

GTD® Mastering Workflow Interactive Learner Quick Start Guide

Welcome to David Allen's Mastering Workflow Interactive course! There are a few simple steps to get started.

FOR BEST RESULTS

The course needs a consistent broadband connection at all times to save your work. If you are connecting remotely through VPN, dial-up, wireless card, or in any location that does not have a consistent and reliable bandwidth connection, we recommend you wait to take the course until you are on the best connection possible. Close all other programs while running the course.

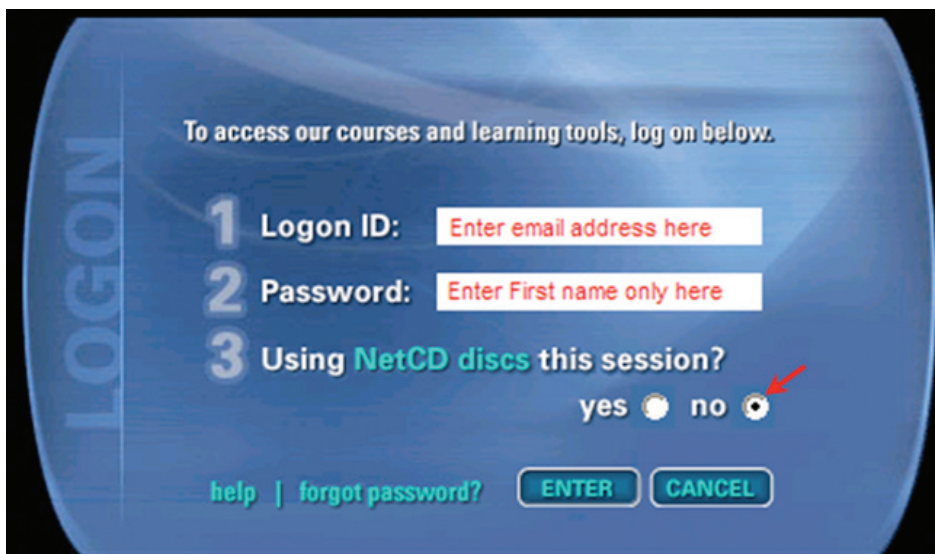
GET STARTED

1. **Open Internet Explorer** (Note: IE is the only supported browser)
2. **Go to the course portal page** www.davidco.com/startinteractive.php
3. **Run the 2-minute QuickCheck test** to be sure your computer can run the course.

If you **did not pass** QuickCheck—Please fix all errors with your IT dept. before proceeding. The course will not run correctly or save your work if you have not passed the QuickCheck test.

If you **did pass** QuickCheck:

4. **Logon to the course network** on www.ninthhouse.net (Note: this is .net, not .com)



Logon ID = Your typical internet email address (e.g. first.last@company.com)


Password = Your first name only with first letter capitalized (e.g. First)

Using NetCD discs this session? = Click "No"

Click **Enter** when done.

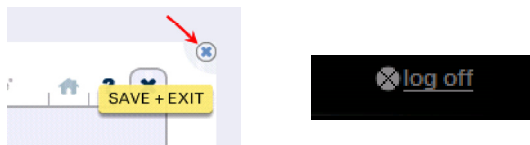
If your logon is not successful, try several variations of your name and email address. For example, if you go by “Bill,” your password may be “William” instead. If you are returning to the course and forgot your password, click [forgot password?](#)

5. To begin the course, click on the title from the catalog home page. The course will open in a new browser window. You should hear the narrator say, “Welcome to Getting Things Done.”

LAUNCH COURSE + SIMULATION	DURATION	AVAILABILITY	INFO
GTD Mastering Workflow Interactive	1:00 hrs	available	

EXITING THE COURSE

Please always exit the course using the **Save + Exit** button in the course window and log off ninthhouse.net.



If you leave the course before completing it, your work will be saved. For security reasons, you will be logged out of the course if you leave it for more than 45 minutes. You can take the course and use the course tools as many times as you wish during your license period. Re-enter the course through the course portal page on www.davidco.com/startinteractive.php.

SUPPORT TIPS

- If you are not able to pass the QuickCheck, please work with your internal resources to install the missing components and correct any bandwidth issues before proceeding with the course. It is not possible to bypass this QuickCheck, as the course will only work properly with all components installed and a consistent bandwidth at all times.
- If you are able to pass QuickCheck but cannot access the course, play videos, or launch PDFs, be sure pop-ups are allowed on your computer and your firewall or security software is not blocking the website: media.ninthhouse.net or app.ninthhouse.net
- If you experience a blank screen when launching the course, close your browser window and log back into ninthhouse.net. That will often resolve it.
- If the course is not saving your work, or you've completed it but it's not showing that you are even in progress, it's likely caused by your bandwidth connection. Please retake the course when you have a consistent bandwidth connection of at least 200kbps at all times (QuickCheck will report on your current bandwidth speed if you run it again.)

We wish you a productive experience!

David Allen Company
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