



Virtual Open Lab Exercise Instructions

To perform the exercise you must have the correct system access. For example, if you only have access to run reports, you will only be able to work on the exercise for running reports.

To perform these exercises you will work in the 6.3 Training environment. Copy and paste the following into your browser address bar.

<https://faasand.gpehosting.com/plateau/admin/login.do>

Login:

User Name = First Initial, Last Name, Last four of your social security number
For example, SSMITH1234

Your password is the same as the one you currently use in eLMS to login as an Admin. If you have a problem, please contact the Help Desk, 405.954.4568, to reset the password. Remember to say it is the Admin password in 6.3 Training that must be reset.

LIVE CHAT AVAILABLE:

If you have questions, log into the Adobe Connect Open Labs Training area and enter your question into the chat. An instructor will respond and assist you.

Adobe Connect: <http://faamarick.adobeconnect.com/elmsopenlabs>

To enter Adobe Connect:

1. Select **Enter as a Guest**.
2. Type your name.
3. Then select **Enter Room**.



Once in the session,
type your request into the chat area.

