



Enroll in and Start a Course

The online courses provide consistent, high quality training that fulfills many county and state requirements. They are taught by nationally recognized experts who share the latest, proven-effective parenting strategies and information. Once you begin a course, you will have 30 days to complete it before the course expires. You will have the ability to review sections that you complete, but you will not be able to skip ahead in the course. You may pause the course at any time. If you pause and exit the course, the segment you paused will start from the beginning when you return to the course. There is a review questionnaire at the end of each course. You will be asked a series of 20 questions based on the material covered in the course. If you choose the wrong answer, you will be allowed to choose again. The review questions are designed to help solidify the information you received; they are not designed for you to fail.

1. Upon logging in you will be taken to your personal home page, where you will see the courses available to you. You may enroll in the courses listed under the **Available Courses** tab.
2. You may preview courses before enrolling in them by clicking on the course title.
For information about which courses to take, please contact your agency administrator.
3. Once you determine which course or courses you wish to take, click **enroll**. (Or **purchase** if you are a self-registered member.) You will be taken to the confirmation page, where you will have an opportunity to review your selection. If a payment prompt appears, please contact your agency administrator; there may be an issue with your account setup. Once you have reviewed your selection, click **Enroll** to confirm enrollment.
4. After enrolling in the course, you will be given 3 options: **begin course**, **go to personal account**, or **print** your receipt. If you choose to go back to your personal account, you can locate the course or courses you just enrolled in in the **Current Classes** section.
5. To start a course from your Personal Home Page, click on the title. The course will be highlighted in yellow. Three options will appear beneath the title: **view course**, **handouts**, and **discussion board**.
6. Click **view course**.
You will be taken to the course welcome page.
7. Click **Start Course**.

If you have issues with viewing the course, you may **Send a Comment** (top right-hand corner of the screen) and describe the problems you are having. The customer support team will get back to you with possible solutions.

Syllabus, Handouts, and Notebook sections are located at top left of page and can be reviewed, printed, or saved for further review.

When you have completed the Review Questionnaire, you will be prompted to print your Certificate. You may print out the certificate, download it to a PDF format, or send it to your agency supervisor or administrator.