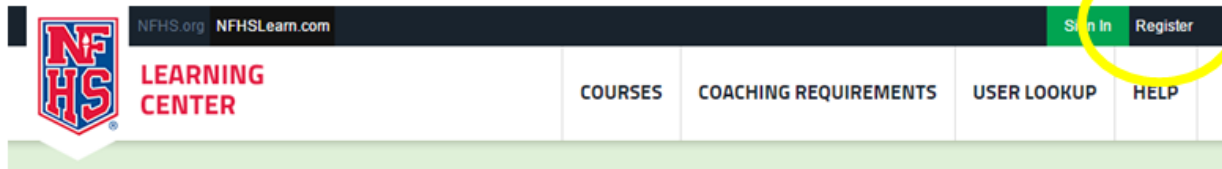


NFHS Learning Center Registration Process

Go to: <http://nfhslearn.com/courses/14000>

Click: Register.



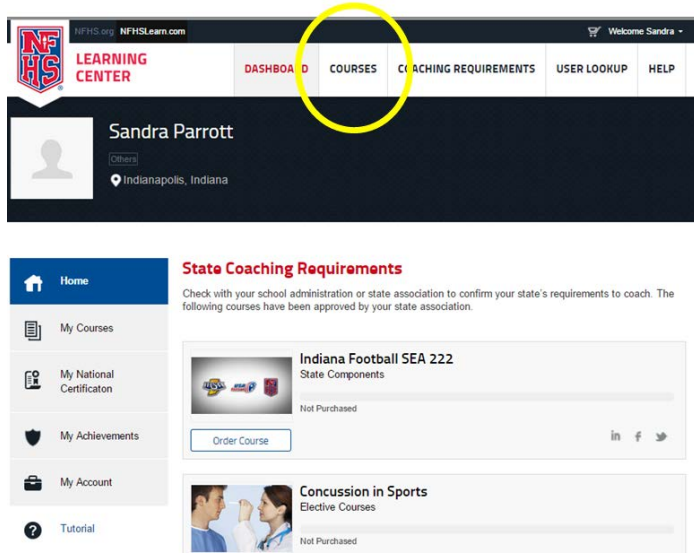
Follow: The additional steps below.

1. Enter your email address and create a password.
2. Then click the Next button.
3. Enter your personal information.
4. Then click the Next button.
5. Identify yourself, add a photo (optional) and select your profile preferences.
6. Then click the Finish button.

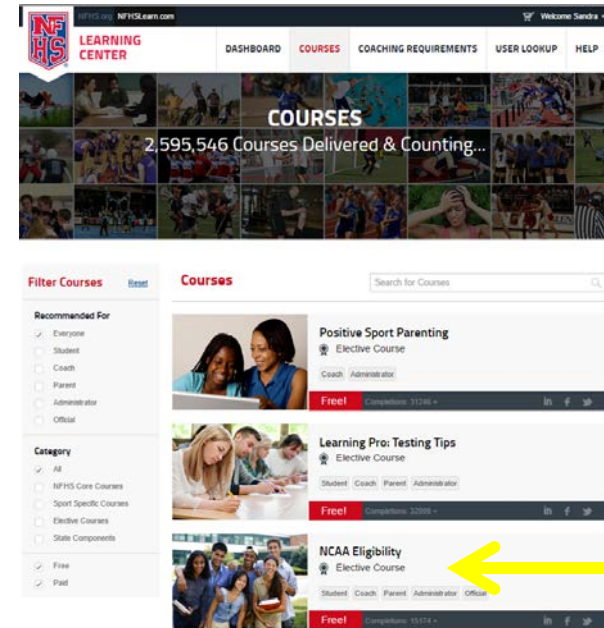
The screenshot shows the 'Sign Up with NFHS Learning Center' page. At the top, there are three progress indicators: 1 (Account Setup), 2 (Personal Information), and 3 (Profile Information). The 'Account Setup' section is active. It contains a form with the following fields: 'Email address*' (with a sub-field 'Email'), 'Confirm email address*' (with a sub-field 'Email'), 'Password*', and 'Confirm password*' (with a sub-field 'Confirm Password'). A blue 'Next' button is at the bottom right of the form. The background features a photo of a football player in an orange jersey.The screenshot shows the 'Personal Information' step of the registration process. The progress indicators at the top show step 2 is active. The form includes the following fields: 'First name*' (with a sub-field 'First Name'), 'Last name*' (with a sub-field 'Last Name'), 'Address line 1*' (with a sub-field 'Address Line 1'), 'Address line 2' (with a sub-field 'Address Line 2'), 'City*' (with a sub-field 'City'), 'State*' (with a dropdown menu 'State'), 'Zip*' (with a sub-field 'Zip'), and 'Phone number*' (with a sub-field 'Phone (XXX-XXX-XXXX)'). A blue 'Next' button is at the bottom right. The background features a photo of a basketball player in a black jersey.The screenshot shows the 'Profile Information' step of the registration process. The progress indicators at the top show step 3 is active. The form includes a 'Profile Information' section with a 'Hi Sandra' greeting, an 'Upload a different photo...' option with a 'Choose File' button, and a 'Your primary position(s)*' section with radio button options for 'Parent', 'Coach', 'Administrator', 'Student', 'Official', and 'Others'. There are also two radio button options for email preferences: 'Yes, I would like to receive email updates from the NFHS about new features, special offers and new and upcoming NFHS courses and resources.' and 'No, I do not want to receive emails from the NFHS.' A blue 'Finish' button is at the bottom right. The background features a photo of a volleyball team.

Once Registered – Select Your Course

1. **Click:** The “Courses” button from the Learning Center bar at the top of your Dashboard.



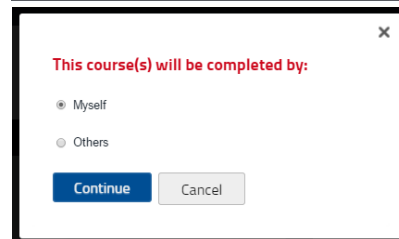
2. **Look For:** The FREE “NCAA Eligibility” course and...
Click: The picture of the students.



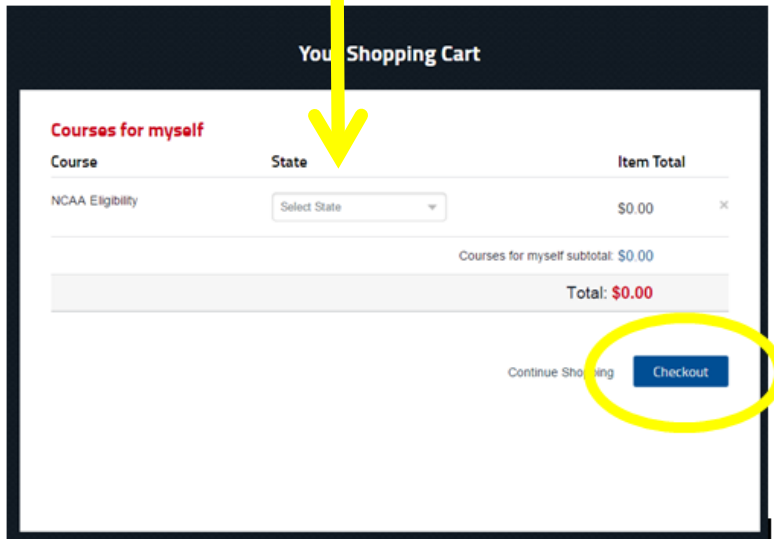
3. **Click:** Order Course button.



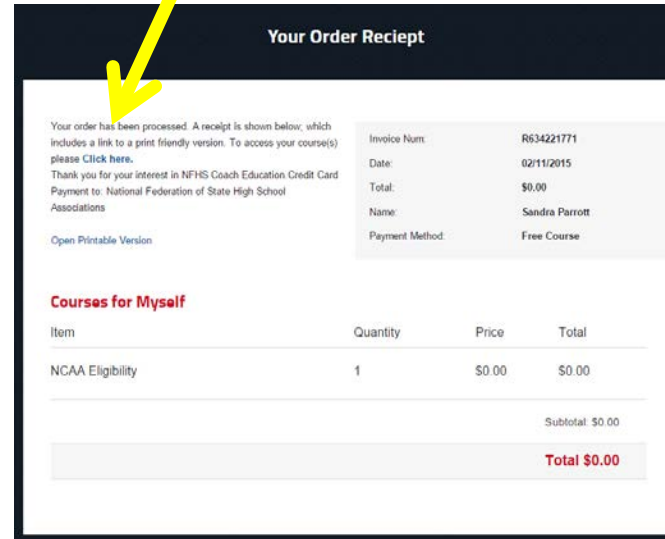
4. **Choose:** Myself.
Click: Continue.



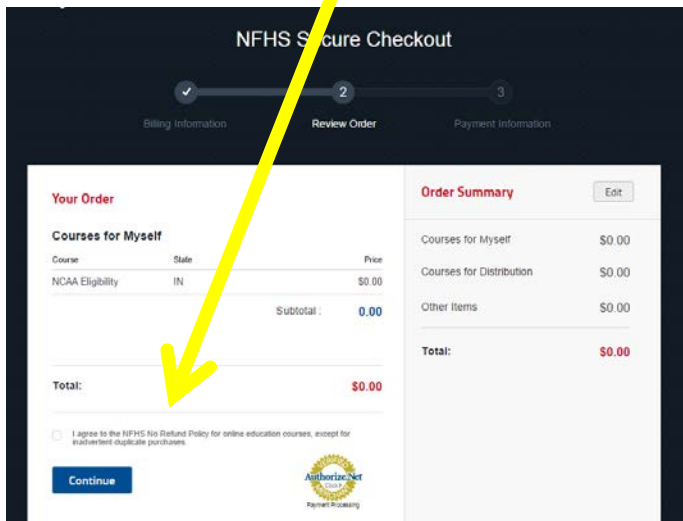
5. **View:** Your Shopping Cart (you will see there is no charge).
Select: Your state from the dropdown menu.
Click: Checkout.



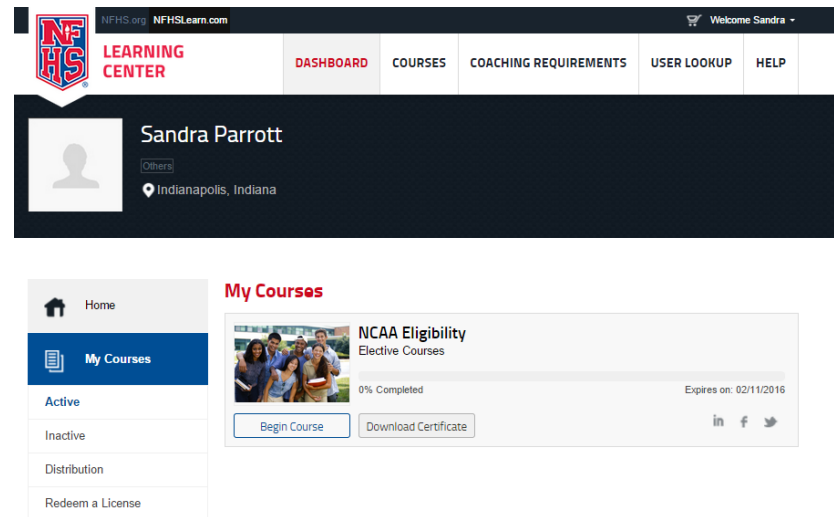
6. **View:** Your Order Receipt (Again, you will see there is no charge).
Click: The “Click Here” link on the receipt to begin.



7. **View:** Your Secure Checkout Order Form (Again, you will see there is no charge).
Select: The acknowledgment box.
Click: Continue.



8. **Click:** The “Begin Course” button and get started.
Complete: The course (watch the series of videos and take the tests).



Come Back Later?

Don't want to take it right away? Need to come back later? No problem.

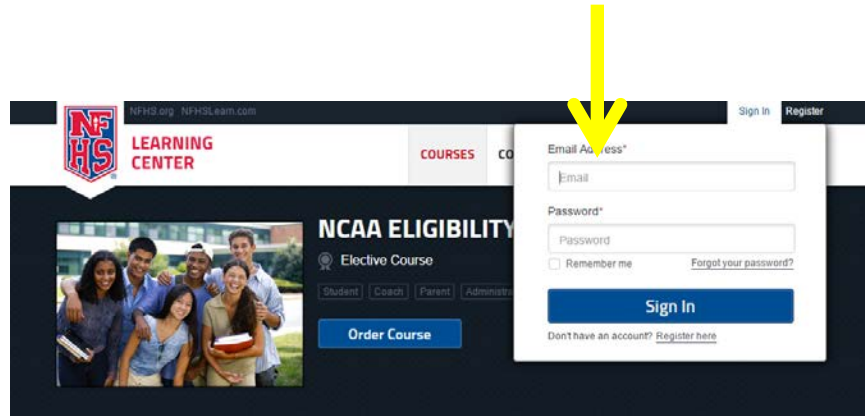
When you are ready...

Return to: <http://nfhslearn.com/courses/14000>

Click: The "Order Course" button.

Enter: Your email address and password in the popup window that will appear.

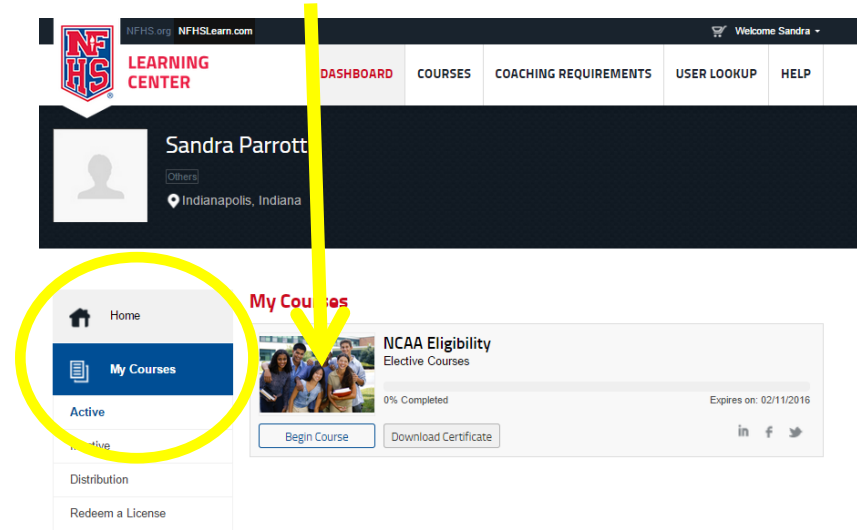
Click: Sign In.



Click: My Courses. You can always access your completion certificate from the "My Courses" section of your dashboard.

Click: The "Begin Course" button and get started.

Complete: The course (watch the series of videos and take the tests).



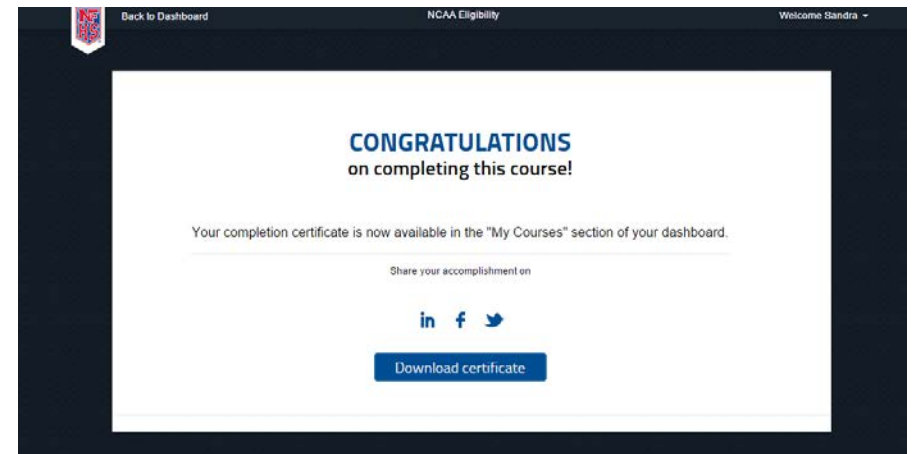
What happens when you are done?

Complete Survey: You will be asked for your opinions on the course.

View: Notification of completion of course screen.

Click: the button to Download Certificate button and print/save the certificate for your records.

You DO NOT need to notify the NCAA that you have completed the course; the NCAA has the ability to pull a report and verify that all coaches/operators have done so.



Need to reprint your certificate?

Return to: <http://nfhslearn.com/courses/14000>

Click: Sign In.

Select: My Courses from the left-hand side of your Dashboard.

Click: The Download Certificate button.

