GETTING STARTED

1. Open the Internet Explorer browser.
3. Enter the Username and Password provided to you.
4. Click Login.
5. Select User and then select My Registration.

LAUNCH ONLINE TRAINING

1. On the Current Registration Page, click the Open/Close Icon.
2. Click the Launch Icon.

The Training will open in a new browser window / tab. **Navigate through the training. Upon completion close the new browser / tab to return to this page. Hit the F5 key on your keyboard to refresh the page.**

**Participant Reaction Questionnaire**

1. The Participant Reaction Questionnaire will become available (it will be underlined) after you complete the training. Click “Participant Reaction Questionnaire.”
2. Select the radio button to the left of the answer that best matches your experience with the class and type comments in the text boxes for questions that require comments.
3. When finished, click Submit Questionnaire.