## Classified Employees – Digital Course Login Instructions

One of the options you have to receive credit for a work day when school is cancelled is digital courses. Last year, you created a username and login to enter the site. There you selected a class or two. Below is a reminder of how to access your classes.

Access your free digital courses from the Allen Co. Public Library.

- 1. Log onto https://allenky.universalclass.com/barcode-login.htm?enter+code
- 2. Click sign in
- 3. Use your created username and password to login.
- 4. Click "My Classes"
- 5. Choose the one you want to work on.

<sup>\*</sup>You may also login form the Allen County Public Library home page. Just scroll to bottom of webpage and arrow over until you see "Free Online Classes". Click.

<sup>\*\*</sup>If you are unable to remember your login or password, you can click "forgot Password" and the system will send you both username and password.