

### Register

- First register as a site member
- Username is the name that will be printed on the certificate

### Log-in

- Log in to site with your username and password
- Confirm your name in right sidebar

### Selection

- Click on courses in top menu for a list of courses, click on the link for that course's home page.

### Course

- Course page provides a brief summary; click on the link for detailed info
- Click on TAKE THIS COURSE\*, this registers you for the course, returns to course page
- The course content is now released,
- Click on the lesson to begin

### Credit

- After completing the lesson(s), fill out the evaluation first
- After the evaluation, take the post-test. You must pass the post-test to earn credit.
- Make note of the pages to review from the questions answered incorrectly
- Review those pages; you may repeat the test if you were not successful

\*If you click on TAKE THIS COURSE and you are not logged in, you will be directed to the log-in page instead. Log-in or register for site membership and then log-in, and you'll go back to the course page.

**NOTE:** At any time, click on **YOUR PROFILE** for a list of courses for which you are registered and your progress in the course(s). If you have completed a course and need to reprint your certificate, you can do that here.