

Access Instructions

Your company is investing in Vision, a Learning Management System (LMS) that helps you track course assignments and completions while placing a wealth of learning resources at your fingertips.

These instructions will help you get started. Happy Learning!

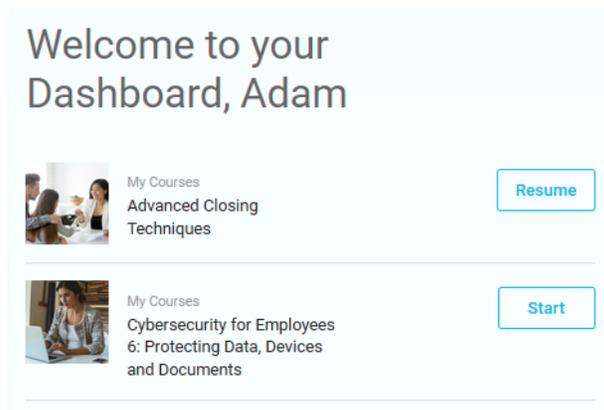
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Access the Vision Learning Management System

- In a web browser, go to <https://www.gracehillvision.com/showdigs>
- If this is your first time on the site, click **Test Computer** to make sure your computer or device meets our minimum system requirements. When you're finished, click **Return to Login**.
- Enter your assigned **Username** and **Password**.
- Click **Login** or press **Enter** on your keyboard. The first time you log in, you'll be prompted to accept our Terms and Conditions. Click **Accept**.
- After you log in, you'll be on the Learning Center Home page.

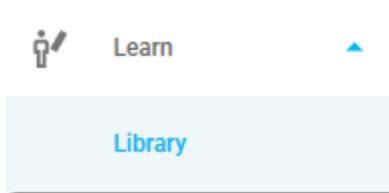
Each time you log in, the Welcome slide-out displays listing up to three (3) courses you have self-assigned from the Library and can click to Start or Resume a course. After you click to close the Welcome slide-out, you must log out and back in for it to display again.



NOTE: Click  in the top-left corner of any screen to return to the Learning Center Home page.

View Library Options

- On the left navigation bar, click the drop-down arrow next to  **Learn** and select **Library**.

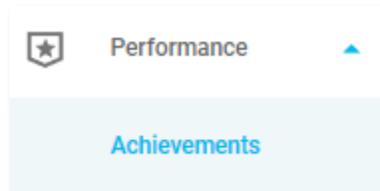


- On the **All Courses** tab, you can browse the course catalog and assign courses to yourself from the Home (default), Online Courses, Webinars, In-Person, and Recommended tabs.
- When you find a course you want to take, click **Add to My Courses**. The course will then be self-assigned to you and added to your **My Items** tab.
- If you'd like to remove a course from **My Items**, click the **Remove** button to the right of the course title.
- After you complete a course successfully, it'll be removed automatically from your **My Items** tab and added to your **Achievements** page.

NOTE: You can click the  **15-20 min.** calendar icon next to a short course to reserve a time on your iCal, Google, or Outlook calendar to schedule time to start or complete the short course.

View Achievements

- On the navigation bar, click the drop-down arrow next to  **Performance** and select **Achievements**.

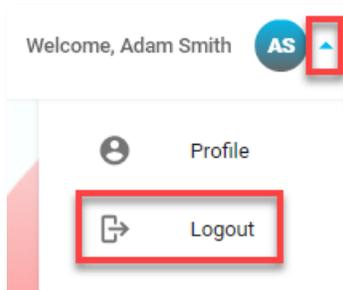


- A listing of all your course completions will be available displaying the Score, Date Completed, and will provide you with **Actions** to either  **Print** or  **Email** a course completion certification.

NOTE: In the Score column, failed completion scores display in red. Hover over a failed score to view the required Passing Score % and a **Retake Course** link to navigate to the failed course so you can attempt to complete the course again until a passing score is achieved.

Logging Out After Use

- It is very important after you're done working in the Learning Center to log out when you're ready. This ensures that if another learner logs into their Vision account on the same computer, they won't accidentally login as you.
- To log out of your Learning Center account, click the drop-down arrow next to your profile image in the top-right corner of the page and select **Logout**.



View Support Options

- At the bottom of the left navigation bar, click the **Support** icon for options.
- Call **Grace Hill Support** directly at **1-866-GRACEHILL** Monday - Friday, 8:00 am – 8:00pm ET.