

xPert User Guide

Energy Exemplar's Learning Management System

What is xPert?

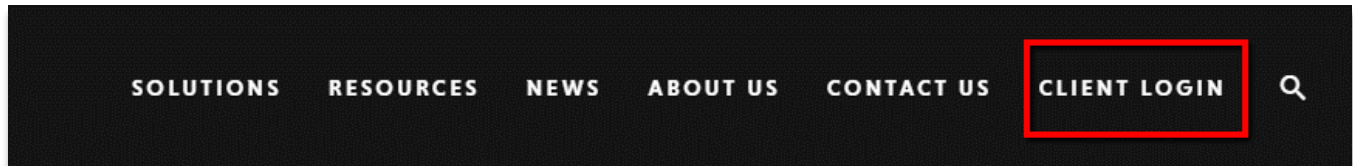
The purpose of this document is to guide you through the basics of **xPert**.

xPert is an online learning resource that is available to you as part of our overall blended education offering. **xPert** is a solution designed to deepen your learning of our products, expedite onboarding of your staff and up-skill current users. It offers self-driven courses that include video tutorials and exercises.

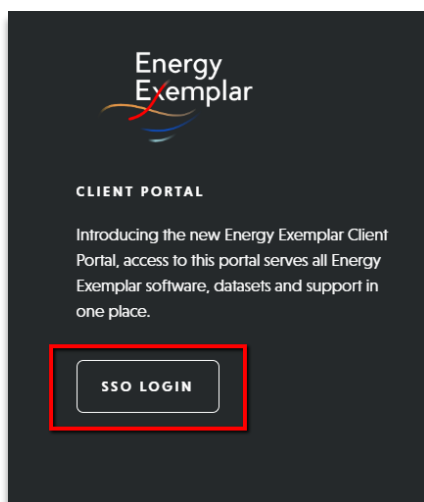
xPert works on any desktop and mobile device, so you can complete training at home, the office or on your commute. In addition to self-driven coursework, you will be able to participate in live, instructor-led training courses that are available within **xPert**.

How to access xPert?

1. Navigate to energyexemplar.com and click on Client Login.



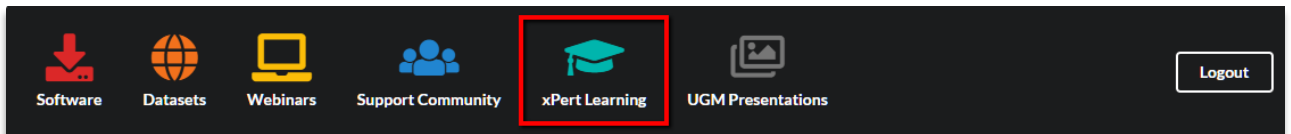
2. Click on **SSO Login** under Client Portal.



3. Enter your assigned login credentials.

Quick Tip: Don't forget to add the .ee at the end of your email address such as juliana@example.com.ee

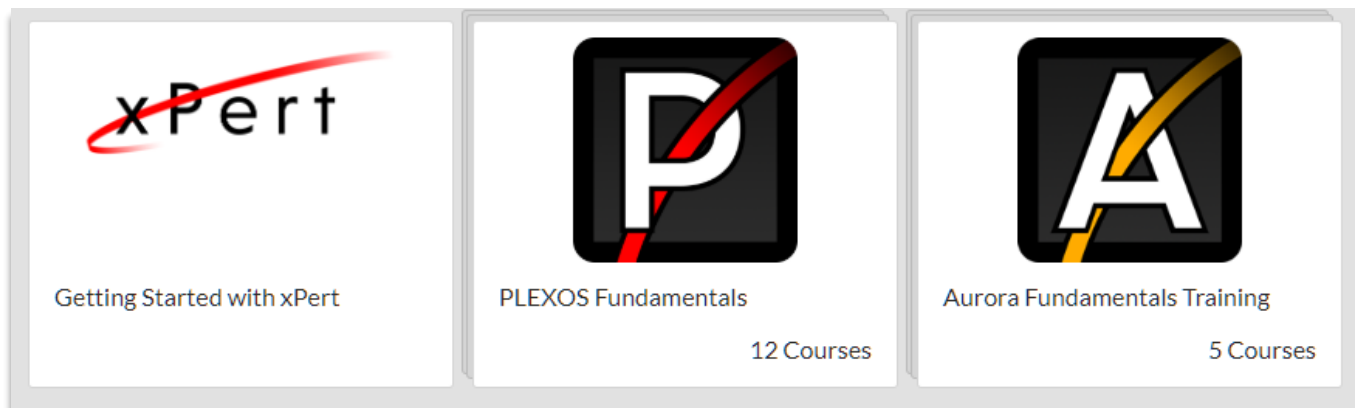
4. Once you are logged into the Client Portal, click on the **xPert Learning icon** in the top menu. This will open a new tab to **xPert**.



5. Alternatively, you can login directly through xpert.energyexemplar.com and click **Sign In** on the top right-hand menu. You will use your same Client Portal login credentials.

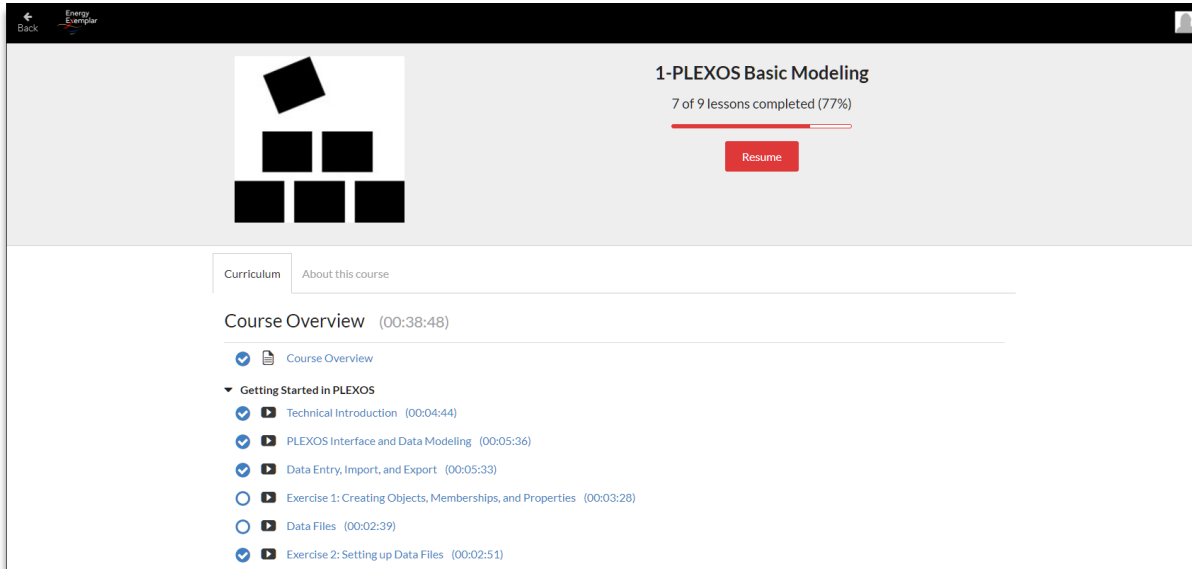
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6. Once you log into **xPert**, you can review the available courses. Courses are offered individually or in a series of several modules.

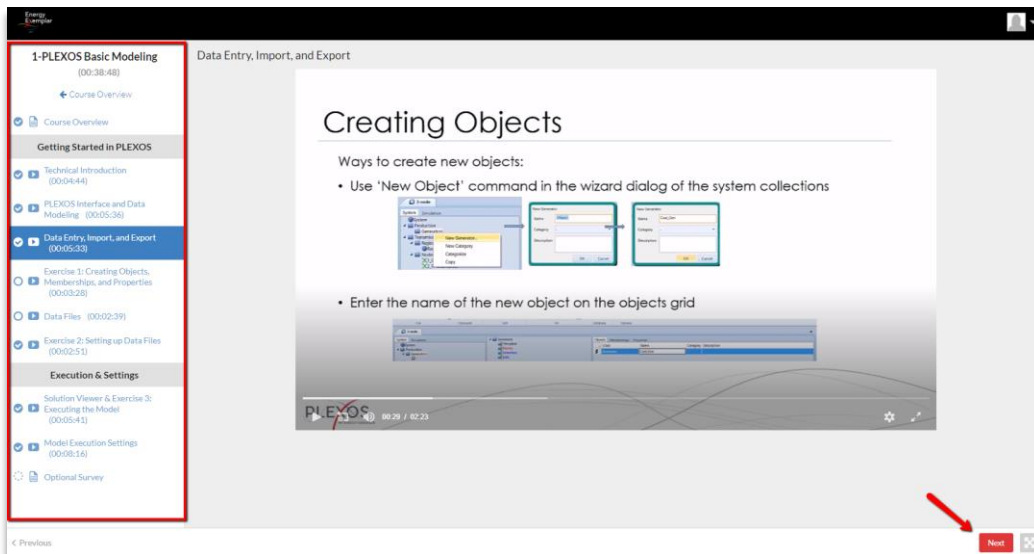


7. When you click on an individual course, you will be taken to the course overview page. **You must click the red Register button to enroll in the course.**

8. Once registered, you can click on each lesson.



9. On the left-hand menu, you can click on any lesson to view the materials. You are not required to take training in sequential order, so you can click on any module in the course. Click the red **Next** button on the bottom to proceed to the next course.



Need Help? If you experience any technical difficulties you can reach out to support@energyexemplar.com.