

Learning Center - Getting Started Guide

How to access, use, and navigate the PERC Learning Center

training.propane.com

Need help? Call the Helpdesk
1-800-757-1554
Monday to Friday • 8 AM to 5 PM ET

ACCESS THE LEARNING CENTER

1

Create your account

Go to **training.propane.com** and click the **Sign Up** button on the login screen.

Complete all required fields, then click **Sign Up** again.

⌚ You can log in right away. Course access will follow within **1 business day**, once your account is fully activated.

2

Log in

Return to **training.propane.com** after your account is fully activated. Enter your username and password, then click **Login**.

🔑 Can't log in? Call the helpdesk at **1-800-757-1554** or submit a ticket at <https://propane.com/lms-help-desk>.

🔒 Forgot your password? Click **Forgot Password?** to reset it via email.

3

Start with your Dashboard

After signing in you land on your **Dashboard** where you will find: Announcements; Quick links to training programs, learning materials, and other useful resources; and Featured Courses.

🕒 **First time in?** Look under **My Courses** to find any courses assigned to you and get started.

MANAGE YOUR EXPERIENCE

Use the top navigation menu

You will find the navigation menu in the top-left corner of the screen.

Use it to access the following:



Dashboard

Return to your Dashboard.



My Courses

View the courses you are enrolled in.



Resources

Access additional learning resources (*see below*).



Calendar

View your monthly learning schedule.



Transcript

View your course completion metrics.



Profile

Update your profile and **change your password**.



Log Off

Log out of the Learning Center.

TAKE COURSES

1

Click the tile for the program you are interested in.



2

Drill down to locate a course.



3

Click **Enroll** to join the course.



4

Click **Start** to take the course.



Work with your employer to determine the right courses for your job.

LOCATE ADDITIONAL RESOURCES



Where to begin: Select the **Resources** tab in the top navigation to access many supplemental materials, including those listed below.



- On-the-Job Training (OJT) Worksheets
- Safety resources and alerts
- Instructor tools and student workbooks
- Market and Industry training resources
- Technical Guidance and Compliance resources

