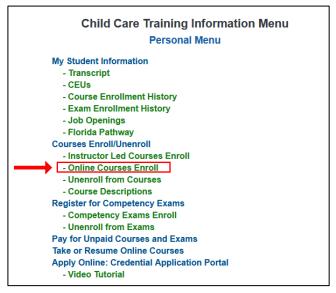
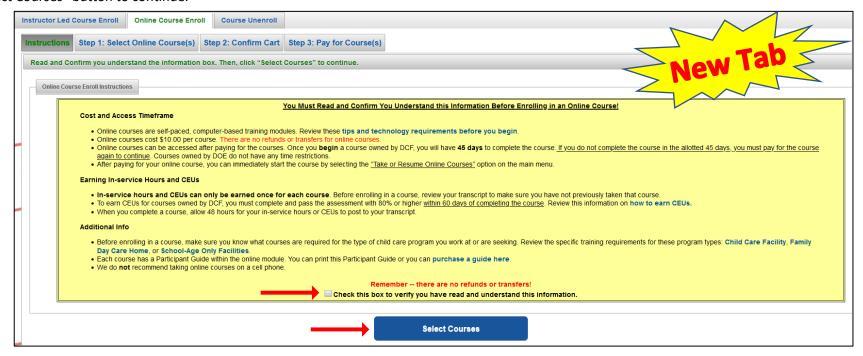
Online Course Enrollment Guide

To Start: Log into your student account and select "Online Courses Enroll" from your Child Care Training Menu.

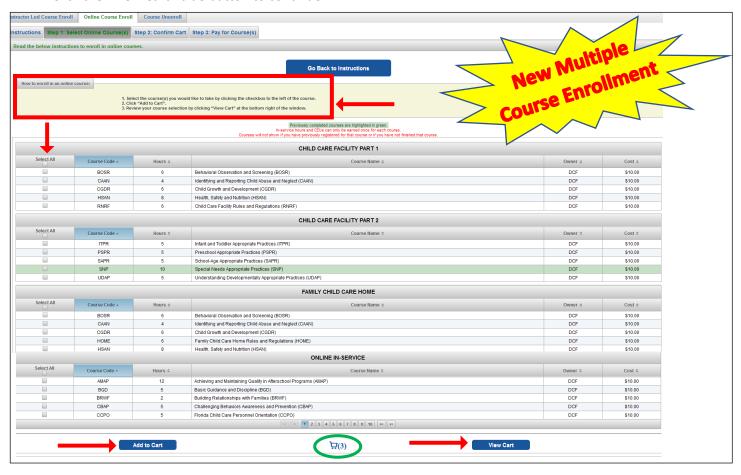


Instructions: Read the online course information and confirm you understand the information by checking the box at the bottom of the yellow area. Then, click the "Select Courses" button to continue.



Step 1:

- Read the "How to Enroll in an online course" box.
- Select courses within any training area. You can select multiple courses at once.
- Click the "Add to Cart" button on the bottom left. You will notice the shopping cart now displays the number of courses you have selected.
- Click the "View Cart" blue button to continue.



Step 2: Read the instructions box. Review your course selection. If correct, click the "Checkout" blue button to continue. If you want to remove courses or add more courses, follow the instructions on the screen.



Step 3: Read the instructions before clicking the "Pay for Courses" button. Once, you click "Pay for Courses" you will begin the payment process. After payment is complete, you will be able to access your online courses through the Main Menu in your student account.

