

Wolters Kluwer Learning Management

How to create an
account, enroll in a
course, and launch the
course



Introduction

This small guide will guide you through the Wolters Kluwer Learning Management System. The steps and screenshots below will walk you through the process of:

- Creating a new account
- Enrolling and Launching a video course

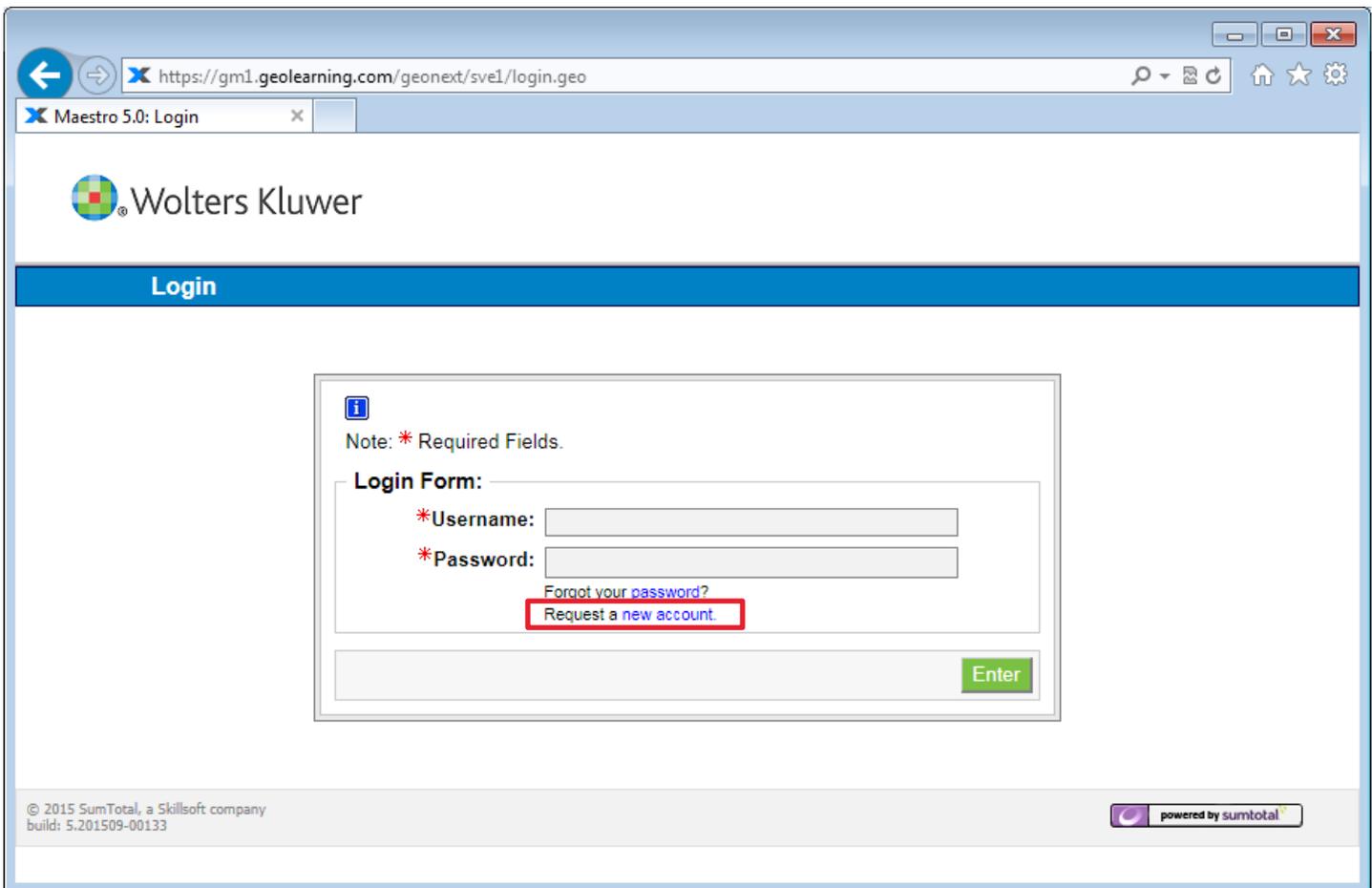
Creating a New Account

Step 1

Browse to the [Wolters Kluwer Learning Management System](https://gm1.geolearning.com/geonext/sve1/login.geo)

Step 2

From the Login Page, click the blue link “new account” to request a new account. Each of your learners should request an individual account for tracking purposes.



The screenshot shows a web browser window with the URL <https://gm1.geolearning.com/geonext/sve1/login.geo>. The page title is "Maestro 5.0: Login". The Wolters Kluwer logo is at the top left. Below the logo is a blue header bar with the word "Login". The main content area contains a login form with the following elements:

- An information icon (i) and a note: "Note: * Required Fields."
- A section titled "Login Form:" containing:
 - A label "*Username:" followed by a text input field.
 - A label "*Password:" followed by a password input field.
 - A link "Forgot your password?" below the password field.
 - A link "Request a new account." below the "Forgot your password?" link, which is highlighted with a red rectangular box.
- An "Enter" button at the bottom right of the form.

At the bottom of the page, there is a footer with the text: "© 2015 SumTotal, a Skillsoft company build: 5.201509-00133" and a logo for "powered by sumtotal".

Step 3

Complete the necessary data entry fields, paying close attention to the required fields marked with an asterisk (*). Note, you will need account number for a new account set up.



Request Account

Please enter the following information to create an account.

Note: * Required Fields.

*Username:
In the Username alphanumeric characters including dot, hyphen, plus sign, underscore and @ can be used (no spaces).

*Password:
*Confirm:
All passwords (except auto-generated passwords) must follow these rules:

- At least 6 characters in length, with a maximum of 64 characters.
- At least 1 numbers

*First Name:
*Last Name:
*Email Address:
*Confirm Email Address:
*City:
*Postal Code Type: US ZIP Foreign Postal Code APO
*Postal Code:
*Office Telephone:
Ext:
CCH Account Number:
*Company Name:
Pfx Account Number:
*Word Verification: Type the characters you see in the picture below.

[Privacy & Terms](#)

Enrolling & Launching the Course

Step 1

You should be automatically directed to the course. Click enroll.



My Home Search: Go

CCH Access Practice - Release 2014-5.0 Update Training Video Close Record

Notice: This course has a subscription term.
Once you are enrolled you will have only 365 days to access the course materials before it expires.

Details 

Details

Course Name: CCH Access Practice - Release 2014-5.0 Update Training Video
Status: Active

Description: In this video lesson, we will review the changes to the CCH Access Practice Accounts Receivable and Billing modules. • The Accounts Receivable topics will include entering, posting, correcting A/R transactions, and calculating finance charges within the updated program. • The Billing topics will show how to select clients for billing, analyze WIP, making billing decisions, creating invoices, editing and reviewing invoices, and finalizing invoices. • The training also includes changes to emailing invoices to your clients.

Delivery Type: Online Course
Course Code: AXCPAC-v2014.5
Duration: 38 minutes

Program Level: Basic
Prerequisite: None

Who Should Attend?: Any staff working with Accounts Receivable and/or Billing modules
Advanced Preparation: None

[Back](#)

Step 2

Download any materials and launch the course.

Note: When launching the course it will use a pop up, so make sure you enable pop-up windows in your web browser.

Step 3

When you are done with the training video, use the link to take the “Training Video Completion” exam to archive the course. The course will still be available for review anytime from your learning history.



My Home
Search: [Go](#)

?

CCH Axxess Practice - Release 2014-5.0 Update Training Video ✕ Close Record

Progress: Not Attempted **Status:** Enrolled **Required:** No **Duration:** 38 minutes
Subscription Term Expiration: 10/22/2016 (365 days remaining)

Activities
Details
✕ Drop Course

Activities ▲

i To access a learning activity, select the activity name and click **Launch** or **Open** .

Activity Name ▲	Type	Score	Progress	Last Accessed	Time Taken	Attempts	Action
+ CCH Axxess Practice - Release 2014-5.0 Update Training Video	Online Course		Not Attempted				Launch
CCH Axxess Practice - Accounts Receivable 2014-5.0 Update	pdf	N/A	N/A	N/A	N/A	0	Open
CCH Axxess Practice - Biller 2014-5.0 Update	pdf	N/A	N/A	N/A	N/A	0	Open
Training Video Completion	Actual Test	N/A	Not Attempted	N/A	N/A	N/A	Launch