SUBJECT: Important Action for your FEP in LOCATION

Dear {FirstName} {LastName},  
  
Welcome to the AO COURSE NAME course! We are very pleased that you will join us for the next few weeks online and then at the face-to-face event in LOCATION.

Please find enclosed the overview of all online activities as PDF.  
  
We would like to ask you to walk through a few technical steps to check that you (and your technical equipment) are ready for (and committed to) the upcoming online activities that will start on START OF 1 WEEK DATE.   
 **STEP 1:**  
To login to the Virtual Learning Space, please follow these steps:  
1) Go to http://www.aotrauma/spine/cmf/vet.org/. (please delete the Clinical Division that is not applicable)  
2) Click on "Login".   
3) Enter your username and password. If necessary, please use the function "Forgot your password?"   
4) On your dashboard under "Your action items" click on the link "Virtual Learning Space".   
--> If this access does not work, please write to [elearning@aofoundation.org](mailto:elearning@aofoundation.org) or Faculty Development directly at [erin.johansson@aofoundation.org](mailto:erin.johansson@aofoundation.org)

**STEP 2:**  
Then, please finalize these brief tasks by END OF TEST MODULE DATE (more information on these tasks is provided in the virtual learning space):

* Read the user guide (see attachment)
* Upload your picture to your profile
* Post the absences you might have into the "absences" forum
* Complete the pre-course assessment sent in a separate email (NOTE: do not "opt out" otherwise you will not be able to complete the post course assessment)
* Go to the participants list and check if you might know anybody else from the group

If you are not be able to keep this deadline, please let us know.

Good luck and best regards,

FULL NAME OF FACULTY AND EDUCATORS

Attachments:

- UserGuide

- Online activities overview sheet