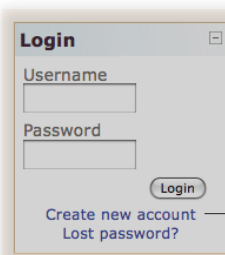


How to register and enroll in a course

How to register

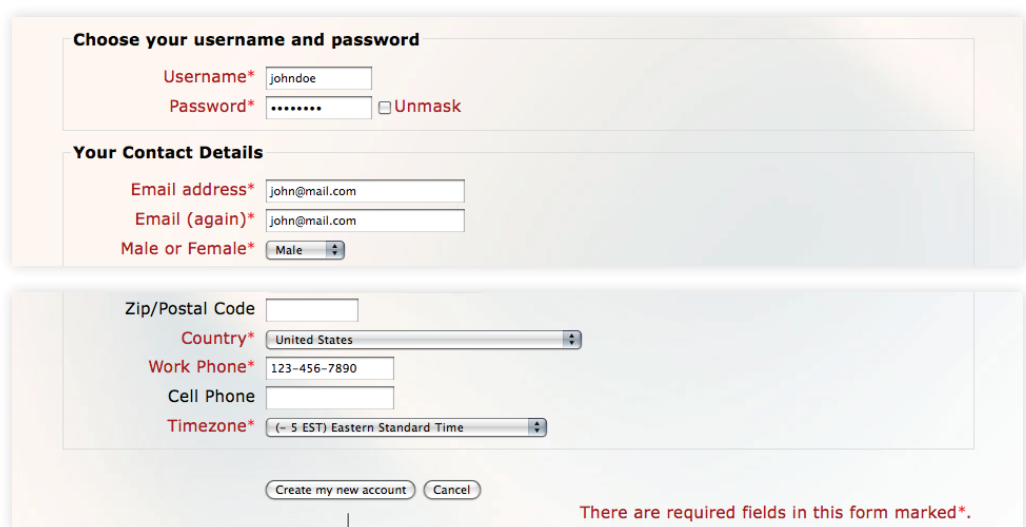
To access the online courses you will need to create an account for yourself. The following are the steps in creating your account:

1. From the Learning home page located at <http://www.center4si.com/learning> click on the “Create new account” link located within the Login field.

A screenshot of a login form titled "Login". It contains two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form, there are two links: "Create new account" and "Lost password?". A line points from the "Create new account" link to the text "Click to create a new account" on the right.

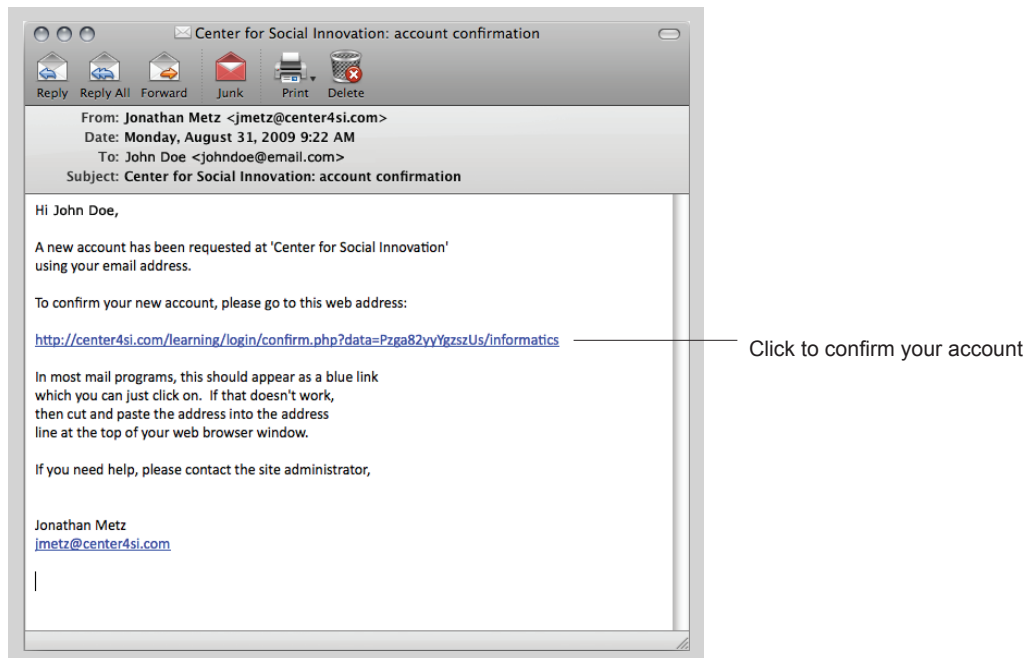
Click to create a new account

2. Fill out the “New Account” form with your personal information. Once your information has been entered, click on the “Create my new account” button.

A screenshot of a "New Account" form. The form is divided into several sections. The first section is "Choose your username and password" with fields for "Username*" (containing "johndoe") and "Password*" (containing "*****") and an "Unmask" checkbox. The second section is "Your Contact Details" with fields for "Email address*" (containing "john@mail.com"), "Email (again)*" (containing "john@mail.com"), and "Male or Female*" (a dropdown menu showing "Male"). Below this is a section for "Zip/Postal Code", "Country*" (a dropdown menu showing "United States"), "Work Phone*" (containing "123-456-7890"), "Cell Phone", and "Timezone*" (a dropdown menu showing "(- 5 EST) Eastern Standard Time"). At the bottom of the form are two buttons: "Create my new account" and "Cancel". A line points from the "Create my new account" button to the text "Click to submit your information and create your account" on the right. Below the buttons, there is a red text message: "There are required fields in this form marked*."

Click to submit your information and create your account

3. Once your details are submitted, an email will be immediately sent to your email address. Read your email and click on the web link it contains to confirm your new account.



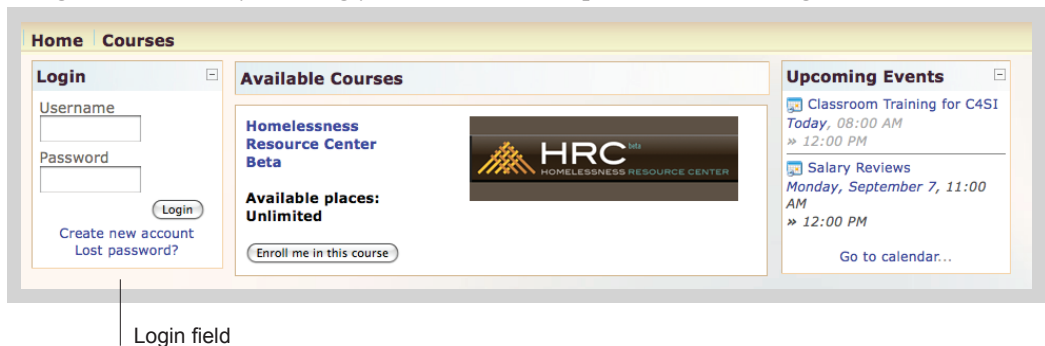
Your account will now be activated and you will be logged in.



How to enroll in a course

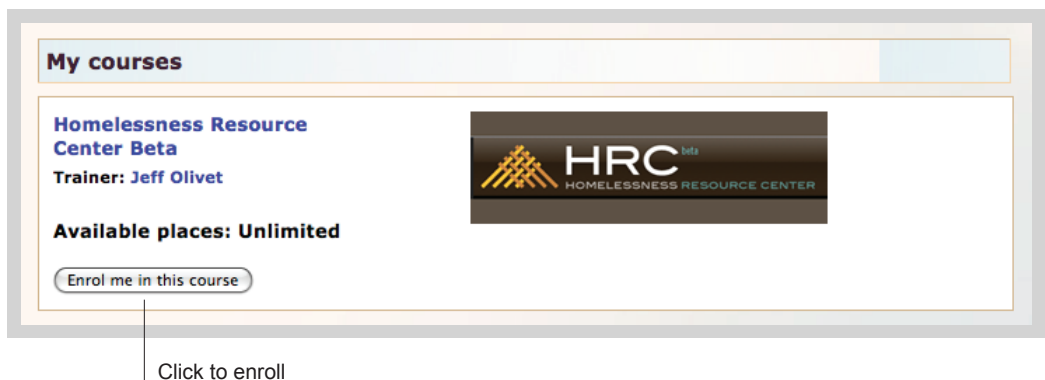
Once you have created an account, you are ready to enroll in a course.

1. Log in to the site by entering your username and password in the Login field.



The screenshot shows the login page of the Homeless Resource Center Beta. It features a navigation bar with 'Home' and 'Courses' tabs. The main content area is divided into three sections: 'Login', 'Available Courses', and 'Upcoming Events'. The 'Login' section has fields for 'Username' and 'Password', a 'Login' button, and links for 'Create new account' and 'Lost password?'. The 'Available Courses' section lists 'Homelessness Resource Center Beta' with 'Available places: Unlimited' and an 'Enroll me in this course' button. The 'Upcoming Events' section lists 'Classroom Training for C4SI' and 'Salary Reviews' with their respective times and a 'Go to calendar...' link. A line points from the 'Login' text in the instructions to the 'Username' field in the 'Login' section.

2. Once logged in, you will see a listing of the available courses. Select the course you want to participate in by clicking on the “Enroll me in this course” button. If you are prompted to enter an “Enrollment key” - use the one that your teacher has given you.



The screenshot shows the 'My courses' page. It features a 'My courses' header. Below it, the course 'Homelessness Resource Center Beta' is listed with 'Trainer: Jeff Olivet' and 'Available places: Unlimited'. An 'Enrol me in this course' button is visible. A line points from the 'Click to enroll' text in the instructions to this button.

3. You are now enrolled and can now access the full course. You only need to enroll in a course one time. Once you have enrolled in a course, you will be able to access it whenever you log in to the site.

Accessing a Webcast

You can access the webcast directly from the course website.

Step 1: Click on the globe graphic under Course Information



C4SI ▶ GTA101

PATH
Projects for Assistance in
Transition from Homelessness

PATH Technical Assistance for Georgia PATH providers

Melissa, if you are scheduled to attend any events in the next 7 days, they will appear in the area below.

My Upcoming Meetings

PATH Georgia TA Orientation
Mon Oct 5th, 2009 @ 9:00am - 10:15am EDT
Toll-Free:

Georgia Technical Assistance—Housing PATH Consumers

Course Information

Hi Melissa,
Welcome to Projects in Assistance to Transition from Homelessness Technical Assistance for the state of Georgia.

We will be hosting three orientation sessions, all from 9-10am, on Monday Oct. 5th, Tuesday Oct. 6th and Wednesday Oct. 7th.

PATH Georgia TA Orientation
Mon Oct 5th, 2009
@ 9:00am - 10:15am EDT
Toll-Free: 1.877.685.5358
(Passcode: 238 136 #)

[News Forum](#)
[Glossary](#)

Calendar
October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events Key

- Globe
- Course
- Group
- User

Step 2: The webcast will open in a separate window and look similar to the picture below:

Meeting Present Layouts Pods Help

Chat Window

My Status: Active

Participants: Melissa Martin, Sam Johnston

Chat Log:

- Joan Wharf: What is your favorite city and why?
- Joan Wharf: What is your experience level with computers?
- Joan Wharf: Have you ever taken an online course before?
- Joan Wharf: How do you feel about taking online courses? Nervous, excited, don't know?
- Joan Wharf: What do you use computer primarily for? Facebook, email, twitter, online banking, online shopping?
- Joan Wharf: Do you send files over email or share information online?

To: Everyone

PATH Projects for Assistance in Transition from Homelessness

Toolbar: Talk, Lobby, Introducing Moodle

Step 3: Look for the conference call phone number and pass code displayed in the webcast window. Dial into the conference call.

You have now successfully logged into the webcast and called into the conference call.

You are ready to begin your webcast.