

ExpandShare User: Getting Started Guide

ExpandShare is our web and mobile app for training and job resources. Here's how to register and access our training courses and digital library.

Activate your Account

1. You will receive an email invitation.
2. Click the blue **Join Now** button in the email.
3. Enter in your email address (the same one the invitation email was sent to).
4. If you received a **Team Code**, enter it.
5. Follow the prompts to set up your credentials. Passwords must be a minimum 8 characters, with at least one uppercase letter, one lowercase letter and one number.

Install ExpandShare

ExpandShare is a free mobile app for iOS and Android, by using the links or by pointing your mobile device camera at the QR code for your device below:

[iOS iTunes Store: ExpandShare App](#)
[App](#)



[Google Play Store: ExpandShare](#)



Once installed, open the ExpandShare app and log in, using the same credentials you picked when you first activated your account above.

Be sure to **Allow Notifications**, as this is an important feature to help you at work!

You can also use any web browser to access ExpandShare at <https://app.expandshare.com/>
Log in using your email address and the password you created when activating your account.

You're now ready to use ExpandShare!

Get Familiar with the App

Newsfeed

Announcements will be posted in the **Newsfeed** in chronological order. Scroll to review these posts and any attached images or files. You'll be notified as new posts are made by app alert or email.

Training

You will see any training assignments on the **Training** page of the web or mobile app. Click or tap to view and complete them.

The **Course Player** page allows you to navigate through the course, watch videos and answer any knowledge review questions. Courses will check off as you complete them. If you leave a course before finishing, you can return at any time and resume where you left off.

When all of the courses in a learning track are completed, the entire track will move out of the **To Do** tab and under the **Completed** tab, so you can always rewatch courses you have finished by switching your view.

Library

Additional resources can be found as needed in the **Library**. Navigate the folder structure or use the **Search** (magnifying glass icon in the upper right) to locate a specific resource.

Favorite any documents that you use frequently to add them to your personal Favorites list, available as a tab on the top level.

If you need help accessing the site, contact ExpandShare Support

Under **Profile**, click on **Help** to be taken to the ExpandShare support page. Here, you can look up answers to common questions or create a **New Support Ticket**. You can also email your site support questions to support@expandshare.com.