



Guide for Associate Course Enrollment

EmployBridge has partnered with Penn Foster to offer online courses free of charge to our associates. An associate qualifies to enroll in a Better WorkLife Academy course once they have reached 80 hours of billed hours in CRM, have been paid within the last three weeks, and remain in good standing with their Brand. Life Skills Studio is accessible to associates and applicants. This guide shows the step-by-step process for enrollment through the associate's application and helps to answer any questions that may arise during the enrollment process. Associates may only enroll in one Better WorkLife Academy course at a time.

1. In order to enroll in a Better WorkLife Academy Course, you will need to log into your Brand's application. Once you log in with your username and password, you will be able to enroll. **If you do not remember your username and password, you can reset it on your Brand's website by choosing **Forgot Password**.*

A screenshot of a login form. It has two input fields: "Email Address / Username" and "Password". Below the fields is a purple "Sign In" button. Below the button is a link that says "Forgot Password?". The "Forgot Password?" link is circled in red.

2. Visit your Brand's website (ex. www.prologistix.com). From here, you can either click on the **Free Online Courses** tab at top of page or scroll down and click on **Learn More** under **Free Online Learning**. This page tells associates about the Better WorkLife Academy and Life Skills Studio courses are available to sign up for.

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Free Online Learning



ProLogistix is proud to offer you courses that impact your work life. Want to gain new job skills and expand your opportunities? Learn more below.

[Learn More](#)

- Once you get to the Free Online Courses page, you will see two options on the left of the page under **Free Online Learning**. These are Life Skills Studio Courses, available for applicants and associates for all brands. Better WorkLife Academy Courses are available for Associates who have 80 hours worked, have been paid within the last three weeks, and are in good standing with their brand.

Dashboard Job Search Update Availability **Free Online Courses** Benefits Pre-Registration

[← Go Back to Dashboard](#)

Free Online Learning

Life Skills Studio

Better WorkLife Academy

Life Skills Studio

Welcome to Life Skills Studio, where we offer free courses designed to support your personal growth. Learn budgeting, planning, stress management, communication and other essential skills that can help you succeed on the job, at home and out in the world. These classes are free and available to you right now. Start learning and growing today.

Interested in job skills training? Switch to the Better WorkLife Academy program for free online courses designed to prepare you for bigger and better job opportunities.

ESSENTIAL SKILLS | 3 HOURS
Managing Through Stress [Enroll](#) ▼

Filter by

- All Courses
- Currently Enrolled
- Not Enrolled
- Completed

- All



Dashboard Job Search Update Availability **Free Online Courses** Benefits Pre-Registration

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Free Online Learning

Life Skills Studio

Better WorkLife Academy

Filter by

- All Courses
- Currently Enrolled
- Not Enrolled
- Completed

- All
- Clerical
- Essential Skills
- Fundamentals

Better WorkLife Academy

Welcome to Better WorkLife Academy, an online catalogue of over 20 free courses for you and all of our eligible associates nationwide. Designed to expand skills and job opportunities, Better WorkLife Academy is available to associates who have completed 80 hours of work for ProLogistix and received a paycheck in the last three weeks. You will see an active ENROLL button by every course if you are currently eligible to take classes. Ready to increase your skills? Explore your course options and enroll!

Visit "Life Skills Studio" where you can take several courses right now!

ESSENTIAL SKILLS | 18 HOURS
Workforce Readiness (Spanish) **Enroll** ▾

ESSENTIAL SKILLS | 18 HOURS
Workforce Readiness **Enroll** ▾

4. Once you decide if you would like to sign up for a Life Skills Studio or Better WorkLife Academy course, you can scroll down the page to view each course available to you and see a description of each course. Once you decide what course you would like to enroll in, choose **Enroll**.

WAREHOUSE | 250 HOURS
Front Line Supervisor **Enroll** ▾

ESSENTIAL SKILLS | 3 HOURS
Managing Through Stress **Enroll** ▾



- Once you choose to enroll on the course you are enrolling in you will be taken to a Student Information form that will be pre-populated with your information. Check to be sure all this information is correct and edit anything that needs changed. Once the information is correct, choose **Enroll** at the bottom of the page.

PENN FOSTER Better WorkLife Academy Enrollment Form

STUDENT INFORMATION [←Go To ProLogistix](#)

Select Course *
To enroll in Diesel Mechanics, please contact us at 888-427-3200.
Front Line Supervisor

First Name *
First Name

Last Name *
Last Name

Date of Birth *
MM/DD/YYYY

Mobile Number(ex. 5705551234) *
Mobile Number

Email Address *
Email Address

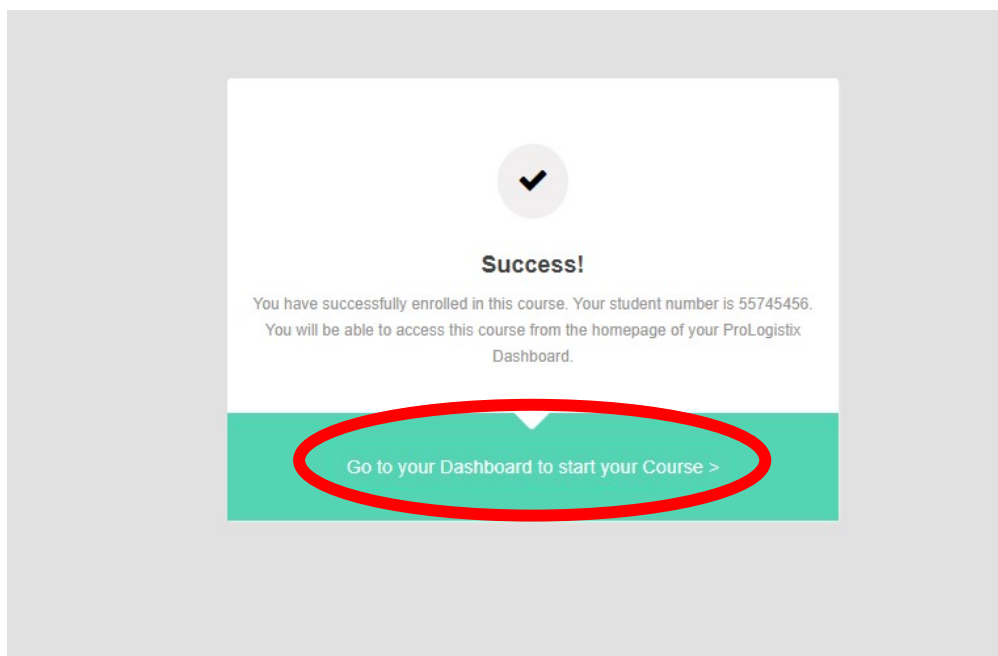
Address *
Address Line 1 *
Address Line 2
Address Line 3
Address Line 4

City, State, Zip Code*
City Select a State Zip Code

By clicking the enroll button, I understand that Penn Foster may call and/or text me about educational services and for related purposes at the phone number provided, including a wireless number, using automated technology. I understand that I am not required to provide consent to Penn Foster. As an alternative to providing this consent, you may receive information and/or enroll in a Penn Foster program by calling 888-427-3200.

Enroll

- Once you enroll, you will be taken to a screen where you shown a message. Choose **Go back to Dashboard** to return to your Brand's website and start the course.





7. Once you get back to your Dashboard, you will choose **Continue** and start your course.
8. You will need to log into your Brand's application and choose **Free Online Courses** and **Continue** each time you want to return to your course.

