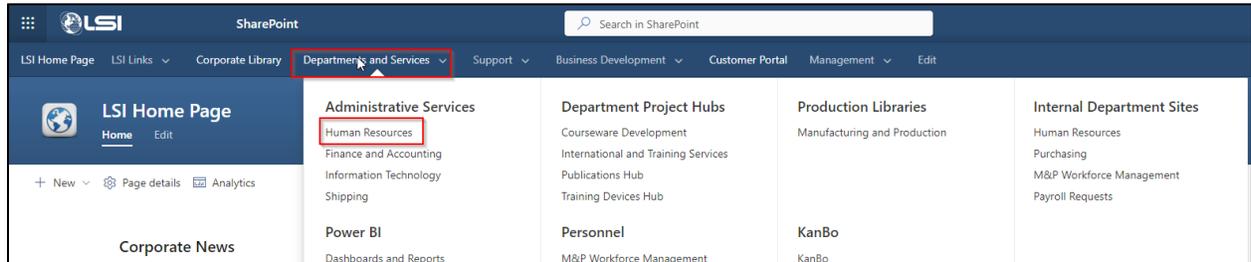
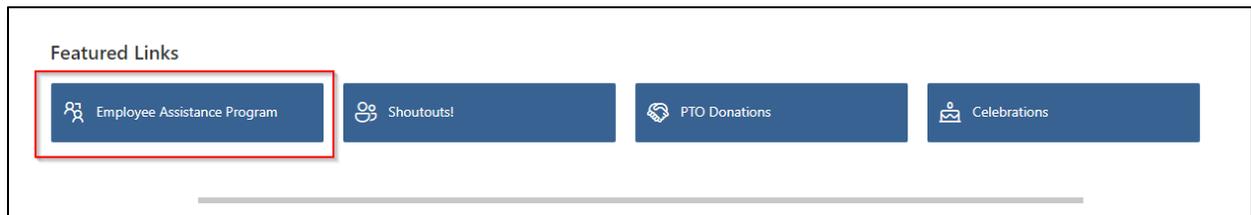


EAP Courses Sign-up Instructions

1. Open a web browser and navigate to LSI's SharePoint Portal – <https://lsiit.sharepoint.us>
2. Mouse over **Departments and Services** and select **Human Resources** from the dropdown



3. Scroll down to **Featured Links** and click on **Employee Assistance Program**



4. Read the information on this screen about the Employee Assistance Program and click the **HERE** link to register

Are you having trouble balancing work and family? Are you and your spouse fighting too much? Do you have a financial or legal situation that looms large over your life? Are you abusing alcohol? There's help.

Our Employee Assistance Program (EAP) is a **free, confidential** benefit to you, our employees and members of your family. 24 hours a day, you can talk to qualified professionals who can help you or refer you to the right resource. Services are provided by HealthAdvocate.

Call (904) 296-9436 for the Jacksonville, Florida location or 1-800-327-9757 for nationwide access 24/7.

In addition to the free, confidential professional counseling service, Health Advocate also offers access to the following through their online services:

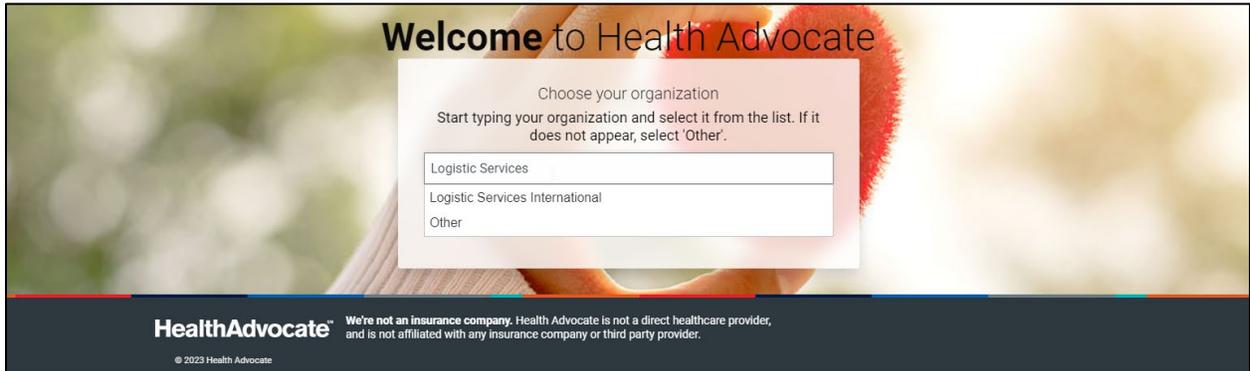
- Health - Over 2,000 articles, Hundreds of videos, and dozens of health assessments and tools
- Legal - Over 1,000 articles, and a searchable database of over 400,000 attorneys
- Financial - 140 calculators, 95 common federal tax forms, thousands of state-specific tax forms and over 1000 articles
- Training - 45 interactive training, courses and 400 articles
- Balanced Life - 100 interactive tools and videos and over 100 articles, and a searchable database of child and eldercare providers
- Mental Health - Hundreds of articles, over 50 videos, quizzes and 6 mental health assessments

To view all of the information plus hundreds of other helpful articles, click **HERE** and log-in or register for access.

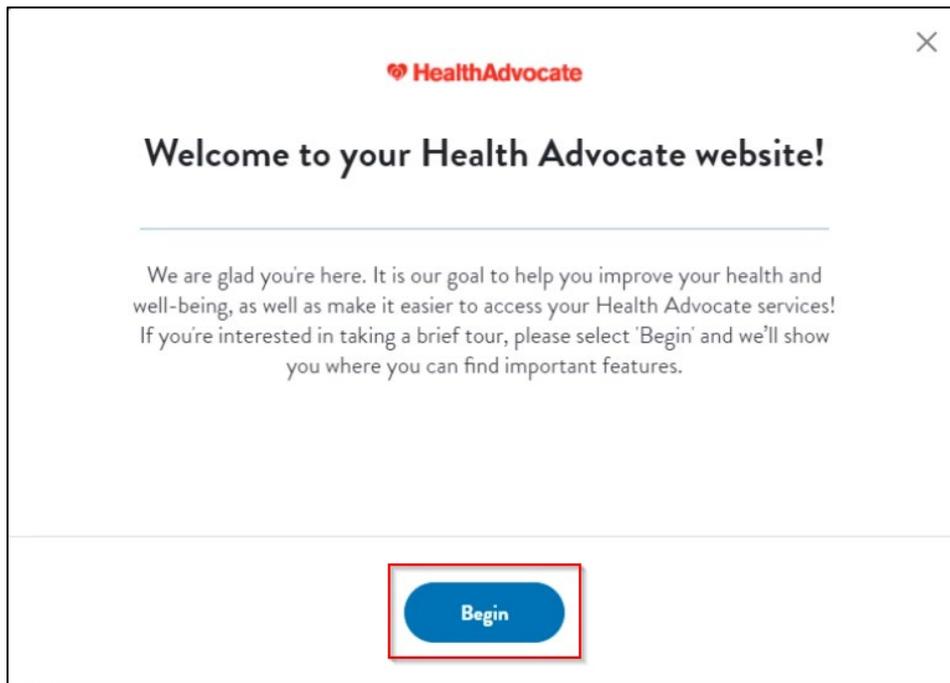
Use **Logistic Services International** for the Company Name during registration.

For log-in questions or if you need assistance, send an e-mail to HRRequests@lsjax.com or call (904) 594-6670.

5. In the text box, start typing **Logistic Services International** and the drop down should show you the company name to choose from. Click the name in the drop down.



6. Read the information in the box and select **Begin**



7. Scroll down to **Learning Resources**. Under **Courses**, select **View All**.

Learning Resources
Below are current highlights of all the resources available to you.

Webinars
January Webinar: Strategies for Time Management
Access dozens of pre-recorded, archived webinars. Each month we host a new on-demand, expert-led talk.
[View All](#)

Assessments
Emotional and Physical Health
Take emotional and physical health assessments. Get insights into your risk levels and actionable steps to take.
[View All](#)

Courses
Personal and Professional Development
Choose from dozens of self-paced courses on a variety of personal growth and professional development topics.
[View All](#)

8. Here, you will see many options for training courses available to all employee-owners. Find a topic you are interested in and select **View More** to see all offerings for the topic.

Trainings

Personal and professional development training courses.

Finances

- Budgeting For Life
- How to Start Saving for Retirement
- Investing Basics

[View More](#)

Health and Wellness

- A Better Nights Rest
- An Introduction to Mindfulness
- Digital Wellness

[View More](#)

Personal Development

- Achieving Personal Goals
- Building a Life of Gratitude
- Developing a Resilient Family

[View More](#)

Professional Development

- Applying Leadership Basics
- Appreciating Personal Differences
- Balancing Work and Family

[View More](#)

9. Once you've found a lesson you are interested in, click it to advance to the training.

Finances

- Budgeting For Life
- How to Start Saving for Retirement
- Investing Basics

[View More](#)

Health and Wellness

- A Better Nights Rest
- An Introduction to Mindfulness
- Digital Wellness

[View More](#)

Personal Development

- [Achieving Personal Goals](#)
- Building a Life of Gratitude
- Developing a Resilient Family
- Goal Setting: Creating the Best Path Forward
- Key Skills for Building Resilience

[View Less](#)

Professional Development

- Applying Leadership Basics
- Appreciating Personal Differences
- Balancing Work and Family

[View More](#)

10. You now must register or login to the EAP site. Click **Register or Login** button

MENU | Connections > Personal Development

Tools: A A, Print, Heart, Clock, Mail

Rate: ★★★★★

Achieving Personal Goals

This training course will open in a new window where the course details page will provide important information about the course, including duration. Please read the information provided before beginning. Your participation in this training may be accessed by your EAP or employer.

You must be logged in to an individual user account to access the resource below, please click the button below to register as a new user or login to an existing user account

[Register or Login](#)

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11. If you already have an account, enter your credentials, and click **Continue**. otherwise, click the **Sign-up now** button.

EAP: Life & Work Resource
brought to you by **HealthAdvocate**

Welcome

If you had a previous login to content, you will need to create a new username and password to use this site.

Enter your credentials.

Username
Username or Email

Password
Password

Remember this device? (optional)

[Forgot your password?](#)

Don't have an account? [Sign-up now.](#)

[Continue](#)

EAP: Life & Work Resource
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Welcome

If you had a previous login to content, you will need to create a new username and password to use this site.

Enter your credentials.

Username
Username or Email

Password
Password

Remember this device? (optional)

[Forgot your password?](#)

Don't have an account? [Sign-up now.](#)

[Continue](#)

12. If you clicked **Sign-up now**, you will be taken to a registration screen to complete your account setup. Fill out the information and click **Continue**

EAP: Life & Work Resource
brought to you by **HealthAdvocate**

Registration

Enter your credentials.

Username
jennifer@lsjax.com

Password

Password (verify)

First Name
Jennifer

Last Name
Lisjak

Email
jennifer@lsjax.com

Select your security question and answer.

This is used to recover your password

Question
Question Here

Answer

Answer (verify)

Have an account? [Sign-in now.](#)

Continue

13. Once registered and logged in, you now can take the course you selected. Simply click the **View Course** button to proceed.

The screenshot shows a navigation bar with 'MENU | Connections > Personal Development'. Below the bar are 'Tools' (font size, print, heart, clock, mail) and a 'Rate' section with five yellow stars. The main heading is 'Achieving Personal Goals'. A paragraph of text describes the course and mentions that participation may be accessed by an EAP or employer. A blue 'View Course' button is highlighted with a red box. At the bottom left, there is a copyright notice: '© 2023 Life Advantages, LLC'.

14. Finally, click **Open Course** button

The screenshot shows a 'Course Details' page with a blue header. The title 'Achieving Personal Goals' is underlined. Below the title, it says 'How to Complete this Course' followed by a bullet point: 'Once the course is marked as completed you will be able to print a certificate.' A green 'Open Course' button with an upward arrow icon is highlighted with a red box. Below this is a table with the following information:

Description: <i>Estimated time to complete: 30-40 minutes</i>
Course Status: Open
Course Due: 01/05/2024
Time Spent in course (minutes): 0.00