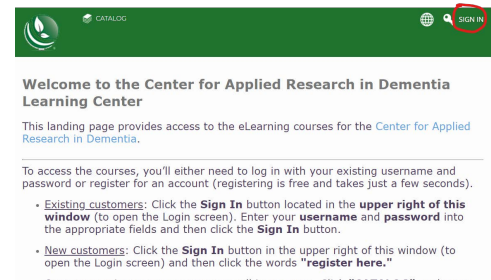


GETTING STARTED GUIDE FOR ONLINE COURSES

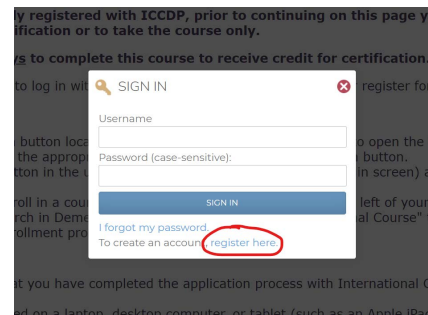
CREATE AN ACCOUNT IN THE LEARNING PORTAL & ENROLL

1. Go to <https://cen4ard.inquisiqlms.com/>

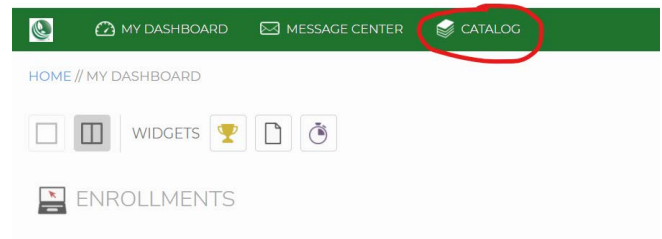
2. Click "Log In" in the upper right of your screen



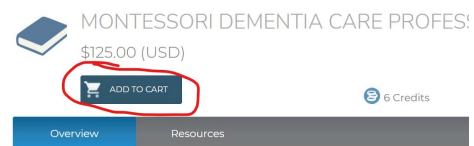
3. Enter your username and password. If you do not have an account, click "register here" and follow the instructions to create one.



4. After completing the registration form, click "catalog" at the top of the window to view available courses.




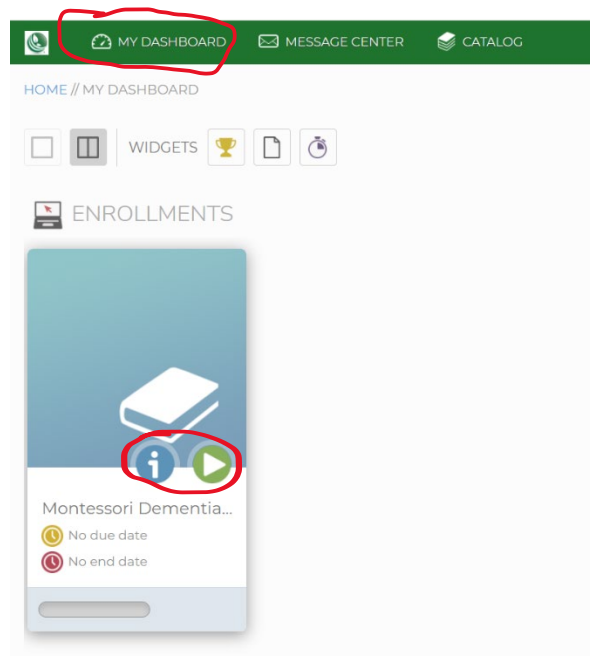
5. Click "Add to cart" in the course description page, then select "Go to cart" when the button changes.




6. Complete the enrollment and billing forms. After your purchase is complete, the course will appear on your Dashboard.

ACCESSING COURSES AND RESOURCES AFTER ENROLLMENT

After logging in, click on “My Dashboard” in the top left menu. The course will appear in the “Enrollments” section. Click the blue “i” icon  to go to the course information page that lists course information, including each module, your course status, and additional resources.



The first module is a tour of the online platform, and it can be launched from the Dashboard by clicking the Green arrow. 

Additional course materials can be found under the “Resources” tab of the course information page.

