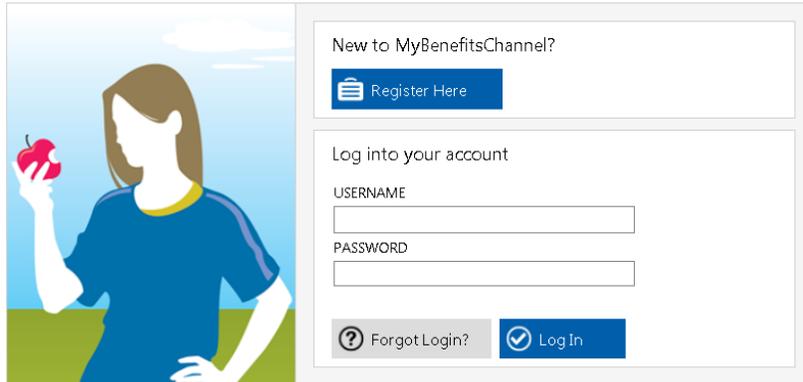


How to Complete My Benefits Channel Courses

Login to My Benefits Channel <http://www.mybenefitschannel.com>.



NOTE: If you have forgotten your Username/Password, you may send an email to aharwell@pearl.k12.ms.us.

The Forgot Username? And Forgot Password? may not work. Our system views them as SPAM.

Make sure the Home tab is selected. Then select Available Courses.



How to Complete My Benefits Channel Courses

Once Available Courses is Open, you may click on any of the circled areas to show available courses (if they aren't already visible).

Pearl Public School District

Home My Apps My Contacts Welcome April Logout ?

Available Courses Completed Courses

Education & Training

Show By: Category Priority Coming Due [Expand All](#) [Collapse All](#)

Annual Training 

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Pearl Public School District

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Annual Training 

TRAINING COURSE	PRIORITY	DURATION	DUE	EXPIRES	CREDITS
PPSD Bring Your Own Device Policy (Personnel)	Mandatory	20 min.	8/7/2013	5/22/2014	
Employee Data	Mandatory	15 min.	8/7/2013	5/22/2014	
Acceptable Use Policy	Mandatory	15 min.	8/7/2013	5/22/2014	
Employee Handbook Verification Form	Mandatory	10 min.	8/7/2013	5/22/2014	

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How to Complete My Benefits Channel Courses

Click on the Titles of the courses.

You will do the following for each course.

Click on Start Course (upper right).

Following any instructions on the page(s) that follow.

This may include typing your first and last names as an eSignature.

Click on Finish Course (lower right).

Click on Exit Course (lower right).

The course you have finished will no longer show in Available Courses.

You may click on Completed Courses to see all completed courses.



The screenshot shows the user interface of MyBenefitsChannel.com. At the top, there are navigation links for Home, My Apps, and My Contacts. The user is logged in as April, with a Logout button and a help icon. The main content area is titled "Education & Training" and includes a search filter for training courses between 8/4/2012 and 8/4/2013. A table lists completed training courses, including "PPSD Bring Your Own Device Policy (Personnel)" and "Drug-Free Workplace Acknowledgement".

TRAINING COURSE	PRIORITY	DURATION	DUE	CREDITS	COMPLETED
PPSD Bring Your Own Device Policy (Personnel)	Mandatory	20 min.	8/7/2013		8/4/2013
Drug-Free Workplace Acknowledgement	Mandatory	9 min.	8/7/2013	5 points	7/25/2013

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