

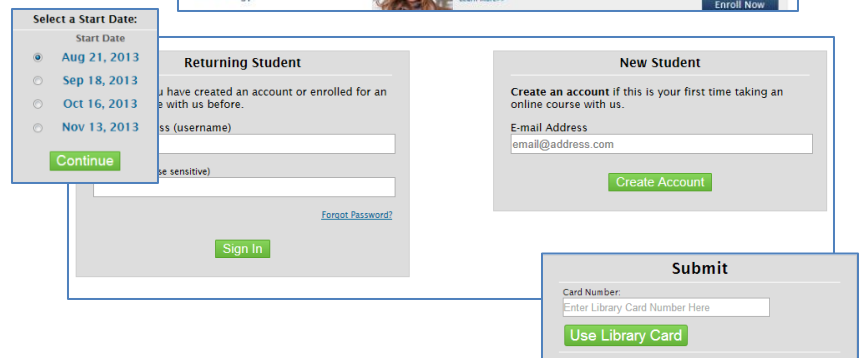
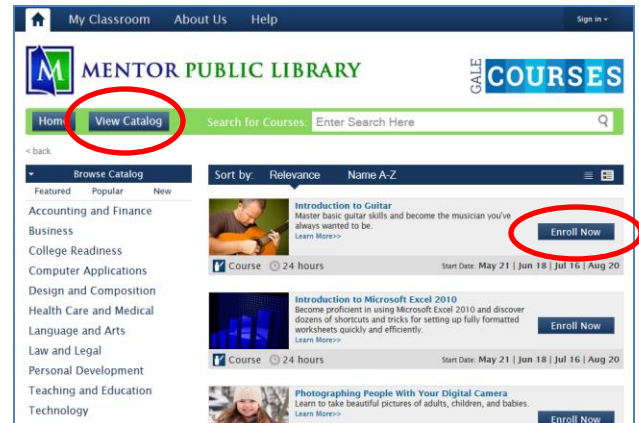


Gale Courses – Online Classes

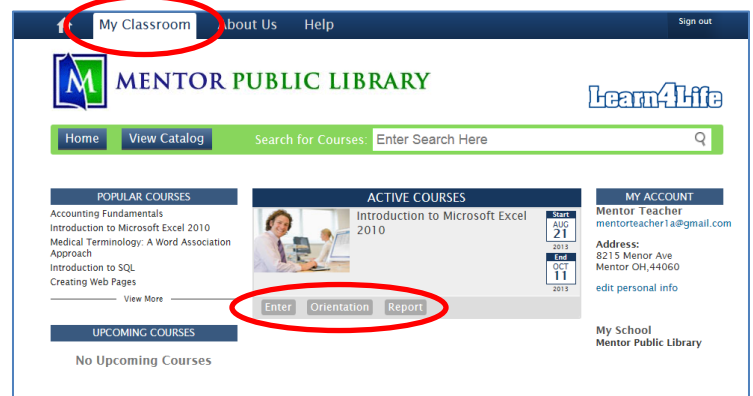
Gale Courses offers a wide range of highly interactive courses that you can take entirely online. Instructor led courses run for six weeks, new sessions begin every month, and you get a certificate of completion at the end of the class. You can take an unlimited number of classes per year.

Set up your Gale Courses Library Account:

1. Go to www.Mentorpl.org.
2. Click on the **Gale Courses** logo.
3. **View the Catalog** to find a class.
4. Click **Enroll Now**.
5. Select your course start date and click **Continue**.
 - a. Returning students: enter your username, password and **Sign In**.
 - b. New students:
 - Enter your email address and click **Create Account**.
 - Fill out the account and student information boxes.
 - Click **Continue**.



6. In the Submit box, enter your library barcode and click **Use Library Card**.
7. You will be enrolled for the class.
8. When the time comes to begin class, you will receive an email reminder.
9. To get into your class:
 - a. Go to the Gale Courses website.
 - b. **Sign in**.
 - c. Click **My Classroom**.
 - d. Click on your course and **Enter** the classroom.



****Note:** If you sign up for a class that requires a specific program, for example: Photoshop or Quickbooks, you are responsible for getting that program on your computer. The library computers have Microsoft Office 2010 on them.**