# TE Learning Connection (TELC)

## Quick Start for TE Employees

### 1. Logging in to TELC

1. Ensure you are connected to the **TE VPN**
2. From your Web Browser, **navigate to** [https://te.allego.com/](https://te.allego.com/)
3. You will be directed to the TELC Home Page

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**Information:**
- Bookmark the TELC Landing Page [here](https://te.allego.com/)
- You must have an active TELC Account
- Click [here](https://te.allego.com/) to Request a TELC Account

### 2. How to Find Courses

**Using Filters**

1. Click the **More Filters** Button in the top right of the Courses Category
2. Choose from criteria such as **Application**, **Business Unit**, **Category**, **Language**, **Learning Point Value**, **Product Brand**, or **Product Family**.

**Launching Courses**

1. Once you’ve located a Course you would like to take, simply click anywhere on the Course thumbnail to launch it
2. Click the **Start Course** or **Launch** Button, depending on the Course

### 3. Using Filters

1. Place your **Cursor** in the Search Textbox
2. Press **Enter** on your keyboard
3. Click the **Type** drop-down & select **Course**
4. Select any **Course** to launch

### 4. Launching Courses

1. Type **Search Terms** in the Search Textbox
2. Press **Enter** on your keyboard
3. Click the **Type** drop-down & select **Course**
4. Select any **Course** to launch

### 5. Viewing Completion History

1. Select **Tasks** from the Navigation Pane
2. Select **Your Completed Tasks**