Complete required reading

Antoinette France - 2022-08-02 - Required Reading

How to complete required reading in Holocentric Connect

A user with Administration permissions can set required reading to users. This guide provides guidelines for:
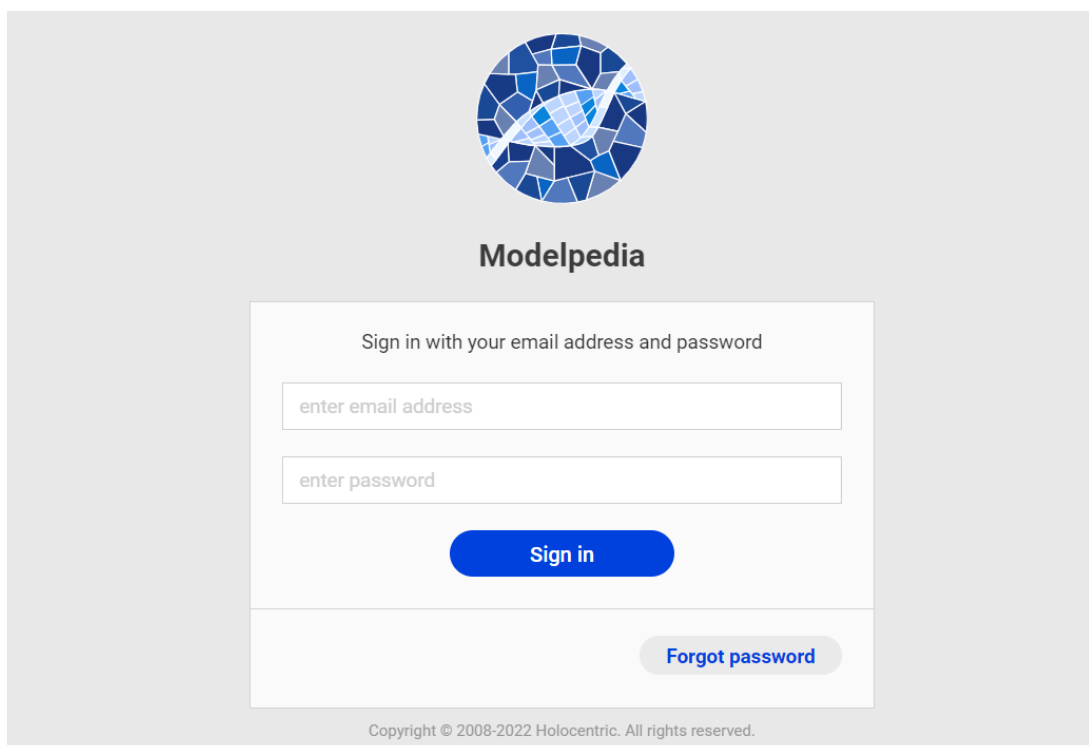
- completing required reading in Holocentric Connect
- confirming that you have read and understood your assigned reading.

This article includes the following topics:

1. Complete required reading

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1.1 Login to your Holocentric Connect web app.

1.2 Access **Home**>**My Knowledge** and click **View List** next to Required Reading.

1.3 Click once on the item and click **Open**.

1.4 A prompt will appear. Click **OK.**

1.5 After you have read the item, click the glasses icon.

1.6 Click the box to confirm you have read and understood the item, then click **Agree**.
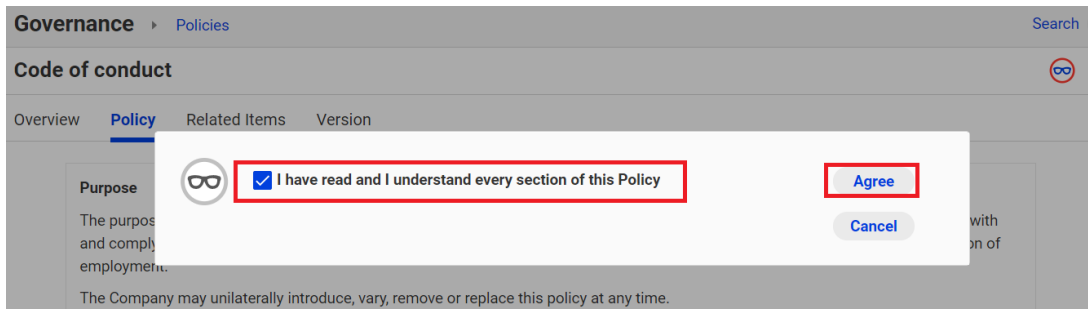
Be sure to check back frequently to ensure you do not have any outstanding required reading items.

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