

ACTION REQUIRED - ELEARNING WORKSHEET

Please complete this form and scan and email to: ELEARNING@ALICETRAINING.COM or FAX to 330-661-0111. eLearning courses cannot be delivered until we receive this completed form.

Who will be the ELEARNING ADMINISTRATOR for your organization? This person is responsible for adding learners into the ALICE elearning system and running reports.	
Name	
Email address	
Phone	

TECHNICAL REQUIREMENTS SIGN OFF

Whitelist the following domains on firewalls:

- cloud.scorm.com
- portal.alicetraining.com
- mg.alicetraining.com (also whitelist on mail servers)

Supported Browsers: IE 9+, Safari 5+, Chrome 10+, Firefox 4+

Browser Settings:

- Javascript must be enabled.
- Third-party cookies must be allowed.
- Popups must be allowed.
- Add **portal.alicetraining.com** and **cloud.scorm.com** as trusted sites.

Who is the INFORMATION TECHNOLOGY (IT) contact for your organization?	
Name	
Email address	
Phone	

I, as the IT contact, have reviewed the elearning technical requirements above and confirm we meet the requirements.

Signature: _____
(IT Contact)

Date: _____

Oppty No: 108359

Fundamental Administrative
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