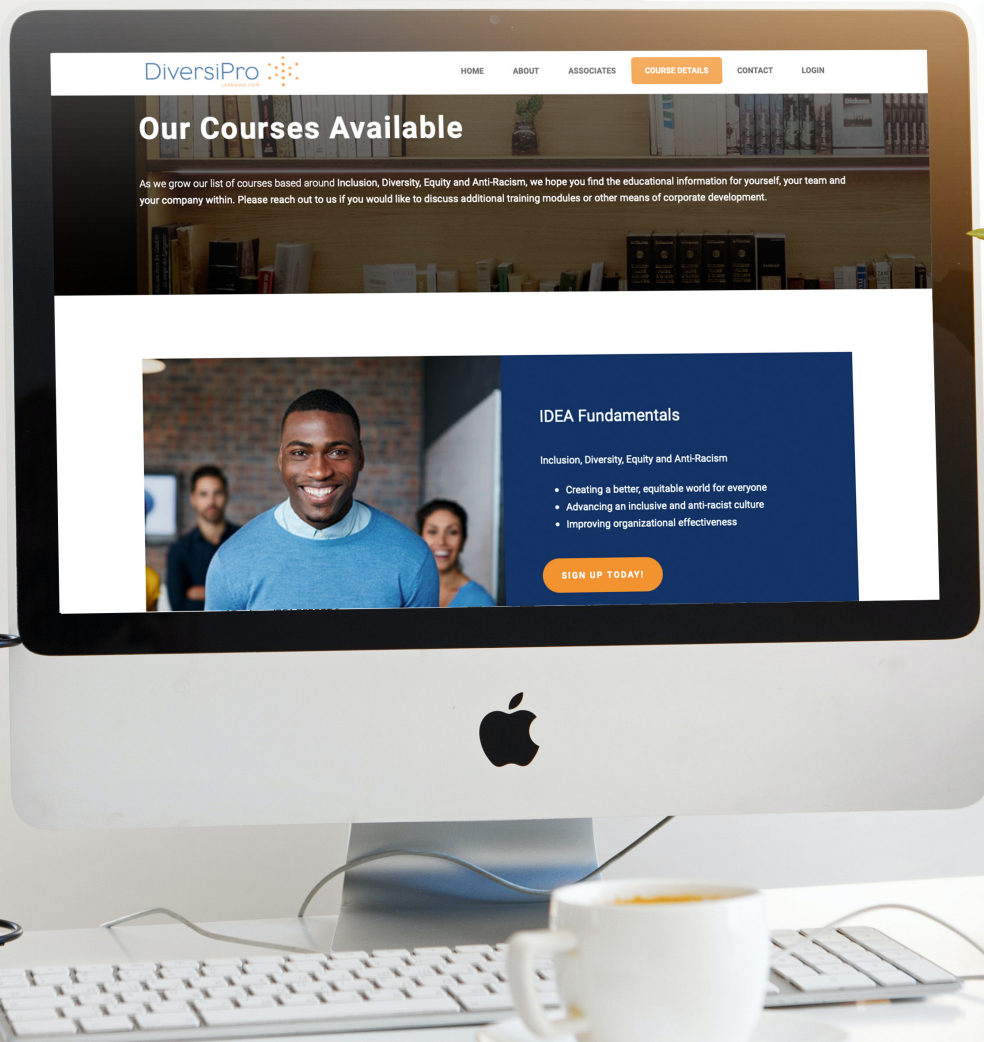


# Making the Most of Your DiversiProLearning Experience

DiversiProLearning.com is a state-of-the-art e-learning facility designed to help you appreciate and enjoy the benefits our interactive, self-paced IDEA courses in a seamless, secure and user-friendly environment. As part of your orientation to the site, here are some important reminders and helpful hints to remember as you navigate the site to complete your educational adventure.



# Privacy & Security

DiversiProLearning.com values the trust you have placed in us by giving access to the personal information necessary to serve you. We would like to assure you that:

- All the information you provide resides within Canada and is subject to Canadian legislation and regulations. All information is transferred securely.
- All purchases are sent as encrypted transactions.
- All card numbers are encrypted at rest (scrambled) with AES-256 encryption.
- DiversiPro subscribes to the most stringent level of certification available in the payments industry.
- To substantiate our concern for your privacy, every six months, DiversiPro asks you to reset your password. We also require a password of at least 12 characters for your login. Our upcoming 2FA (Two-factor authentication) (beyond username and password) will provide ultimate security for your learning experience with us.
- DiversiProLearning.com is pleased to offer you a distraction free learning environment—no advertising presentations will detract from your valued information gathering, assimilation and reflection processes as you navigate the site.
- Our videos are closed captioned for your convenience.
- DiversiProLearning.com is AODA (Accessibility for Ontarians with Disabilities Act) Compliant.
- Feel free to keep visiting the site at your leisure. New courses and programs will be added for your consideration and enjoyment on a regular basis.

# Navigation Hints

The DiversiProLearning.com user interface is designed to simplifying each user's learning experience while navigating the system. While the interface reflects the most current intuitive user experience design standards, here a few pointers to help you:

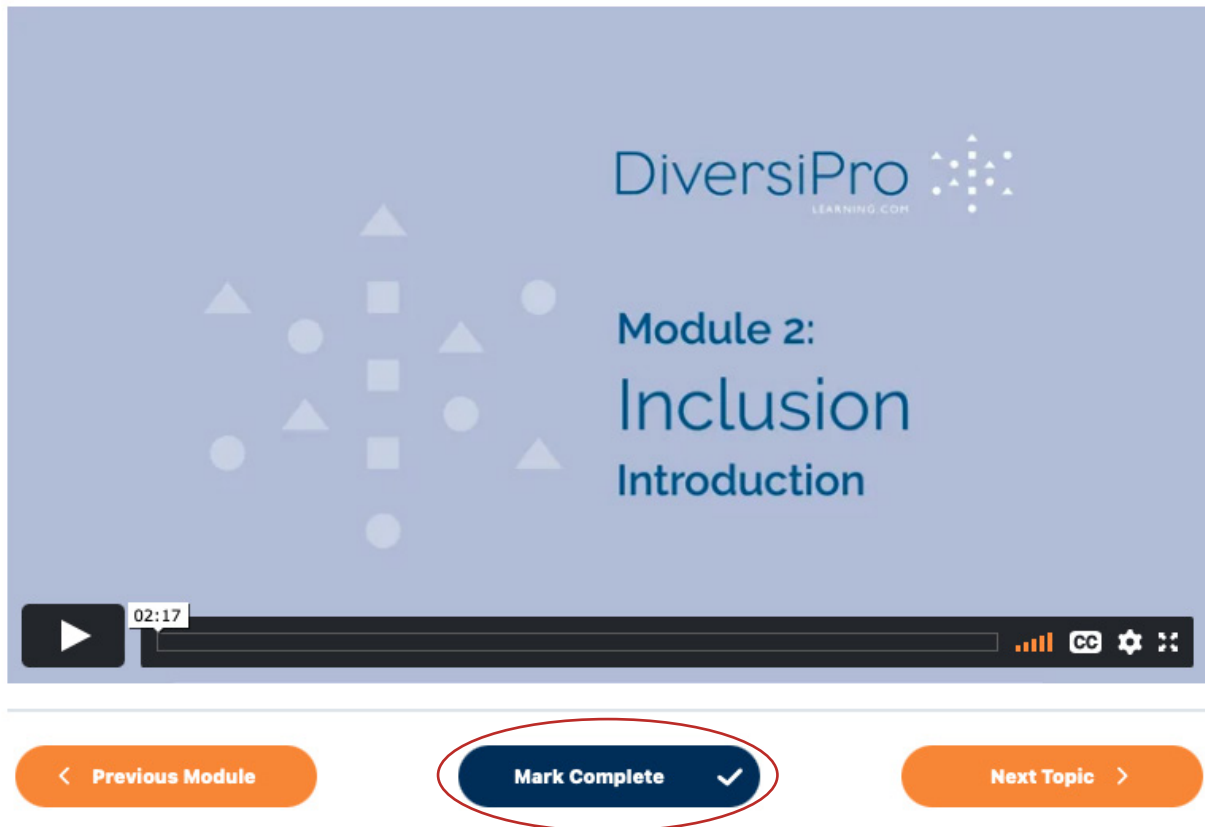
## Volume Controls

You are always in complete control (via your local device) of the volume level on audio and video presentations on DiversiProLearning.com. At the start of each presentation adjust the volume of your device using the button shown here:

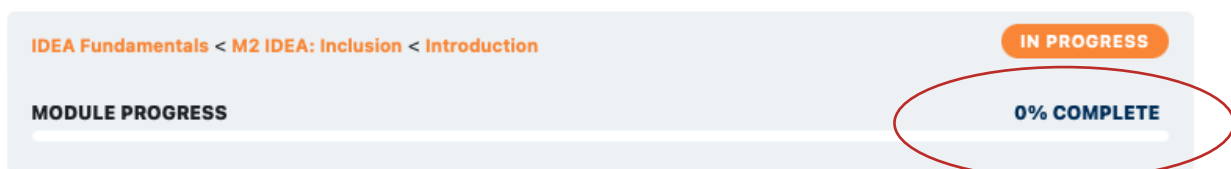


## Mark as Read

DiversiProLearning.com keeps track of your progress through the modules. At the end of each segment of each course module, you are asked to indicate that you have completed that segment by clicking on the **"Mark Complete"** button.



The percentage of completion bar at the top of the page will adjust itself automatically. If you do not click the button, the percentage of course completion may not be accurately reflected. If you neglect to complete a segment of any module, you may be invited to return to complete it.





## About DiversiPro

DiversiPro is a Canadian Black-owned and led IDEA consulting firm with +20 years of hands-on experience advising over 500 clients across sectors. Our training programs help clients lead and sustain organizational change, advancing IDEA. Our approach is systems-driven, developmental, evidence-based, learner-centric, and rooted in adult education principles. We build IDEA capabilities of leaders, teams, and individuals. "Please contact us directly at: [info@diversipro.com](mailto:info@diversipro.com). Learn more about IDEA and DiversiPro's other services, activities and resources at [www.diversipro.com](http://www.diversipro.com).