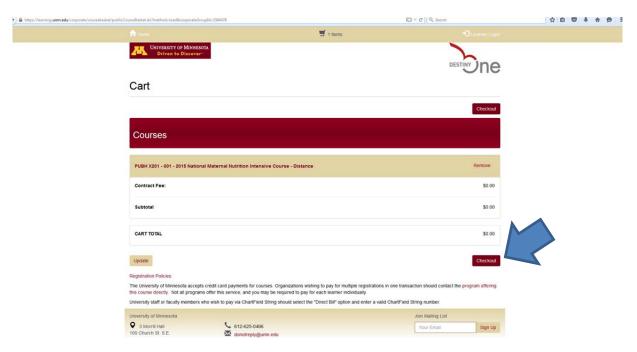Step 1: Go to the link customized for your organization found in the instruction email. Click on the course title.
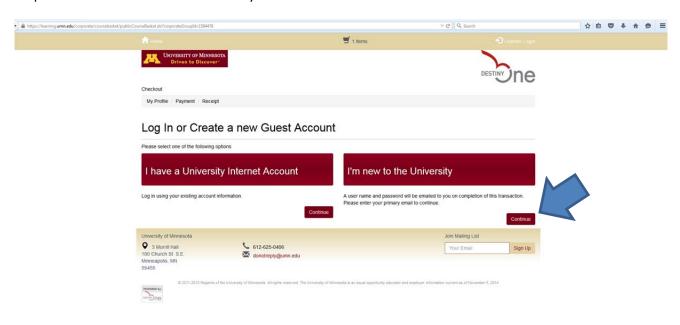

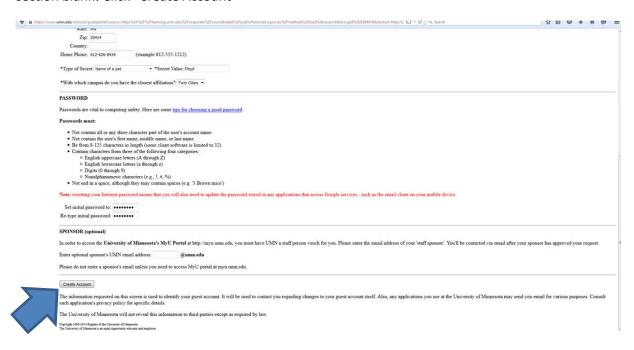Step 2: Click "Add to Cart" (note: the "Contract Fee" should read $0.00). Click "Checkout" in the pop-up.

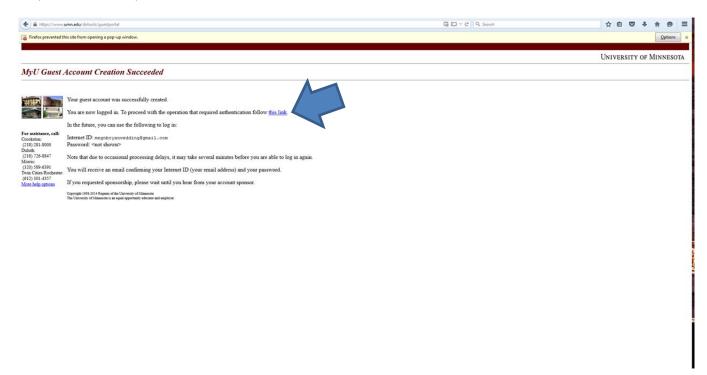Step 3: Click "Checkout". Your cart total should still be $0.00

Step 4: Select "I'm new to the University"

Step 5: Input your information for your account. Use your current email address. Leave the "SPONSOR" section blank! Click "Create Account"
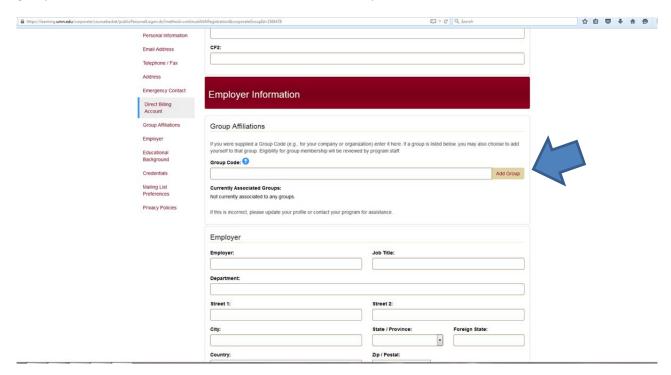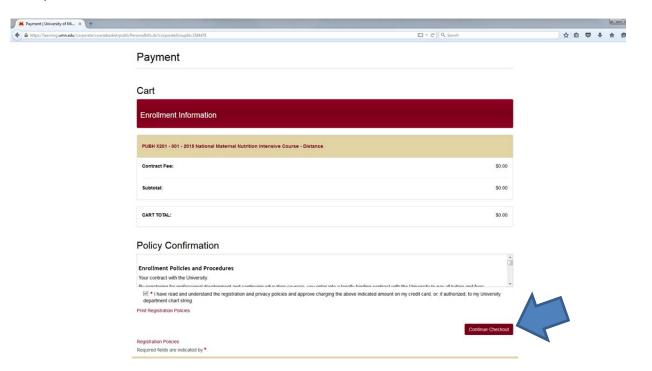

Step 6: Click link to proceed.

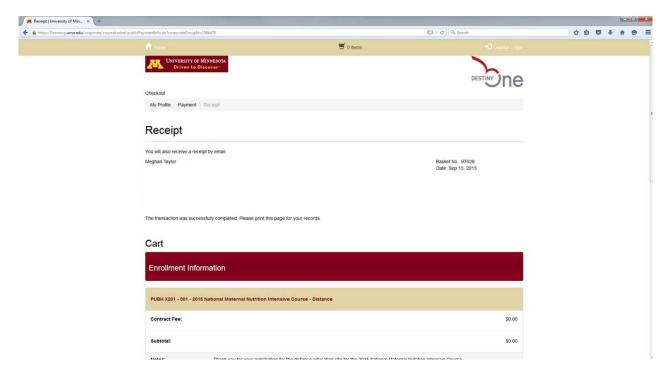Step 7: Log in using the email address and password you just created

Step 8: Complete the form on this page with your name, organization, etc. Make sure to put in your group code from the instructions email and click "Add Group". Click "Continue Checkout" at the bottom.
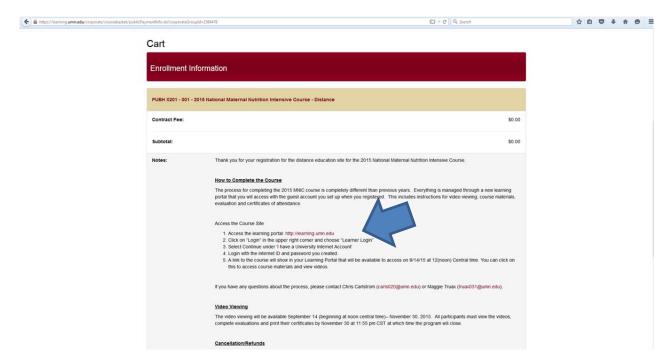

Step 9: Check the box to agree to the policies and click "Continue Checkout." Your cart total should still total $0.00.
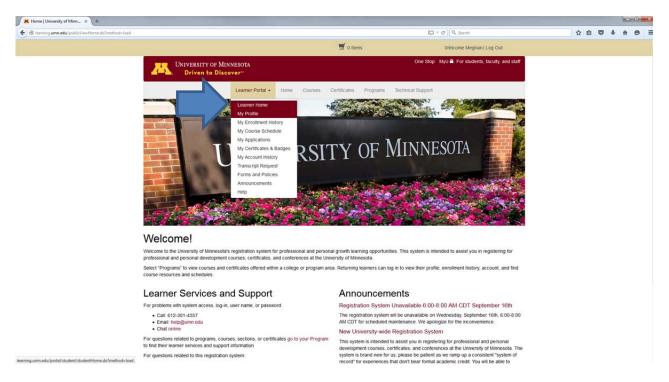
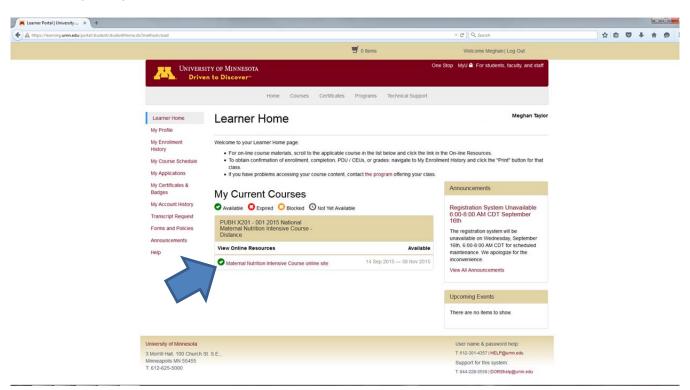Step 10: Success! You are enrolled in the course.

Step 11: Scroll down on your current page and click on the link for http://learning.umn.edu
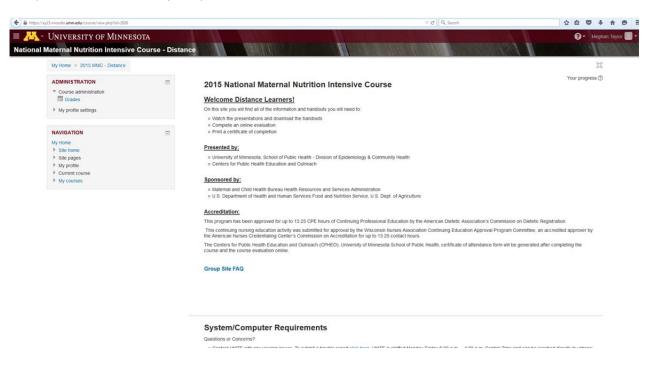
Step 12: Hover your mouse over "Learner Portal" and select "Learner Home"

Step 13: Click on the course name under "View Online Resources". This is where you will access the course every time you want to between now and November 30, 2015.

This is what the course website looks like. On this page, you can access handouts, watch videos, complete evaluations and print your certificate!

Not ready to view the material yet? Want to come back later and watch more videos? Need to print your certificate? No problem!
Visit http://learning.umn.edu and click on "Login"→ "Learner Login" in the upper righthand corner. Select "I have a University Account." Use your email address and password to log in and repeat step 13 to access the course page.