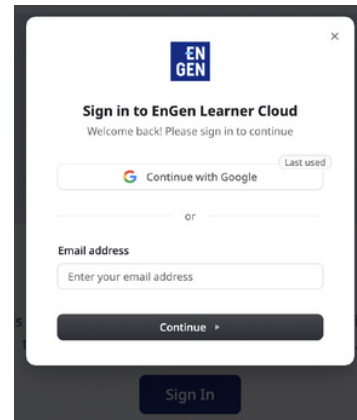


Welcome to EnGen!

Step 1. Sign In

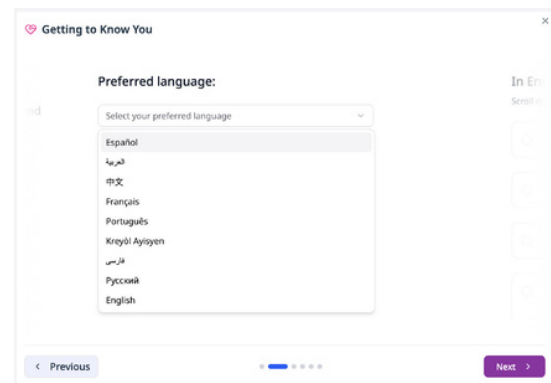
After you have been approved, go to the website learner.engen.cloud and log in using either your email address or your Google account. If you use your email address, you will need to create a password.

Option 2: If you receive an EnGen email invitation, you can click Create Password and follow the instructions.



Step 2. Answer a Few Questions

Answer the questions, using the purple **Next** button to move on to the next question. This will help us recommend the right courses for you!



Step 3. Take an Assessment

You may be asked a series of questions to help us understand your English level.

Step 4. Sign Up for a Course

Start learning!

Need Help?

You can get help anytime by clicking on the blue **Need Help?** button on the right of the screen to ask questions or find the FAQ. You can also email us anytime at help@getengen.com.



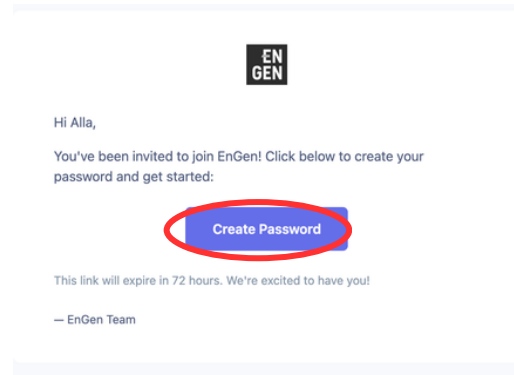
Welcome to EnGen!

Step 1. Sign In

If you have a Gmail account

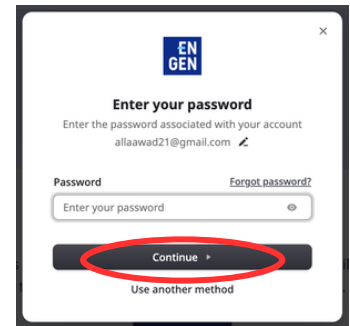
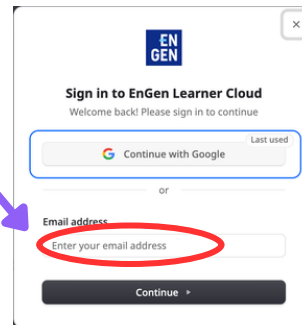
- Click **Continue with Google**
- You will be signed in automatically every time

If you do not have a Gmail account, enter your email and create a password.



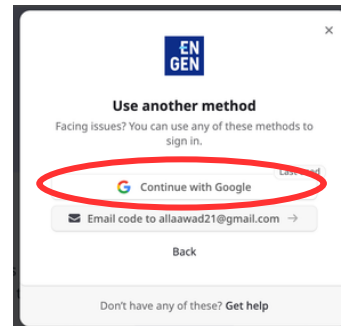
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Answer the questions, using the purple **Next** button to move on to the next question. This will help us recommend the right courses for you!



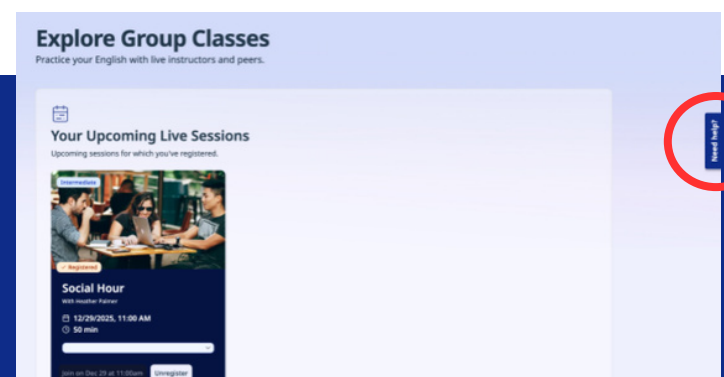
Step 3. Take an Assessment

You may be asked a series of questions to help us understand your English level.



Step 4. Sign Up for a Course

Start learning!



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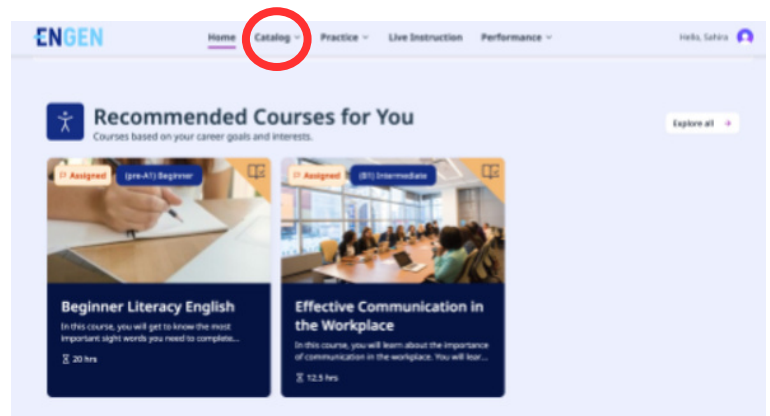
How do I Start a Course?

Step 1. Find a Course

On the home page, scroll down until you see **Recommended Courses For You** and **Your Assigned Courses**. You can take any of these courses by clicking on them.



You can also look through all courses or find a specific one. Click on **Catalog** at the top and then on **Courses: Browse all Available Courses**.

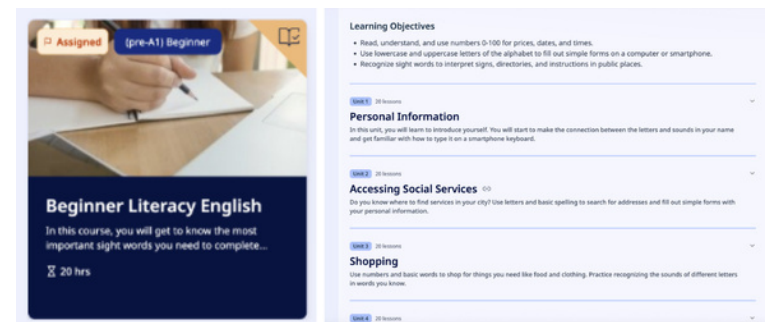


Scroll down to the **Search Courses** box. You can search for the course by name, or filter by English level or career.



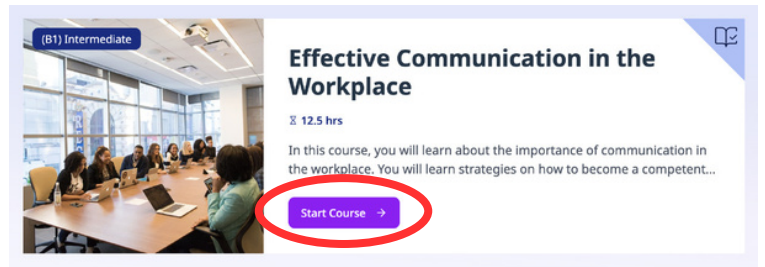
Step 2. Choose a Course

Once you find a course you want to take, click on it. You should see the course units, lessons, and learning objectives.



Step 3. Start the Course

To start the course, click the purple button saying 'Start Course'

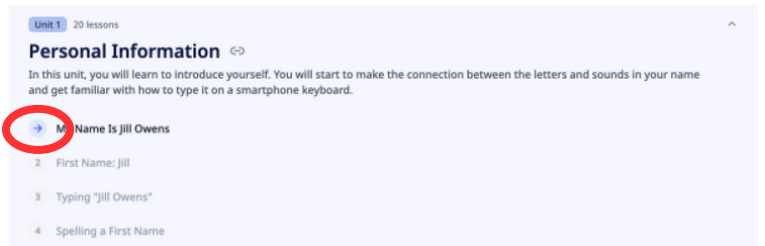


Step 4. Start Learning

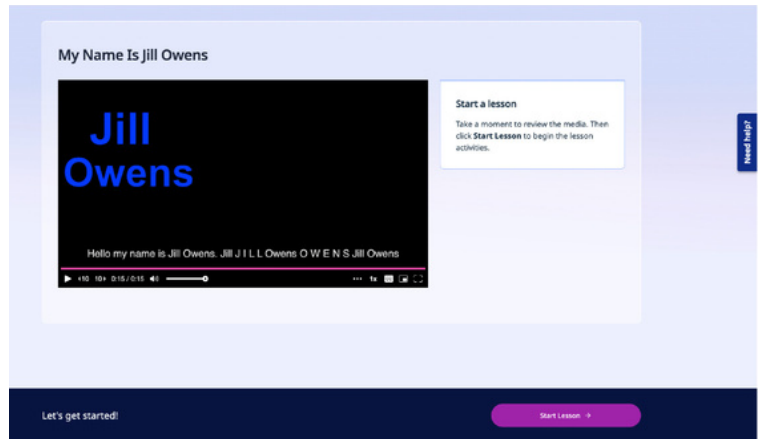
To take your first lesson, scroll down to where it says **unit one**. If you cannot see the list of lessons, click on the **small arrow on the right**.



Once you can see the lessons, the **blue arrow** will show which lesson you are currently on.



Start learning by **clicking on the first lesson** and following the instructions.

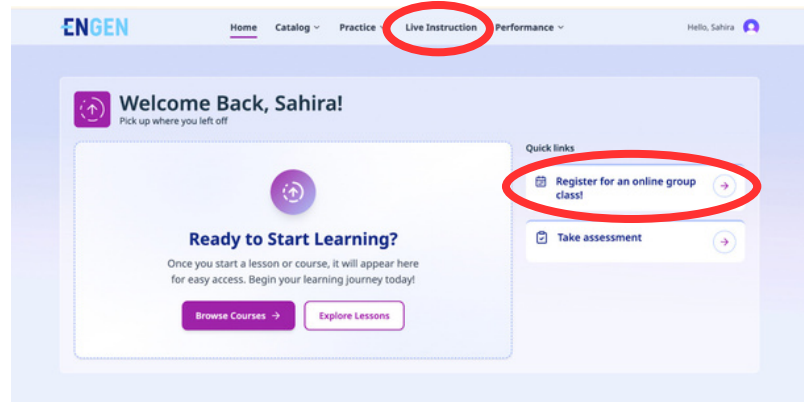


How do I Take Live Group Classes?

Step 1. Go to the Group Classes Section of EnGen

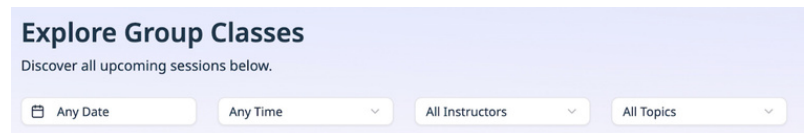
On the home page click the **Register for an online group class!** button in the Quick Links section on the right. You can also click **Live Instruction** at the top and go to **Group Classes**. You may have to scroll down past the section on Your Upcoming Live Sessions.

You will only see the option for group classes if you have access to them. If you are unsure, please ask your organization’s administrator or email us at help@getengen.com.



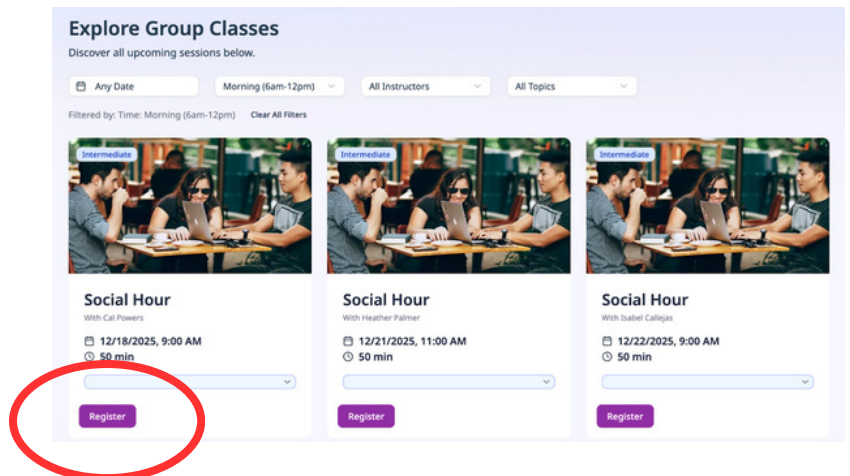
Step 2. Choose Classes that Meet Your Needs

You can filter the classes by date, time, instructor, and topic to choose what is best for you.



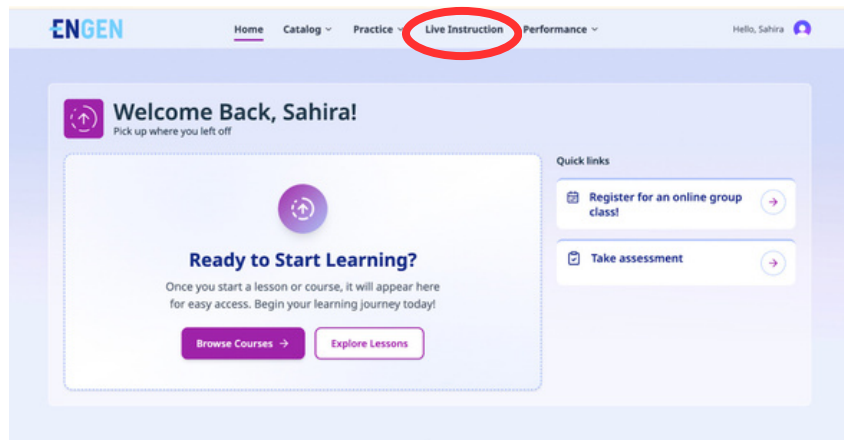
Step 3. Register

Click the purple **Register** button for the course you want to take



Step 4. Come Back When Your Class is Starting

Make sure to log back in on the day and time your group class starts. Go to **Live Instruction** at the top of the screen and click on “**Group Classes**” to see “Your Upcoming Live Sessions.”



Need Help?

You can get help anytime by clicking on the blue **Need Help?** button on the right of the screen to ask questions or find the FAQ. You can also email us anytime at help@getengen.com.

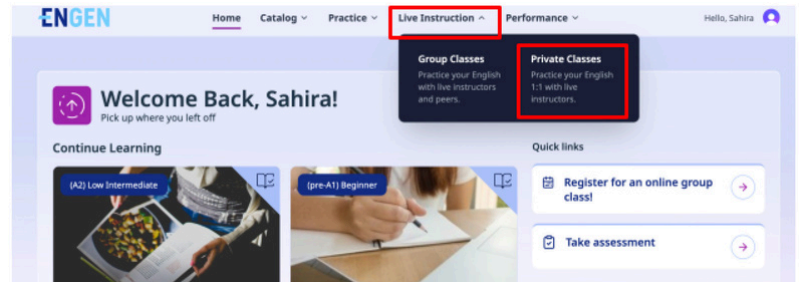


How do I Take Private Classes?

Step 1. Go to the Private Classes Section

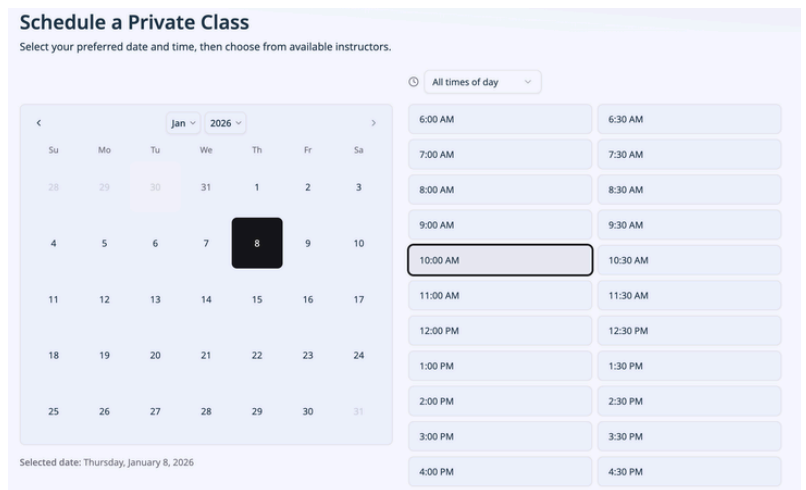
Click on **Live Instruction** at the top and go to **Private Classes**.

You will only see the option for private classes if you have access to them. If you are unsure, please ask your organization’s administrator or email us at help@getengen.com.



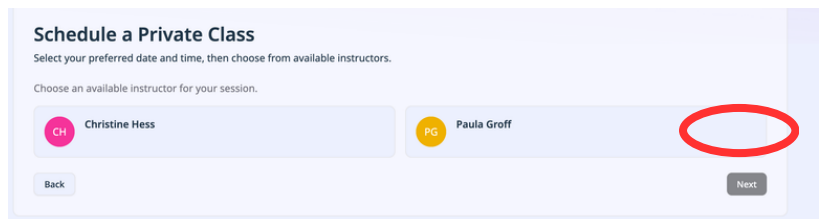
Step 2. Choose a Time that Works for You

The times will be the time zone of your computer. So if your computer is set to California time, the times shown will be in California time.



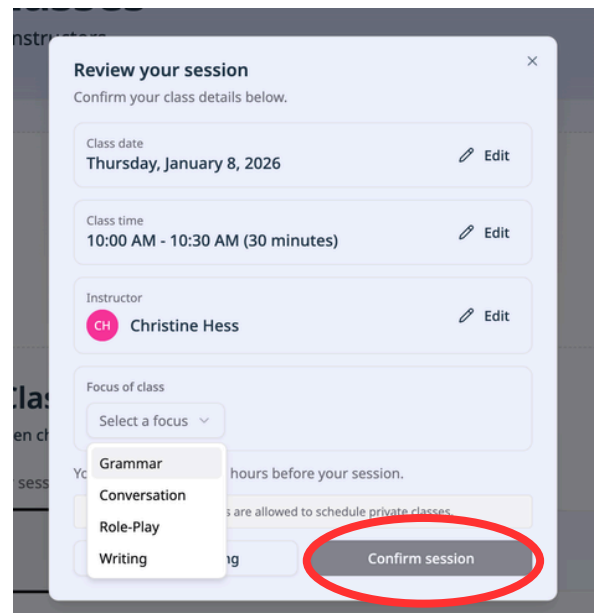
Step 3. Choose Your Teacher

Click on the teacher that works best for you, and click on **“Next.”**



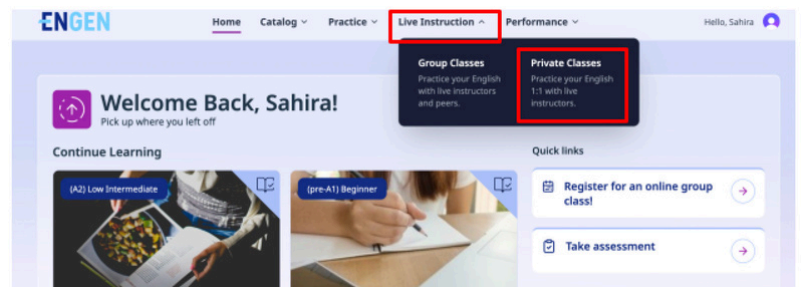
Step 4. Review & Confirm Your Session

Choose what you want to focus on with your teacher: grammarm conversations, role-play, or writing. Then click on **“Confirm Session.”**



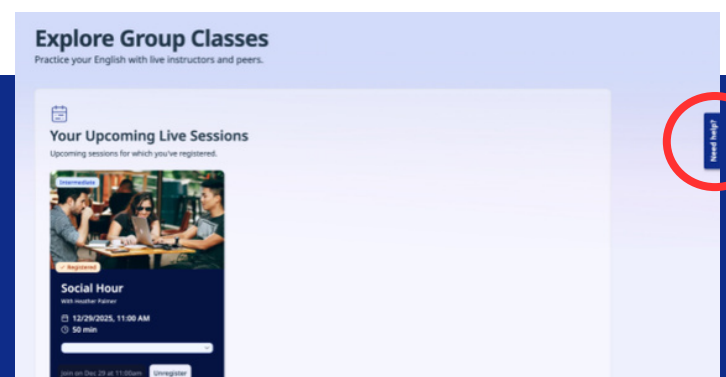
Step 5. Come Back When Your Class is Starting

Make sure to log back in on the day and time your private class starts. Go to **Live Instruction** at the top of the screen and click on **“Private Classes”** to see “Your Upcoming Live Sessions.”



Need Help?

You can get help anytime by clicking on the blue **Need Help?** button on the right of the screen to ask questions or find the FAQ. You can also email us anytime at help@getengen.com.



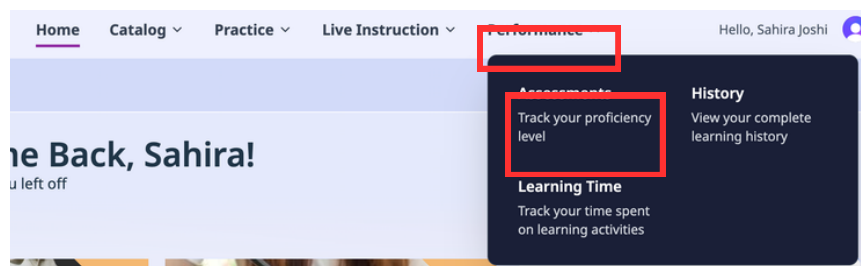
How do I Take a Proficiency Assessment?

The Proficiency Assessment checks your English Level. It takes 30 to 45 minutes.

Take your time. If a question is too hard, go to the next question.

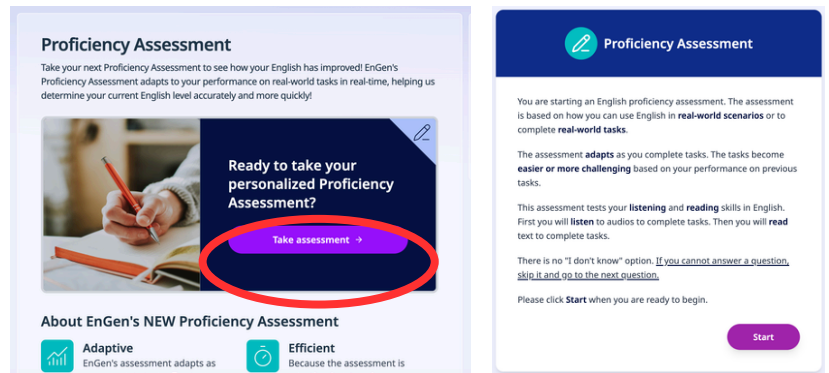
Step 1. Go to the Assessments

Click on **Performance** at the top and go to **Assessments**



Step 2. Start the Exam

Click **Take Assessment**, then click **Start**



Step 3. Take the Exam

Listen to the audios or read the text, and follow the instructions. When you are done, click **continue** for the next question.

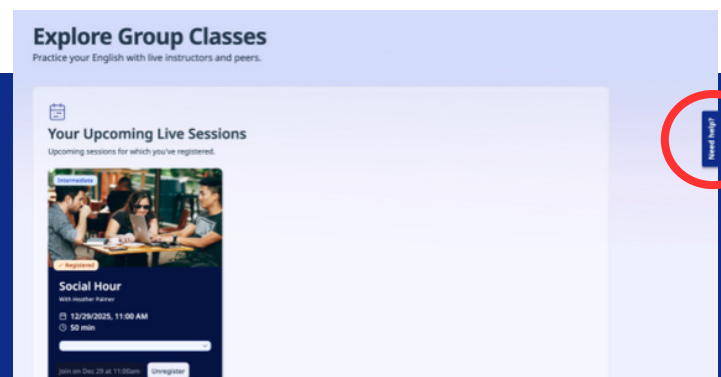
If you cannot see **continue**, scroll down.

Try to take the test at one time. You can pause if you need to. Click **Pause Assessment**.

To continue, come back to the Assessments page, and click **Resume Assessment**.

Need Help?

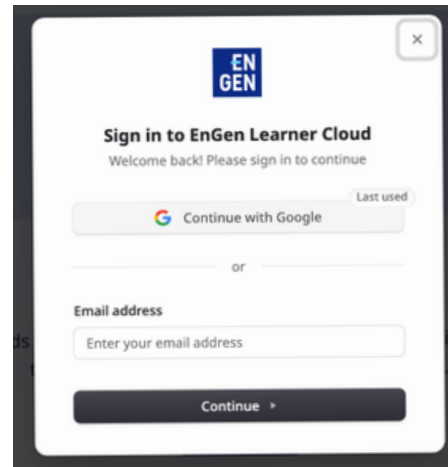
You can get help anytime by clicking on the blue **Need Help?** button on the right of the screen to ask questions. You can also email us anytime at help@getengen.com.



Forgot Your Password?

Step 1. Go to the Sign in Page

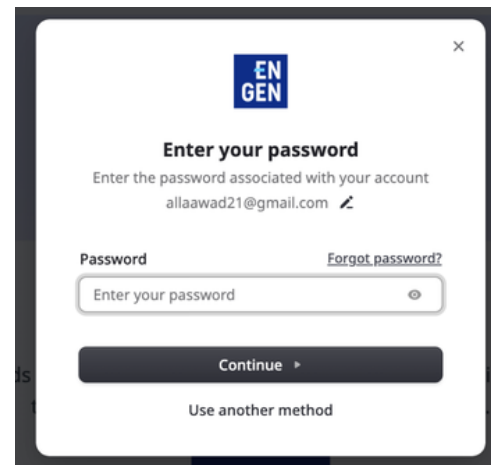
<https://learner.engen.cloud/>



The screenshot shows the 'Sign in to ENGen Learner Cloud' page. It features the ENGEN logo at the top left. Below the logo, the text reads 'Sign in to ENGen Learner Cloud' and 'Welcome back! Please sign in to continue'. There is a 'Continue with Google' button with a 'Last used' label. Below this is an 'Email address' input field with the placeholder text 'Enter your email address'. At the bottom is a 'Continue' button with a right-pointing arrow.

Step 2. Enter your Email Address

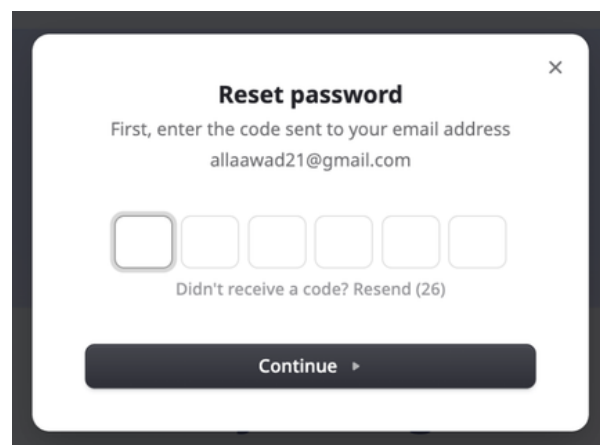
Enter your email address and click **Forgot Password**.



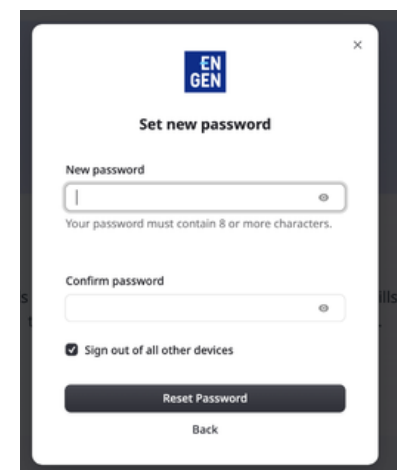
The screenshot shows the 'Enter your password' page. It features the ENGEN logo at the top left. Below the logo, the text reads 'Enter your password' and 'Enter the password associated with your account allaawad21@gmail.com'. There is a 'Forgot password?' link. Below this is a 'Password' input field with the placeholder text 'Enter your password'. At the bottom is a 'Continue' button with a right-pointing arrow and a 'Use another method' link.

Step 3. Verification Code

You will receive an email with a verification code. Enter the code and create a new password.



The screenshot shows the 'Reset password' page. It features the ENGEN logo at the top left. Below the logo, the text reads 'Reset password' and 'First, enter the code sent to your email address allaawad21@gmail.com'. There are six input boxes for the verification code. Below these is a 'Didn't receive a code? Resend (26)' link. At the bottom is a 'Continue' button with a right-pointing arrow.



The screenshot shows the 'Set new password' page. It features the ENGEN logo at the top left. Below the logo, the text reads 'Set new password'. There is a 'New password' input field with a placeholder text 'Your password must contain 8 or more characters.' Below this is a 'Confirm password' input field. At the bottom is a 'Reset Password' button with a right-pointing arrow and a 'Back' link.