



Take an eLearning Course or Quiz in GLADS

If you need assistance taking a course in GLADS, please contact Learning & Development at learning@gatewayloan.com.

STEP 1: Access GLADS

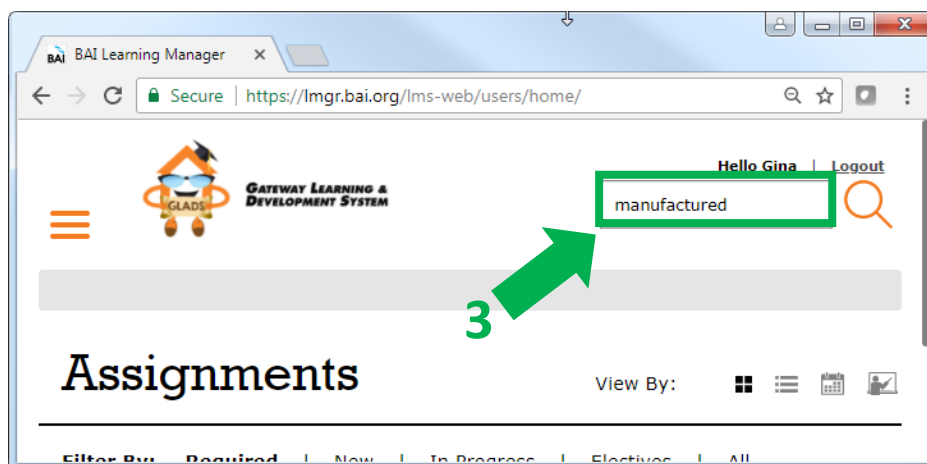
1. Go to gatewayconnex.com.
2. Click the **GLADS** icon on the landing page.



Note: The GLADS icon may be in a different location on the icon row, as the icons rotate.

STEP 2: Search for Your Course

3. On the GLADS home page, enter a title or keyword in the Search field to the right of the screen. Press Enter on your keyboard or click the magnifying glass icon.



4. The Search Results will display. Be patient! The results may take a little time to display. **Locate the course you need to take. Be sure to read any course description or instructions.**

The screenshot shows a web browser window with the URL <https://lmgr.bai.org/lms-web/search?q=manufactured>. The page title is "Search Results: *manufactured* (2)". Below the title, there are filter options: "Filter By: Courses (2) | Documents (0) | All (2)". Two search results are displayed, each with a blue icon of two people. The first result is "Manufactured Home Loans Quiz" with Course ID: IDSGN-0015366-0043182 and Course Type: Web Based Training | Unsuccessful. It has a "Launch" button and a "Read More" link. The second result is "Manufactured Home Loans Course" with Course ID: 00940224 and Course Type: Web Based Training. It also has a "Launch" button and a "Read More" link. A green arrow with the number "4" points to the "Launch" button of the second result.

STEP 3: Take Your Course

5. Click the **Launch** button under the title of the course.

This is a close-up of the "Manufactured Home Loans Course" search result. The "Launch" button is highlighted with a green box, and a green arrow with the number "5" points to it. The course details are: Course ID: 00940224 | Course Type: Web Based Training. Course Length: approx. 17 minutes. Description: "This course covers the product information and processes required to work a manufactured home loan at Gateway." Note: "** PLEASE NOTE: This course must be successfully completed before taking the Manufactured Home Loans Quiz. Successfully completing the course, passing the quiz, and receiving Regional Manager approval are required to complete manufactured home loans training.**" Keywords: GMGproducts, manufactured, manufactured home, trailer, double-wide, double wide. There is also a "Read More" link.

6. The **course** will **open** in a **separate window**.

