



# Quick Start Guide for Learners

There are only 4 basic things new learners need to know. Click on the links or scroll down to get your quick start information! Pay attention to any notices which may be specific to your school district.

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## 1 Creating Your Account

You may browse our training offerings without creating your account, but if you decide to make a purchase, you will be prompted to create your account.

If you wish to create your free account first, click the **Go to Login/Register** link on our Home page. This will take you to the Login page. Click the “Create an Account” button.

Provide the required information including your State and “Group” which is your School District.

If you do not see your school district in the list for your state, simply select “Independent Learner” for that state as your group.

### **NEW YORK CITY Learners – Special Notice**

There are two school district groups for learners with the New York City school district:

**New York City - Student Purchase Online – All learners** from the New York City school district who are **NOT** nominees (see below) must choose this group when creating an account.

**New York City Public Schools** – Only learners who were nominated by the school district to take our trainings specifically for **substitute teachers** or **paraprofessionals** may sign up under this group. These learners are pre-enrolled and their registration information must match what is already in our database in order to enter. Those who are not matched will receive an error message. When you create your account for this group you are still able/allowed to purchase any other training(s) we offer.



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## 2 Shopping for Training

You may browse for training modules at any time. Search by Category, by Keywords (using Search box), or by simply scrolling through pages.

Click on the **name** of a training to **review details** such as audience, length, and total number of courses/modules in the training program.

Purchasing training modules from our store is just like any online store experience. You may pay by **credit/debit card** using our secure payment gateway or elect to pay by **check/money** order. Those paying by card are enrolled immediately; those sending a payment by mail will be enrolled and notified once payment is received.

Some learners are given a Coupon Code by their school district. You may refer to the video on our HELP page showing how to make your purchase using a coupon if you have questions.

### **NEW YORK CITY – Special Notice – NOMINEES BYPASS PURCHASE**

Learners who were nominated by the school district to take our trainings for **substitute teachers** and **paraprofessionals** were pre-enrolled in training and **do not need to go through the purchase process**. Simply create your account (or login if already done) and click the **Go to My Trainings** link to access training.

## 3 Accessing Training & Records

You may train on your own schedule, logging out whenever you wish to stop. Our program will “remember” the work you’ve completed. To return to training currently in progress, simply login to the site and then click the **Go to My Training** link.

### **Viewing Records/Printing Transcripts**

You may view your training records and print them as a transcript from the training area. Login to our site and click the **Go to My Training** link and then click the **View Records / Reopen Courses** tab. This shows all the information you need on your training progress and completion. It also can be printed to provide a transcript showing training hours completed.

## 4 Getting Help & Support

We have a “HELP” page featuring tutorial videos and written FAQs for common questions. In addition, we offer email and LIVE Chat M – F, 9 – 6 EST. Click the CONTACT US link at the bottom of any page.