Welcome
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If you have any questions please do not hesitate to contact us on +44 (0) 1635 214460 or email dsi_uktraining@adp.com

iLearn@adp linking learning to success
Welcome to iLearn@adp

iLearn@adp is the ADP eLearning portal.

The portal is a web based system that provides you with online training which can be accessed anytime and completed at your own pace. This gives you the freedom to track your own scores and progress, allowing you to request training, schedule training, run reports, feedback on training, and much more.

Access to iLearn@adp is available via http://ilearn.adpsionline.com/ link. (we advise you add this to your favourites within your web browser)

Please also ensure your PC is configured as per the short instructions enclosed in the next section. Note: Failure to set up your PC correctly may prohibit iLearn@adp from working effectively.

Please be patient when loading the iLearn@adp lessons. Speeds may vary throughout the day dependent on network traffic.

Within your welcome email there was a link to a short iLearn@adp demonstration video. We advise you view this before logging on. The video will give you an overview of how to log on and start with iLearn@adp. Another link included to the welcome email shows how to amend Internet Explorer settings.

Thank you and enjoy.
Minimum System Requirements

ADP’s online training requires you to have Internet access. Speed may vary dependent on your connection type.

Before you use iLearn@adp for the first time please ensure the following system requirements are satisfied:

- Use only Internet Explorer (IE) 7 or 8 browser, the current version of iLearn@adp does not work with Mozilla Firefox, Google Chrome or other browsers.
- We advise using Windows XP Operating System (OS) or higher. Other OS have not been tested and ADP cannot guarantee it will work.

If you need help finding out the versions of IE and OS currently installed on your computer, please refer to the Appendixes 1 and 2.

**Note:** Check these system requirements in every computer accessing iLearn@adp.

Next section will explain how to amend IE settings.
Internet Explorer Settings

These settings shown in here may vary depending on the IE version installed on your PC. Please note that you may not find all the options listed below.

Before you begin please ensure you open your Internet Explorer (IE ) browser.

Disabling Toolbars

If you have downloaded and installed any toolbars, this will stop iLearn@adp from working. The most common toolbars are Google and Yahoo. We strongly recommend you uninstall or disable them first. To do this please right-click anywhere on the IE menu bar (see figure below).

This menu below will appear. If you see Google or Yahoo toolbar then click on it to disable it.

Deleting Browsing History

It is also advisable to regularly delete your Internet Explorer browsing history. Click on Tools menu and choose Delete Browsing History option in drop-down list (see figure below).

In the prompted window tick Preserve Favorite website data, Temporary Internet files, Cookies, and History to be deleted.

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Amending Internet Options Settings

Open Internet Options window from the Tools menu (see figure below).

In the prompted Internet Options window you have to amend settings of two tabs, Security and Advanced. It is recommended to add iLearn@adp link to list of trusted sites first. Open Security tab and choose Trusted sites icon and click on Sites button (see the steps on figure below).

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In the **Trusted sites** window enter the link `http://ilearn.adpdsionline.com/` to the first text box, then remove **Require server verification (https:) for all sites in this zone** tick. Finally, click on **Add** button and **Close** the window (see the steps on the figure below).

First, start to amend settings in the **Security** tab of the **Internet Options** window. Choose **Local Intranet** icon and click **Customer Level** button located almost at the bottom of the window. In the opened **Security Setting – Local Intranet Zone** window you will have to enable and disable the settings listed on the next page. After you finish with amending settings, click on **OK** button.

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All settings in the window above should be enabled, except the following settings should be disabled or prompted:

- **.NET Framework-reliant components**
  Permissions for components with manifests – **High Safety**

- **ActiveX controls and plug-ins**
  Download signed ActiveX controls - **Prompt**
  Download unsigned ActiveX controls – **Disable**
  Initialize and script ActiveX controls not marked as safe for scripting - **Disable**
  Only allow approved domains to use ActiveX without prompt – **Disable**

- **Miscellaneous**
  Access data sources across domains – **Prompt**
  Allow web-pages to use restricted protocols for active content - **Prompt**
  Display mixed content – **Prompt**
  Installation of desktop items – **Prompt**
  Launching programs and files in an IFRAME – **Prompt**
  Use Pop-up Blocker - **Disable**
  Use SmartScreen Filter – **Disable**

- **Scripting**
  Enable XSS filter - **Disable**

Amend the same settings for **Trusted Sites**, too. For that, instead of **Local Intranet** icon, choose the **Trusted Sites** icon and then follow the same steps as you did for Local Intranet settings (see above figure and list of settings).

Second, choose **Advanced** tab of **Internet Options** window. In the list of settings find **Security** settings (see figure below).
The Security settings that have to be ticked are the following:

- Allow active content from CDs to run on My Computer
- Allow active content to run in files on My Computer

Once you have changed the settings click on **Apply** button and then **OK** button.

Restart your IE browser session.

***Remember these settings are required on every computer using iLearn@adp***

The Internet Explorer Settings setup video would show you the same steps described above in this section.
Logging on and Beginning

Once you open http://ilearn.adpdsionline.com/ link, you will be asked to sign in to iLearn@adp (see the figure below). Use the following details to be able to log:

   **Username**: This is usually your email address (this is not case sensitive)
   **Password**: *********** (This will be emailed to you)

When you login to iLearn@adp for the first time, you will be presented with the screen and asked to change your password from the default one sent and ensure your details are correct. Please complete the rest of empty boxes on the screen with relevant information.

*If you forget your password then you will need to follow the onscreen instructions or contact dsi_uktraining@adp.com and your password will be reset.

If you experience any difficulties, first please check that all minimum system requirements and IE settings satisfy our recommendations (see section 2 and 3). If you still experience a problem, please email dsi_uktraining@adp.com. Where possible please attach screen shots or quote any error messages to your email.

***All information is for ADP Administration purposes only***
iLearn@adp Homepage

Your homepage will look similar to the figure below (branded to your company). To begin learning simply click on the **Learning** tab from the top menu bar.

![iLearn@adp Homepage](image)

**Note:** The *iLearn@adp demonstration video* shows you an overview of the system and its functionality. We advise you view this before logging in.
Free with Registration

eL_foundation lessons

This course has been designed to provide some very basic overview lessons for each area of Autoline and the iLearn@adp system.

If you are an advanced user of Autoline you may find these too basic for your needs. When you have completed the foundation lessons that are relevant to you, you may wish to attend a live web-based training session or even complete a Training Needs Analysis.
Self-paced eLearning

CHARGABLE

Additional Courses are self paced eLearning courses designed to replace the need to travel and take valuable time away from work. They follow the same curriculum as our classroom training and are aimed at enhancing your Autoline experience.

Over time you will be able to attend courses that will bring your knowledge inline with the operator level 2.

These can be found in the course search area within the iLearn@adp Catalogue (see figure below). You can search on key words or use the links displayed within your iLearn@adp interface.

Now you are ready to use iLearn@adp

Please refer to the demonstration video for an overview of the platform.
Appendix 1. How to Check IE version

Open an IE window and click on Help menu on the top of the window, from the drop-down menu choose About Internet Explorer option (see figure below).

Once you choose this option, a new small window would pop up showing you the IE version installed on your computer (see figure below).
Another way to find out the version of IE is to click on the down arrow next to the icon of the Command Bar and choose About Internet Explorer option from the drop-down list (see figure below). Choosing this option will prompt the previous figure that shows the IE version.

If you have IE window of the interface presented on the figure below, then most probably you have IE 9. This version of IE is not recommended to be used for ADP online training and it is advised to downgrade IE to version 8 before you start your online learning.

This process is also shown in the Internet Explorer Settings setup video.
Appendix 2. How to Check Windows OS Version.

Click on **Start** menu in the very bottom left corner of the screen. In prompted menu choose **Computer** option by right-click. In the drop-down list choose **Properties** option (see figure below).

The result of that would be a figure presented below, where you could find information regarding the version of Windows OS you have installed on your computer.