

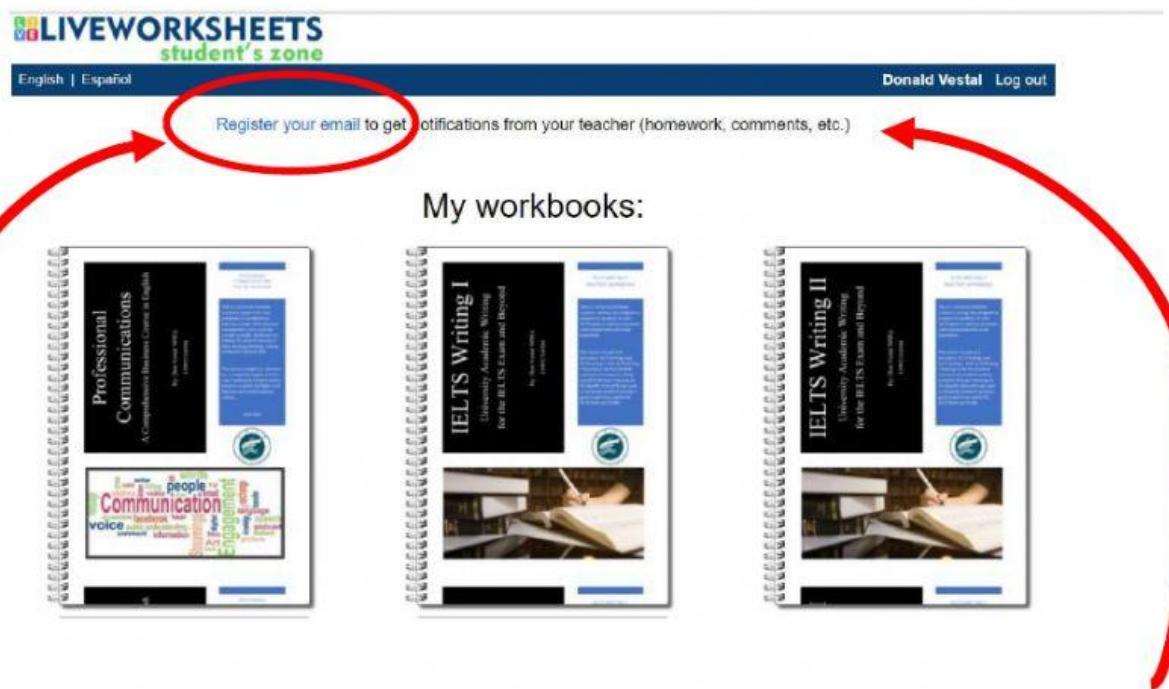
WELCOME TO YOUR ONLINE WORKBOOK

Dear Student,

CONGRATULATIONS!

If you are reading this welcome to our class, then you successfully signed into our Online Resources and have access to your Live Online Workbook for this course. This resource was developed to give you easier access to the materials for this course along with more constructive feedback to help you grow and improve in your English Language Development and Business Knowledge.

Please make sure you keep your **ID** and **Password** safe. You can always change your password if you wish to do so, but if you do your instructor will not have access to it to remind you of what it was in the future. When you signed in, your page should contain ALL workbooks to which you have been assigned. If you feel you are missing a workbook for one of your classes, please contact the teacher of that class right away. **Your landing page should look something like this...**



My workbooks:

- Professional Communications
- IELTS Writing I
- IELTS Writing II

After you have read this welcome letter the first thing you should do right away is **Register your Email**.

- Click on the link in Blue that says: Register your Email.
- Enter your current valid email address
- Enter it again
- Click Save Changes.

After you have Registered your email, Complete the Welcome Checklist below to make sure you are prepared for our fist day of class. I can't wait to see you in class.

WELCOME TO YOUR ONLINE WORKBOOK

Welcome Checklist

Read and answer each of the questions below carefully before the first day of class. Make sure you click Finished when you complete the last question. If you have problems contact your instructor right away.

1. Have you Registered your email with this site? _____
2. Have you secured your **Username** and **Password** so only you can use it? _____
3. Do you have your textbook and other materials ready for the first day of class? _____
4. Have you joined your classes' Online Classroom in Ding Talk 订订?
If you have not, please contact your instructor to get the proper QR code for your class. This must be done immediately. _____
5. Make sure to come to our first class rested and ready to get started. _____

You are Done!

Don't Forget to click “[Finished](#)” below.

See you soon.