



In order to take a course on CHC-Online, there are 3 steps to complete

1. Log in to CHC-Online or create a new User ID
2. Register for the course
3. Take the course



STEP 1

CREATE A NEW USER ID

Click on the gold **Create New User** button
Enter name, address, phone number
Choose a User ID or username that you will remember
Type in a password and then type it in again to confirm
Click the grey **Continue** button
Accept the Terms of Agreement
You are now a registered user of CHC-Online

Note: When you first log on, you will be directed to your Curriculum List and a message will appear that states: **You are not currently registered in any courses.**

STEP 2

REGISTER FOR A COURSE

Click the green **Course Catalog** button on left-side panel
Click the blue **Details** button to the right of the course you want to take
A popup window will open containing the details of the course.
Click the green **ENROLL** button at the bottom of the popup window
You are now enrolled and the course has been moved to your Curriculum list

STEP 3

TAKE THE COURSE

Click the green **Curriculum List** button on the left-side panel
Click the blue **Go** button to the left of the training title
Click the blue **LAUNCH** to begin the course.

Note: If the training module freezes when it's loading, you may not have the latest version of Java installed on your computer. Please contact your network administrator or go to <http://www.java.com/en/download/manual.jsp> to download and install the appropriate version of Java for your operating system.



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