

# USA Funds Life Skills Student Guide

Azusa Pacific University, Graduate Students



Through your school, you now have access to USA Funds® Life Skills®, a free online learning program that offers you advice for managing your time and money wisely while on campus and after graduation. This Student Guide provides basic information about the tool and outlines the steps necessary to access and complete the lesson(s) that your school has assigned to you.

## Log in.

New users are required to complete a simple, one-time registration process. Once you complete the initial registration process, only your username and password are required for future visits.

1. Open your browser and go to [www.lifeskills.org](http://www.lifeskills.org).
  - o Helpful hint: Save this address as a favorite to simplify access for future visits.
2. Click “Request a new account” in the Login box to create your account.
3. Complete all of the information on the Request Account page. Some fields require the school defined information listed below.
  - o Enter your school e-mail address as your username.
  - o Enter the student ID number assigned to you by your institution as your school-assigned student ID.
  - o Enter **00111700** as your School Code. Note: This code must be entered exactly as shown here.
  - o Enter **00111700-01** as your Student Access Code. Note: This code must be entered exactly as shown here.
4. Click “Create Account” in the lower right corner to create your account.
  - o Note: If you forget your password on future visits, click “Forgot your password?” in the Login box to receive an email containing your password to the email address you provided when you created your account.

A screenshot of the "Request Account" form. The form is titled "Request Account" and includes instructions: "Please enter the following information to create an account." and "Note: \* Required Fields." The form contains several input fields: Username, Password, Confirm, First Name, Last Name, Email Address, Confirm Email Address, School Assigned Student ID, School Code, Student Access Code, and Word Verification. The Word Verification field shows a picture of the word "Choose" with a "Reload" button. At the bottom of the form is a large "Choose Account" button.

## Get started.

To access and complete the lessons, follow these steps:

1. Select “My Catalog” from the left navigation menu or select the “My Catalog” tab at the top of the page.
2. Click on the name of a lesson and click “Enroll” on the right side of the screen.
  - o Lessons can be completed in any order. If you are unable to complete a lesson in one visit, you can return to it at any time and continue where you left off. Click the name of the lesson under “My Learning” on your Home page to return to the in-progress lesson.
3. Click on the name of the lesson again under “OLT Lessons” to begin the lesson.
  - o **Note: Your computer settings must be set to allow pop-ups to access the lesson. The lessons also contain sound so you may want to use headphones.**
4. Click “Next” to advance through the lesson.
5. Complete the Lesson Challenge quiz at the end of the lesson. You must achieve 70 percent or higher to pass the lesson. Once achieved, your score will be recorded on your transcript as well as your school’s weekly report. (See next section for transcript information.)
  - o Scroll to the bottom of the Lesson Challenge results and click “Print” to print your quiz results.
6. Click “Ok” to close your quiz results and click “Close Window” to exit the lesson.
7. Click USA Funds Life Skills Survey under “Course Activities” to complete a brief survey about the lesson.
8. Click the “Home” tab to return to the Home page.
9. Repeat the previous steps until you have completed all of the lessons assigned to you.

You can review the lessons and retake the Lesson Challenges to improve your score at any time by navigating to the lesson through the course catalog.

Your school has made the following lessons available to you:

- 602 How Will I Pay for My Graduate Education?
- 604 How Do I Budget While in Graduate School?
- 605 How Can I Control Spending While in Graduate School?
- 606 How Do I Manage My Debt While Pursuing My Graduate Degree?
- 607 How Do I Survive My Graduate Education?

**See your results.**

A printable transcript of your lesson activity is available at any time.

1. Click “My Transcripts” in the left navigation menu.
  - Your transcript will provide details about any lesson in which you have enrolled, including completion status, registration date, completion date, and final assessment score
2. You have the option to print or export your transcript.
  - Click “Print” in the upper right corner to print your transcript.
  - Click “Export” in the upper right corner, choose an export format and click “Export” to create an electronic version of your transcript.

Your lesson completion results will automatically be reported to those who assigned the USA Funds Life skills lessons to you.

**Get help.**

For assistance, use the “Contact Us” link or call USA Funds Customer Support, Monday through Friday, between 8 a.m. and 8 p.m. Eastern time at (800) 766-0084. After these hours, support is available at (866) 722-1470.