

# Instructions on how to access Mandatory courses in Warrior University ( Absorb)



Please make sure you are logged into Office 365

1. Click on the square grid in the top left corner of Office 365 screen
2. A list of will appear when you come to this screen. Initially, you may not be able to see the Absorb Icon without scrolling down and choosing **All apps**. To locate the Absorb app, you may have to scroll down to the field **other** to choose the Absorb app.

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## Apps



You may also find the Absorb app using My Apps

You may also access Absorb by clicking on the My Apps icon on your desktop. The Absorb App will be in the list of apps



## Absorb

1. Once you open the Absorb app you will be taken to your personal Dashboard.
2. Click on "My Courses "Tile

Choose the course icon to access courses

Note-if you have started a course but not completed it. You may access the course under Resume as well.



All annual Mandatory courses will be loaded under the Mandatory folder in Absorb



After choosing the Mandatory folder

The courses are located in the department subcategory folders as listed below. Click on each folder to review and complete each course.

