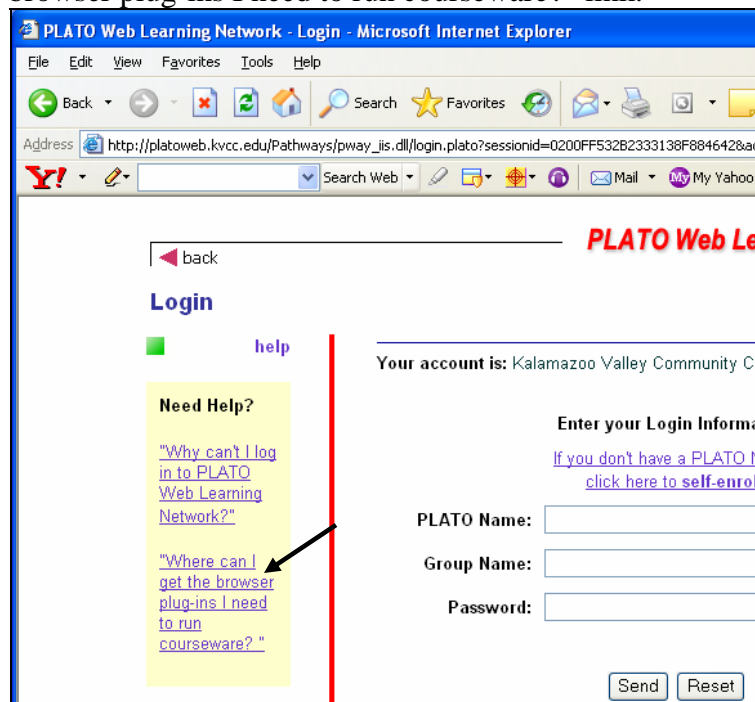


PLATO Instructions for Off-Campus Usage

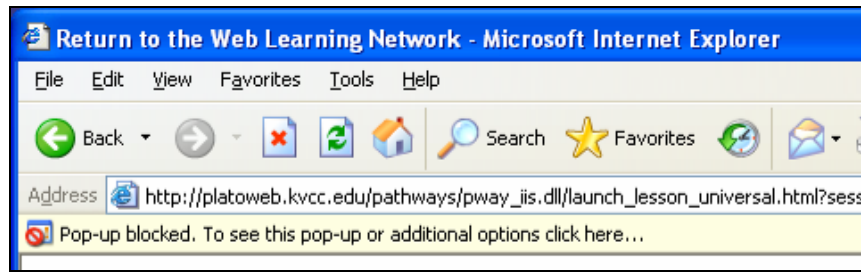
1. Open Internet Explorer
2. Browse to <http://platoweb.kvcc.edu>
3. If necessary, in the textbox labeled: Please enter your account number, type in **1002**



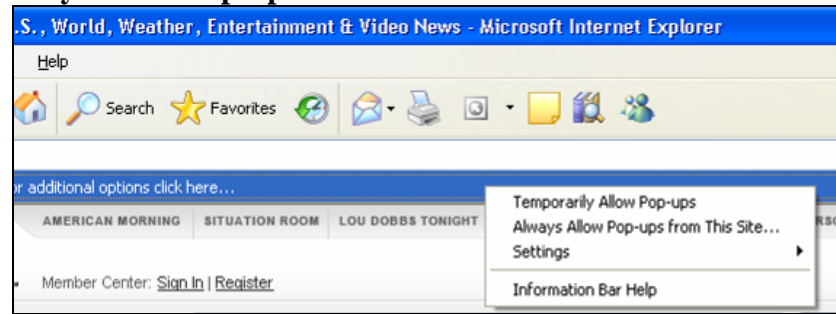
4. If this is your first time using PLATO web, look inside the yellow box in the left column and click the “Where can I get the browser plug-ins I need to run courseware?” link.



- a. Get the most up to date Macromedia Shockwave Player and Flash Player by following the links shown for installation. Install additional appropriate plug-ins and then **close your browser**.
- b. Open your browser and browse to <http://platoweb.kvcc.edu>
- c. You need to disable pop-ups for PLATO to run. If you see the following screen, click on the yellow bar.

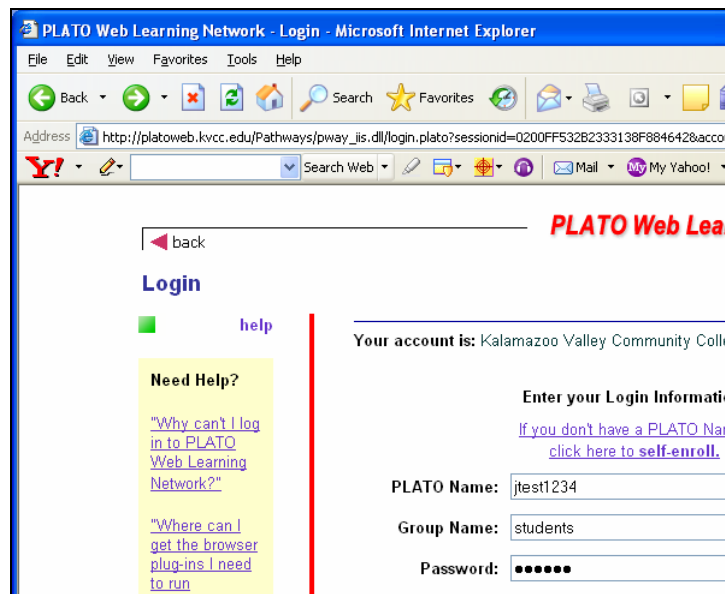


d. Now select: **Always Allow Pop-ups from this Site...**



5. Log in to the PLATO Web Learning Network:

- a. Your username is your VIP username
 - i. First letter of your first name + your last name + the last four digits of your ID number
 - ii. For example, Jim Test would be jtest1234
- b. Your group name is: **students**
- c. The first time logging in you will create your password for PLATO
 - i. We recommend that you use something easy to remember such as your VIP password



6. At the menu screen, choose any activity and follow on-screen directions to navigate and complete lessons.
7. Many lessons use audio. Use headphones in campus/public labs.
8. There is a downloadable User Guide for PLATO. You can view it at: <http://puma.kvcc.edu/plato/PWLNlearner.pdf>
9. Be sure to exit the PLATO lesson and then click **log out** to exit PLATO Web Learning website.
10. Finally, if working in a campus/public lab, be sure to **log off** the computer.
11. If you still need assistance, contact the Student Computer Lab in room 2310 or at 488-4250.