

## Instructions for Accessing Continuing Education in be!Lux university

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1. Two options for accessing be!LUX university:
  - a. Click on the button "Click here to Login" from [www.LuxOpticians.com](http://www.LuxOpticians.com) or...
  - b. type the following link into the address bar of your Internet browser:  
<http://luxottica.plateau.com/plateau/user/login.jsp>
  
2. be!LUX university first time users login:

LUX ID: Enter your six-digit LUX ID (forgot your LUX ID? you can find this six-digit number on your paycheck stub)

PASSWORD: Enter the word "password" (all lower case), then click the Login button
  
3. Upon successful login:
  - a. From the main menu bar on the welcome page (towards the top), click "Catalog"
  - b. In the Subject Area Menu to the left, select "Opticianry/Continuing Education". Then select the appropriate subcategory:
    - ABO Approved CE
    - NCLE Approved CE
    - State/Province Approved CE, which further breaks down the CE courses that each state accepts
  - c. Before selecting a course, please have the following information handy:
    - ABO-NCLE certification number and expiration date
    - State License number and expiration date (if applicable)
  - d. Once you have selected a course, click "Go to Content" to launch each course. Or, if you simply want to add courses to your Learning Plan and take them later (like putting them in a "shopping cart") click "Add to Learning Plan".
  - e. Upon clicking "Go to Content", another window should open and you should be directed to Quantum Optical / Luxottica landing page. If this does not occur, your pop-up blocker may be interfering. Please see the section on [disabling pop-up blockers](#) at the end of this document.
  - f. When you are directed to the Quantum Optical / Luxottica page:
    - Take note of the free coupon code you will need to make your CE free of charge to you.
    - Go to the bottom of the screen and click on "Click here to begin!"
    - Select the correct option based on whether or not you already have a user account with Quantum Optical. You will need to create a new one if you are a first time user.
    - Once you are logged into the home page, click on "Click here to continue to the Luxottica Retail CE Course Menu"
    - Select the course you wish to take.
    - At the end of the multiple-choice test, enter the free coupon code to complete the course.
    - Be sure to check the appropriate boxes to print the certificate(s) you need to satisfy ABO, NCLE, or state CE requirements. NOTE: CE credits are electronically filed with ABO-NCLE, as well as the state of Florida. For all licensed states, please make sure you are familiar with your state board requirements...some ask that you have a printed copy for your records, others ask that you mail a copy in.

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4. After completion of course:

All completed courses will display on your Learning History page. To view your Learning History, click "Learning" from the main menu bar, then click "Learning History" from the sub-menu bar.

**For technical questions and passwords issues related to be!LUX university, contact:**

***be!LUX university support***

877-589-8253 (inside the US)

513-765-2256 (outside the US)

email: [beluxadmin@luxotticaretail.com](mailto:beluxadmin@luxotticaretail.com)

For questions related to LuxOpticians.com, Continuing Education content or credits, contact:

***Doug Pelkey, Optical Development and Relations***

(630) 803-8379

email: [dpelkey@luxotticaretail.com](mailto:dpelkey@luxotticaretail.com)

### Disabling Pop-up Blockers

Pop-up blockers will prevent pop-ups in be!Lux U. from popping up. This is commonly the reason that online courses will not launch. ALL pop up blockers must be disabled either globally or at least for <http://luxottica.plateau.com> for online courses to work properly.

There are many programs that block pop-ups. A few of the more common ones are listed below along with instructions on how to disable them.

Also, the user can hold the [Ctrl] key and click a link to temporarily disable pop-ups. This key temporarily disables some pop-up blockers

- **Microsoft Internet Explorer 6** (with Windows XP Service Pack 2 or 3 only):
  - Proceed through the following: *Tools | Internet Options | Privacy* tab
  - Ensure "Block pop-ups" is unchecked or use Alternate/Advanced instructions below.
    - *Alternate/Advanced instructions:* click *Settings* and add "luxottica.plateau.com" to the list of allowed sites.
- **Microsoft Internet Explorer 7** (Windows XP Service Pack 2 or 3 or Windows Vista):
  - Proceed through the following: *Tools | Pop-Up Blocker*
  - Ensure it says "Turn On Pop-up Blocker" (this will mean its off which is good). If it says "Turn Off Pop-up Blocker," have the user click it.
- **Mozilla Firefox** (any operating system):
  - Proceed through the following: *Tools | Options | Content* tab
  - Ensure "Block pop-up windows" is unchecked or use Alternate/Advanced instructions below.
    - *Alternate/Advanced instructions:* click *Exceptions* and add "luxottica.plateau.com" to the list of allowed sites.
- **Apple Safari** (Mac OS X)
  - Proceed through the following: *Apple Icon in toolbar*
  - Ensure that *Block Pop-Up Windows* is not checked. If it is, click it to uncheck it.
- **Google Toolbar** (any operating system or browser):
  - Proceed through the following: *X Blocked* icon (where *X* is some integer value)
  - Click the icon. It should change to "Popups Not Blocked."
- **Yahoo! Toolbar** (any operating system or browser):
  - Proceed through the following: *Pop-Up Blocker* down-arrow icon
  - Ensure that "Enable Pop-up Blocker" is unchecked or use Alternate/Advanced instructions below.
    - *Alternate/Advanced instructions:* Click "Always Allow Pop-ups From", and when the new window opens locate luxottica.plateau.com in the list and click *Allow*.
- **Norton Internet Security** (Windows XP or Windows Vista):
  - Right-click the *Norton Internet Security* icon in the System Tray
    - Select "Norton Internet Security Console".
    - Click *Anti-Spam*.
    - Click *Pop-Up Blocker*.
    - Push *Turn Off*.