



J.D. Waggoner, Executive Secretary

MEMORANDUM

Date: August 2008

Subject: Access Procedures for LearningExpressLibrary

To enter LearningExpressLibrary as a "New User":

1. Start at www.wvinfo depot.org
2. At the LearningExpressLibrary.com logo, click on "**Go to Learning Express Library**"
3. At the LearningExpressLibrary page, click on the "New User" button to create your account
4. Pick a username and password that you will remember
5. Verify your password and submit
6. You can start taking tests
7. Now you will have your own user account so that you can save your tests and track your progress. Sign Off when you are finished with your session
8. Later, return to www.wvinfo depot.org, click the "Returning User" button to sign in to your personal account

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