

Online Resources

Along with this course, you are receiving six months of access to the Online Learning Resources for the topics covered in your class. The Online Learning Resources are a convenient, on-demand way of helping you review those topics.

1. Go to the Benchmark Learning homepage at **www.benchmarklearning.com**.
2. Click on **Login** (in the upper right corner).
3. Click on **Knowledge Hub** (please ensure your pop-up blockers are turned off, cookies & JavaScript are enabled.)
4. Click Login
 - a. If you have an existing account, enter your **Username** and **Password** and click **Login**. If you do not have an existing account, please see **New User** section below.

New User:

1. Begin by clicking on the **Access Key**.
2. Enter the **Access Key** and click **Use Key**.
3. The **Personal Information** form will display. Enter your information and click on Submit. Please note the personal information entered is not used for marketing purposes.
4. The student login page will display. Enter the Username and Password you created in your new student profile and click **Login**.
(Note: Remember to write down your Username and Password for future reference. This login will be used to access post class resources for current and future classes.)
5. Your online learning resources will be added to your **Catalog**.

Access Key: _____
(Access Key must be entered within 7 days of your class)

Username: _____

Password: _____

Returning User:

1. Once you are successfully logged in to Knowledge Hub, the homepage will display.
2. Enter the **Access Key** and click **Send**.
(Note: Access keys are case sensitive and must be entered exactly as displayed.)
3. Your online learning resources will be added to your **Catalog**.

Accessing your Online Resources:

1. Log in to your Knowledge Hub account.
2. Click on Catalog. Your classes are listed by category (e.g. spreadsheets, word processing, etc.)
3. Click on the course you want.
 - a. You will see the Self-Paced Courses section. This is the topical web based learning modules related to the class(es) you attended.

(These plug-in programs may need to access certain resources – Adobe Acrobat Reader, QuickTime, Flash Player, Shockwave)

For further assistance with your Knowledge Hub account and resources, please call 952.896.6800.