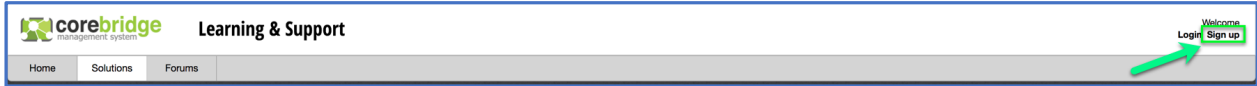


# FASTSIGNS Staff Training

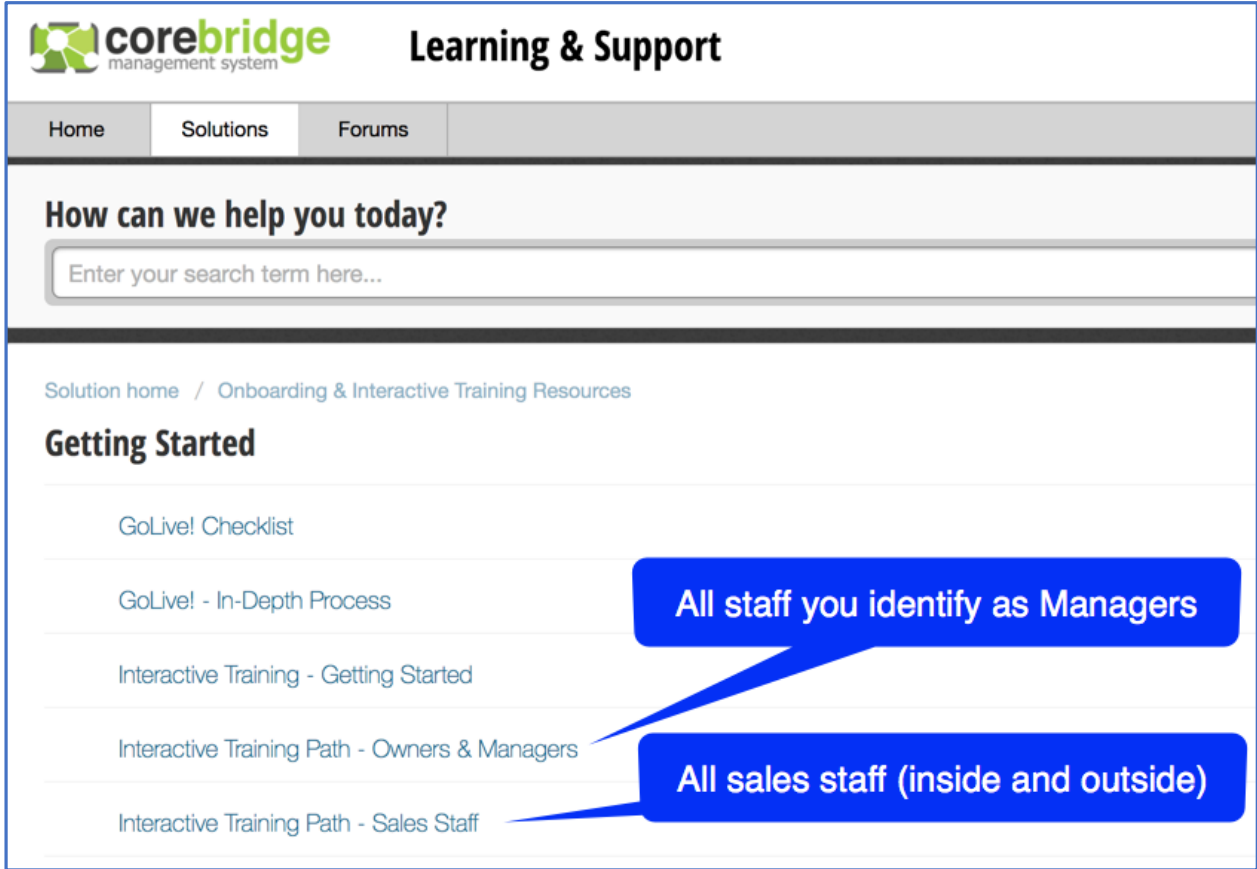
## Step 1

Go to the CoreBridge Support Site and create a login.

The site is: [HERE](https://support.corebridge.net/support/solutions/19000098103) (<https://support.corebridge.net/support/solutions/19000098103>)



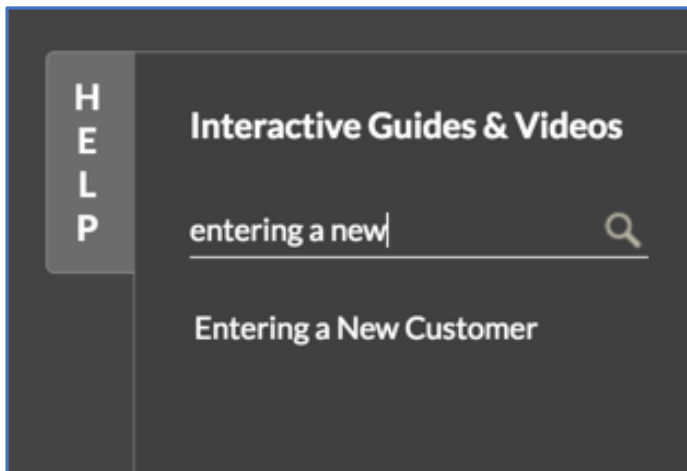
Select the training path for you:



Sales sessions are a maximum of 10 minutes each. It should take less than two hours total to complete all the sessions. The sessions are completed in the CoreBridge software so users will login to the system. Each user will need a user created in CoreBridge, these are already set up.

The sessions are accessed with the HELP icon located on every screen on the right.

To go to your course, type in the name of the course.



## STEP 1

Using a [compatible browser](#), have a tab/window open with the **Interactive Training Path** you're following. In most cases this will be the one for Owners & Managers. You can use the links above or below to access the guide you're using.

- [Interactive Training Path - Owners & Managers](#)
- [Interactive Training Path - Sales Staff](#)

## STEP 2

Using a [compatible browser](#), have another tab/window open with your CoreBridge system.

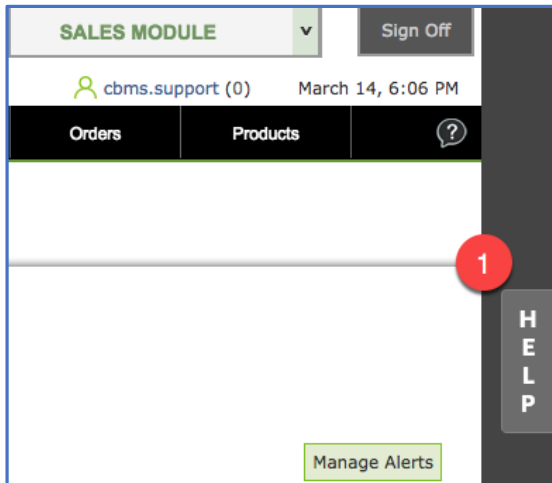
## STEP 3

Once you're logged into your CoreBridge system:

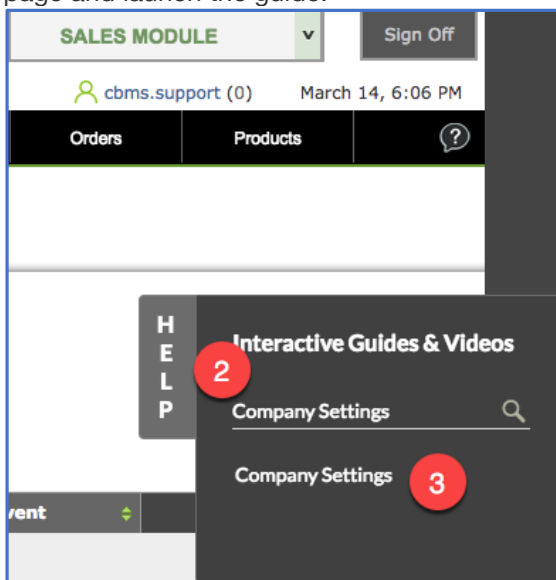
1. Click on the **Help** tab at the right of the screen in your CoreBridge system.

**IMPORTANT NOTE: YOU MUST BE LOGGED INTO YOUR COREBRIDGE SYSTEM. THIS TAB IS NOT**

**AVAILABLE ON OUR SUPPORT SITE WHICH IS WHERE YOU'RE READING THIS ARTICLE.**



2. Enter the **Course Name** as found in your *Interactive Training Path* into the search bar.
3. Click on the correct **Course Name** in the search results. This will automatically take you to the correct page and launch the guide.



4. Be sure to complete each guide before starting the next guide as outlined in your *Interactive Training Path* document.

## Additional Interactive Training Path Information

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You can access additional details for each lesson by clicking on the lesson name link in the **Interactive Training Path**. This will take you to the Lesson Detail article and provides additional information such as target audience, prerequisites, etc. which may be helpful to you.

Some users find the additional information helpful, others prefer to just follow the **Interactive Training Path**.

## Example Lesson Detail Article

1. **Company Settings** - This bold part is the **Guide Name** as you enter it in the Help Tab in your CoreBridge system
  - Estimated time: - This is the expected time to complete the guide
  - CoreBridge navigation path: - This is the navigation path to the area covered in the guide for later reference

## Additional Getting Started Information

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As a cloud-based program, you can access your CoreBridge system from any web-enabled PC or Mac device—such as your computer or tablet—wherever you happen to be. Users will log into the system individually, but their collective work is updated in real time, keeping your projects in sync and moving forward.

**NOTE:** *We recommend that you download and use the latest version of Firefox or Chrome as your system will run best on these supported browsers (Internet Explorer, Edge, Safari, and other browsers are NOT supported and may result in unexpected behavior). For more information on supported browsers, view the Compatible Browsers article.*

This series of interactive training guides have been created to teach you how to use your system. They're accessed directly in your CoreBridge system through the HELP tab as shown above.

- **Completion of each of the required guides is CRITICAL for a successful implementation.**

When you log into your system for the first time, an introductory guide will automatically launch. Once you've completed this guide, you can access the remaining guides manually, as described above, giving you the freedom to complete training on your schedule. **We highly recommend completing these guides in the order listed as they're designed to get you up and running in your system as quickly as possible.** Once started a guide must be completed before you can launch the next guide. To cancel out of a guide, click the X in the upper right-hand corner of the guide.