

## **Welcome to CustomGuide!**

On behalf of the Information Technology (IT) department, and in an effort to provide excellent customer service, we have partnered up with CustomGuide Online Training. This online training is a self-paced, non-mandatory offering.

You've been added to CustomGuide Online Training. Here is some important information about your new account:

1. You should have received an email from CustomGuide with your login information (See example below).

Welcome to CustomGuide!

You've been added to CustomGuide Online Training. Here is some important information about your new account. You should save this email, so you can refer to it later.

Login at:

<https://www.customguide.com/lms/>

Your User Name:

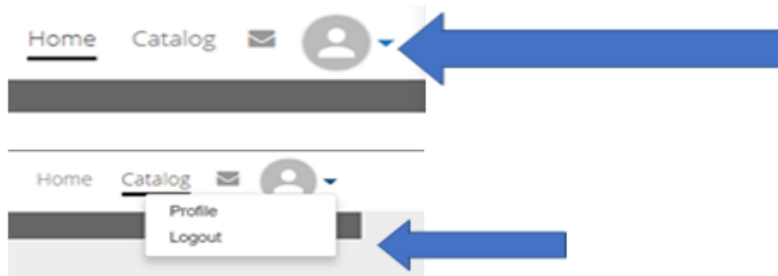
[email]

Your Temporary Password:

[password]

### 2. Login at: <https://www.customguide.com/lms/>

- a. Your User Name: [Firstname.Lastname@sd76.ab.ca](mailto:Firstname.Lastname@sd76.ab.ca) (Your SD76 email address)
  - b. Your Temporary Password: **customguide**
3. Please change your password after your successful login. This can be done by selecting the arrow down > Profile next to your profile picture (Top Right corner of the login page).



We recommend starting with the **“Windows 10”** and **“Office Online”** training modules and then moving through your specific areas of interest.

This training is also accessible from home using your SD76 Email address and password. We hope you find this training valuable and that you have a little fun with it.

If you have any questions or concerns, please do not hesitate to contact: [helpdesk@sd76.ab.ca](mailto:helpdesk@sd76.ab.ca)