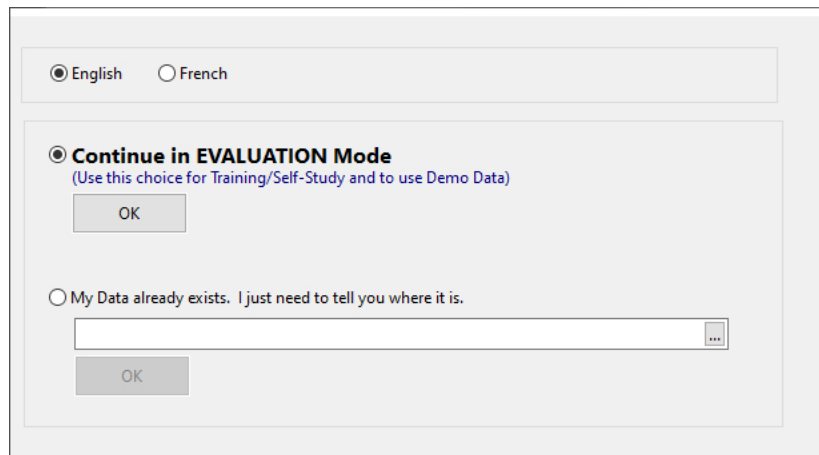# How to use the Self Study Trainer

The Self-Study Trainer is designed as a collection of short videos that demonstrate how to use certain pieces of the **W.I.S.H.™** program. Each lesson (step) concludes with a "Validation" that tests you on your ability to follow the steps of the lesson. At the end of the course, you will be emailed a certificate confirming your successful completion of the course.

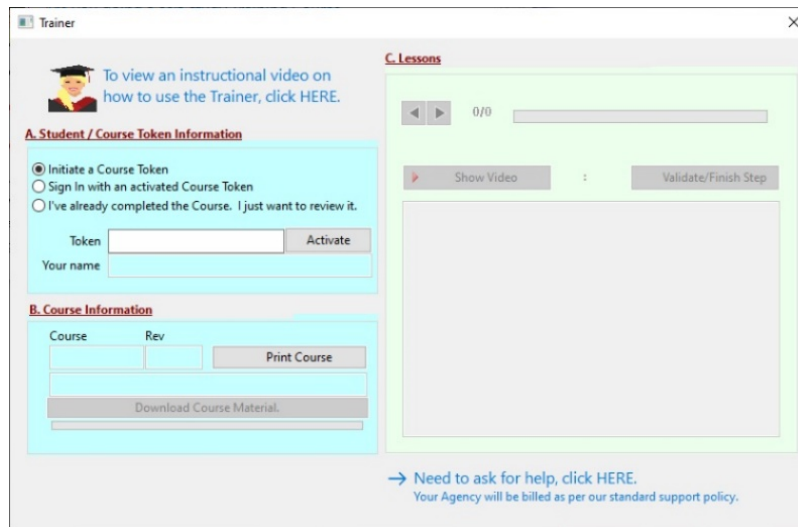When you first start **W.I.S.H.™,** you may be presented with a screen that looks like this:

If you do get this screen when starting **W.I.S.H.™,** Choose the **Continue in EVALUATION Mode** option.

On the **W.I.S.H.™** start screen, you can open up the Trainer by selecting the option at the top:

The Self-Study Trainer screen looks like this:

Note: You can also open the Self-Study Trainer once you log into **W.I.S.H.™** by clicking on the Tutor icon button near the bottom of the left hand menu bar.
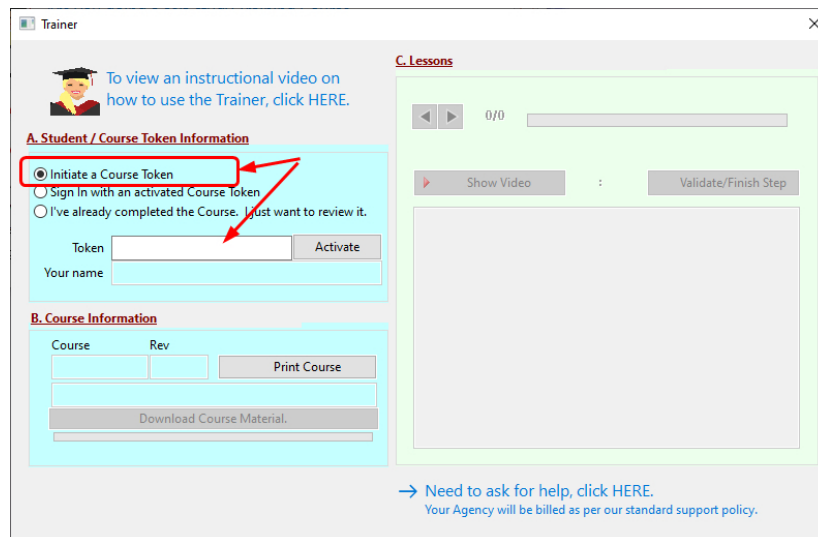

COURSE TOKENS

To complete a Course, you must activate a Course "*Token*". Tokens are purchased from **Grasp Software Corporation** for specific Courses and each Token is intended for single person use. For example, if your agency had 10 employees that wanted to get certified for a specific Course, 10 Tokens would be required – one for each employee.

Each Token is designated for a specific Course and the list of Courses are being added to all of the time. Furthermore, if your agency wanted a custom course to be designed, we could design a course just for you.

The Token is assigned to the employee/worker during the **Initiate a Token** stage.
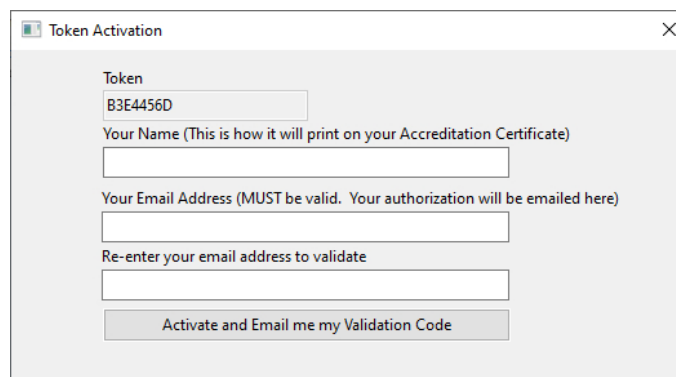
INITIATING A TOKEN

Once you have a Token, and are ready to start the Self-Study Course, you first have to initiate the Token. You do this from the Trainer Screen.


On the Trainer Screen:

- Select **Initiate a Course Token**

- Enter the Token into the **Token** field

- Click the **Activate** button. The following pop-up screen will appear.


- Fill out the fields on this screen accurately and click the **Activate and Email me my Validation Code** button. An email will be sent to the address provided with the Login Validation (Password). NOTE: It is important to be accurate on this screen. The **Your Name** field will be what prints on your certificate at the end of the course, and if your email is not valid, then you will not be able to receive the Login Validation (Password) or your certificate.

Once you have received the email with the Login Validation (password), you can "Sign In" to the Trainer.
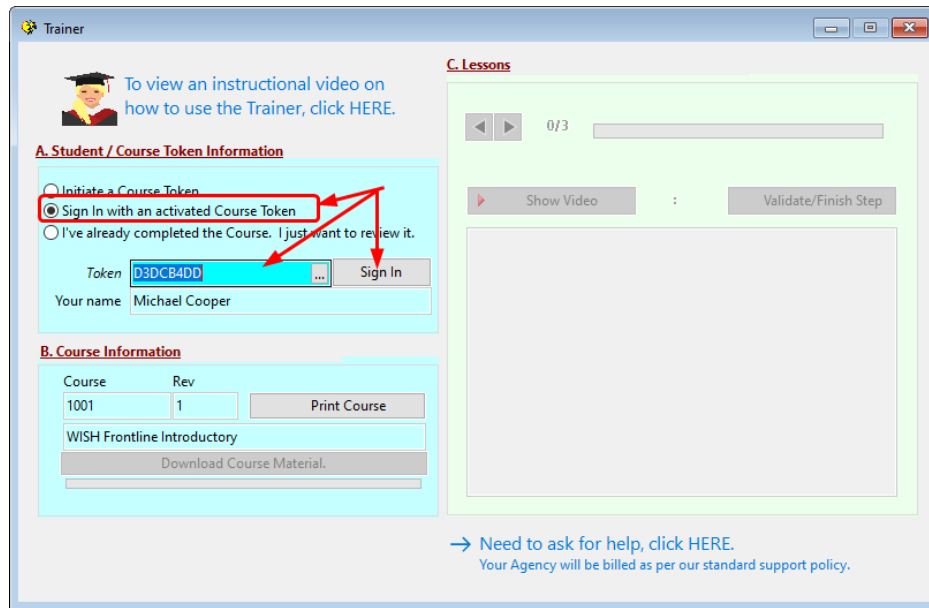
When you click on the **Sign In** button one of two things will happen.

1. IF the Course has already been downloaded onto your computer, a popup screen will appear. Here you will enter the password that was emailed to you and click the **Sign In** button
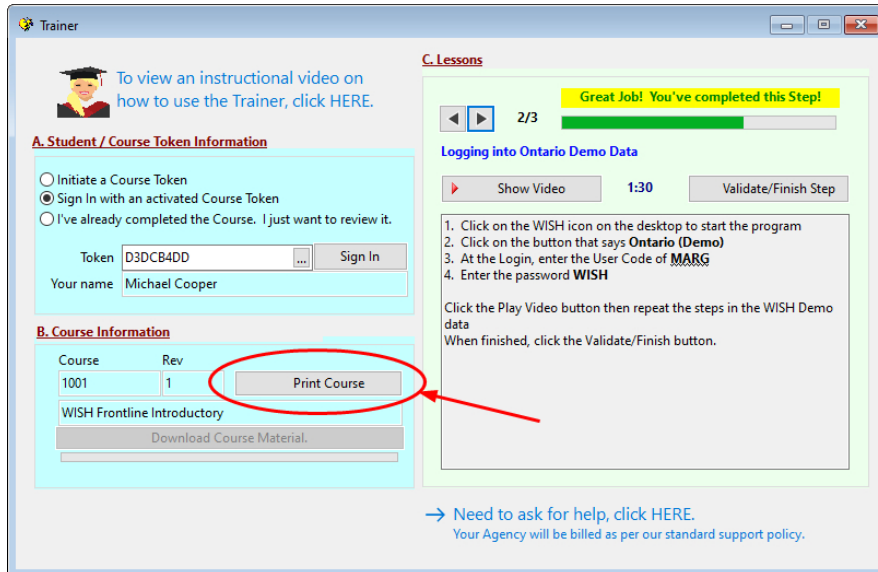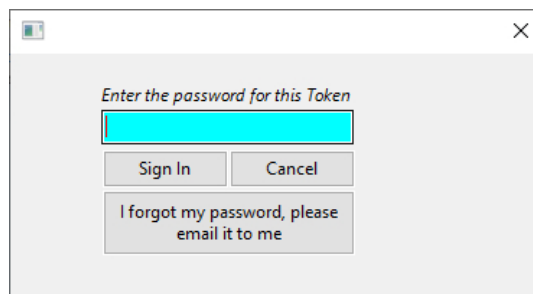

2. More likely, your computer will not have the Course downloaded yet, and it will lead you through the steps to download and install the Course Material to your computer. Because the Course Material will contain several videos, the content can be quite large and therefore this step will take several minutes to complete. Just keep following the program prompts to download and install the Course Material. Once this is finished, you will click on the **Sign In** button again, and then you will be able to sign into the Course.

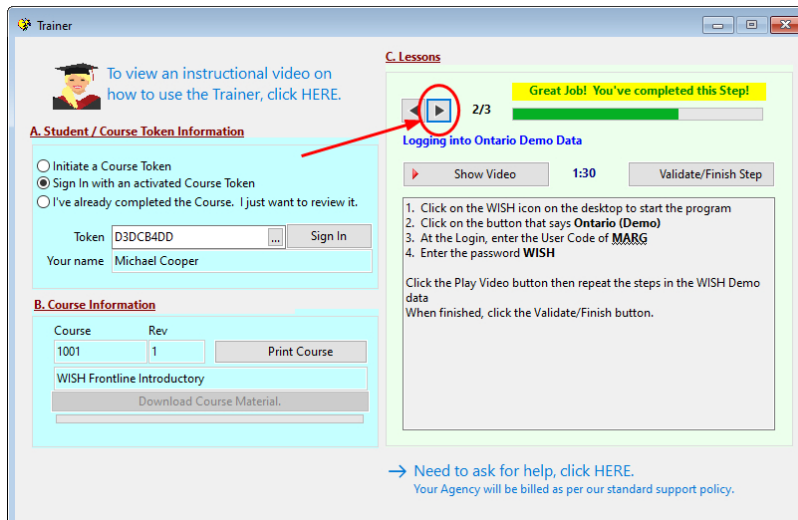Once you are signed in, you are ready to complete the Lessons.

THE LESSONS

Before starting the Lessons, it is advised that you print out the Course Material so that you have a listing of all of the Lessons and the steps in each one:
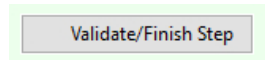

You step advance through the Lessons using the forward arrow button

You cannot advance to a new Lesson in the Course until the Validate the Lesson that you are currently on. Validate by clicking the **Validate/Finish Step** button
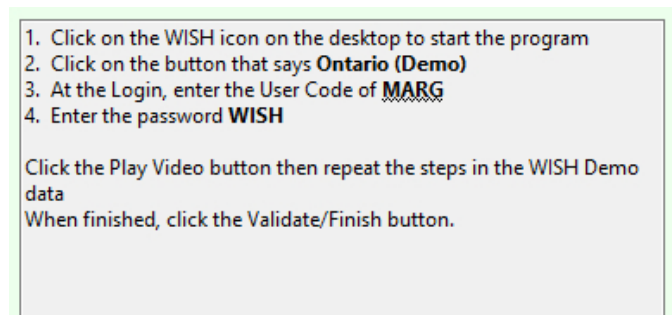
Validate/Finish Step

The section to the right of the Advance button shows the current lesson you are on and the total number of lessons in the Course. The example here shows that we are on Lesson 2 of 3.

◀ ▶   2/3

Each Lesson contains a video for you to watch by clicking the **Show Video** button and the length of the video is shown to the right of this button.

▶   Show Video   1:30
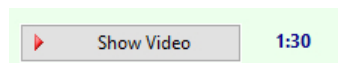
Finally, each Lesson includes a series of steps similar to what is shown in the video. These are the same steps that are printed in the Course Material outline.

1. Click on the WISH icon on the desktop to start the program
2. Click on the button that says **Ontario (Demo)**
3. At the Login, enter the User Code of **MARG**
4. Enter the password **WISH**

Click the Play Video button then repeat the steps in the WISH Demo data
When finished, click the Validate/Finish button.

👍 **You've Got This. Good luck.**