

Step 1

Go to proliteracyednet.org/workforce. Click the green **Create Account** button at the bottom of the page. Complete the required fields. Your email address and username will be the same.



Write your Username/email address here:

Check the **I'm not a robot** box.

Select **Next**

USERNAME/EMAIL

Step 2

This page asks what you are interested in. You can fill this out, but you do not have to.

Select **Next**

Step 3

This page is where you will create a password. You will type it in the first box. Then you will confirm it by typing the same thing in the second box. It must be exactly the same in both boxes.



Write your password here:

Select **Log In**

PASSWORD

Step 4

Now you must choose a **Security Question** to answer. You will answer this question if you want to log in but forgot your password. Pick a question from the drop-down menu, then enter the answer in the box.

Choose a question that will be easy for you to remember the answer. Enter the answer again in the

Confirm Answer box.

Select **Continue**

Step 5

You are on the **Welcome** page.



Click the menu icon. From the drop-down list, select **Resources**, then Pitney Bowes Workforce Development.

You will see four student courses: Setting Career Goals, Tailoring Your Resume, Acing the Interview, and Communicating at Work.

You will also see resources for tutors: Small Business Basics and the Workplace Literacy Guide.

Step 6

Click the course you want to take. You will see the page with the title of the course at the top. Click the blue **Launch** button to open and the course and begin study.

How to visit the course again.

Step 1

Visit proliteracyednet.org/login.

Enter your **Username** in the box labeled **Username/email**. Remember your username and email address are the same.

Enter your password in the **Password** box. Remember your password must match exactly what you entered when you set it up.

Select **Enter**

Step 2



You are on the **Welcome** page. To return to courses you have already started, click **My Stuff** icon in the top right corner of the web page.

You will go to your **Transcript**. Click the blue **Launch** button to the right of the course. The course will open where you left off.

You can also find other resources for students from the **Welcome page**. Scroll down to the four boxes. Find the one that says **Student**. Click the **Explore** button.

We hope you enjoy using Education Network!