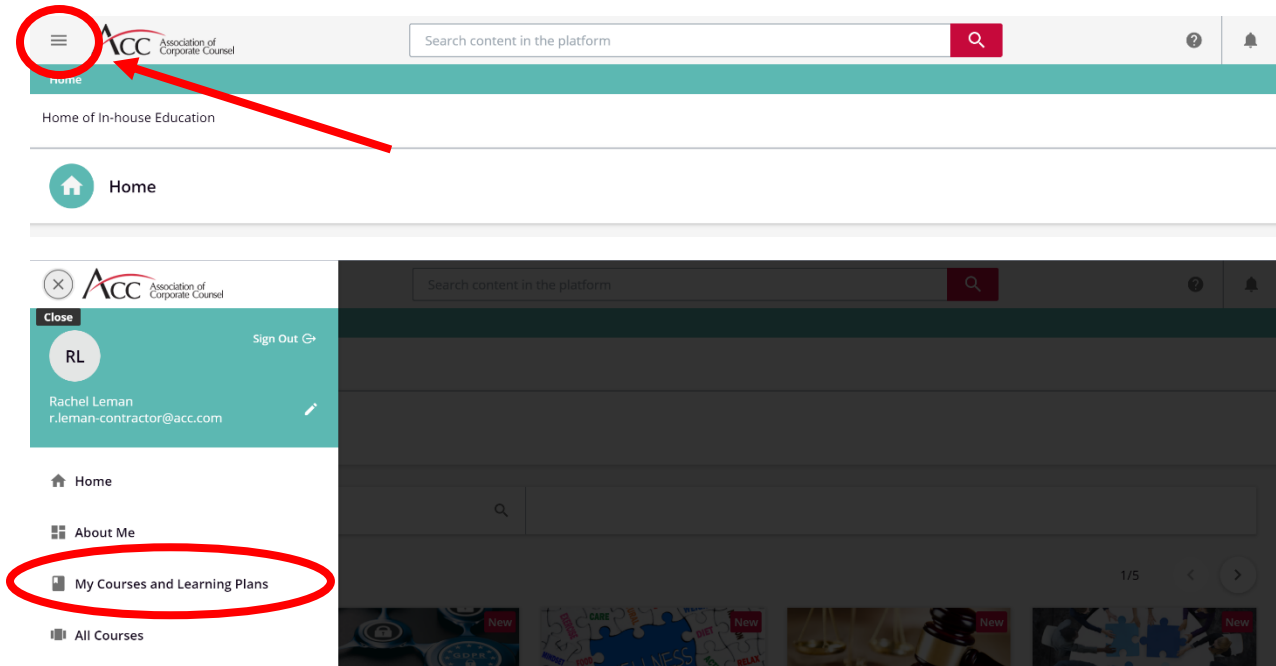
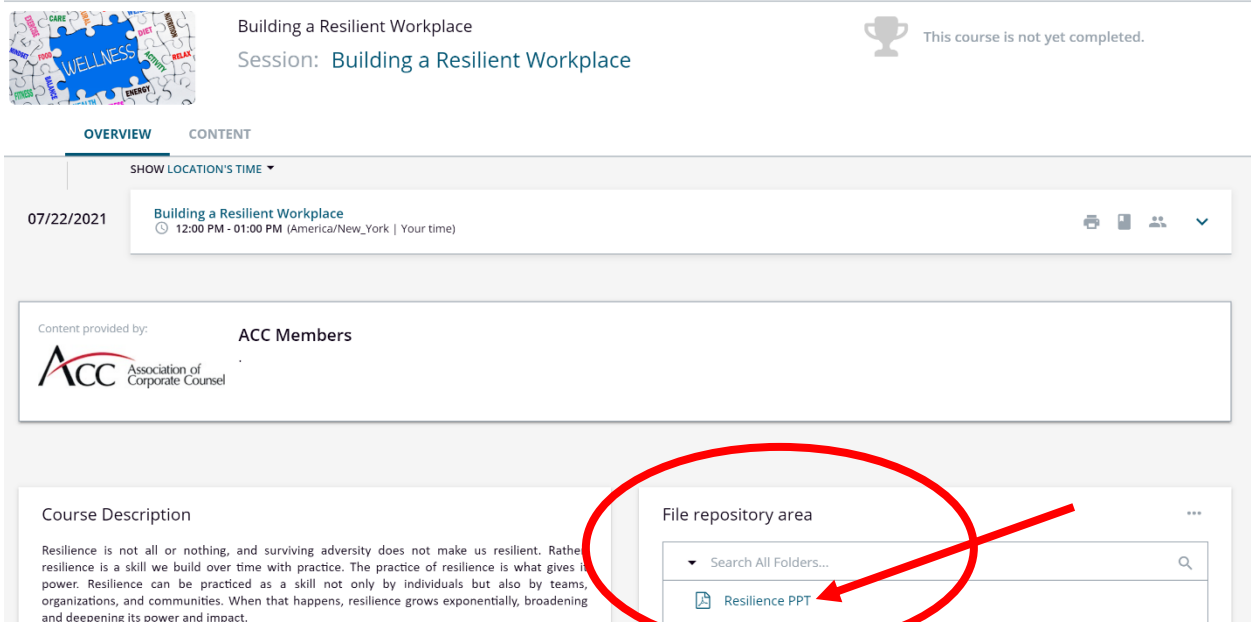


Finding course materials:

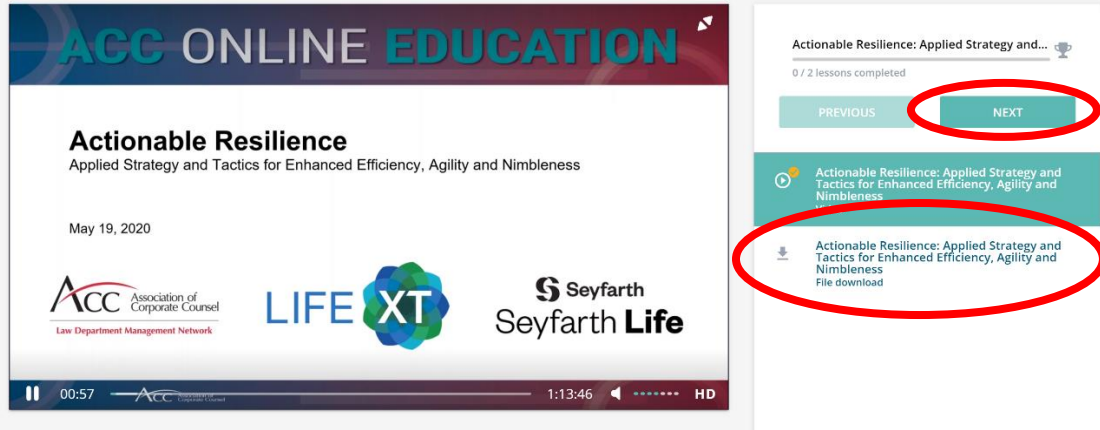
1. When you register for a course, it is automatically added to your courses, found by selecting the menu in the top left of the homepage and “My Courses and Learning Plans” from the dropdown.



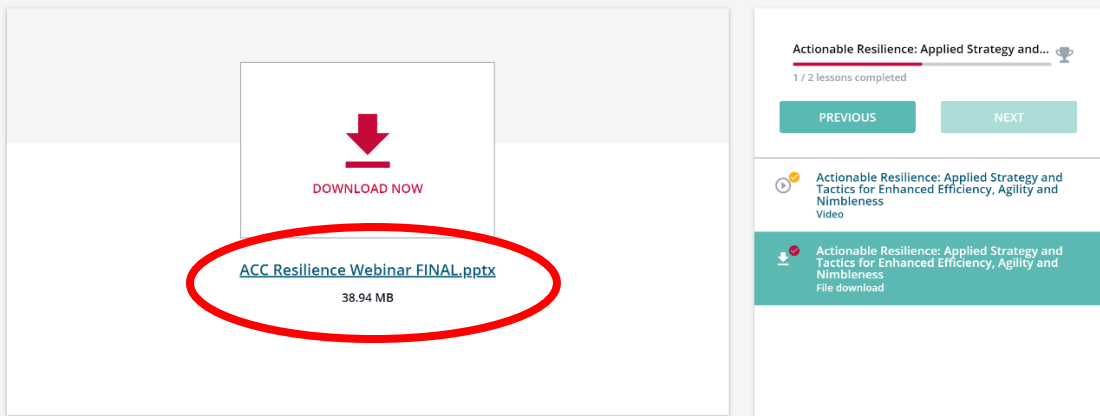
2. Select a program from your courses to get to that program’s course page. There are two types of program: Instructor-Led and On Demand. The steps finding materials for **Instructor-Led programs start at step 3**. To find the steps for finding **On Demand materials, skip to step 4**.
3. **Instructor-Led** programs air at a specific time, but their materials may be accessible beforehand. If so, they will be available in the File Repository on the bottom right of the course page. Clicking on the materials will automatically download them to your computer.



4. **On Demand** program materials are available on the right side of the course page. Any video, PowerPoint, or other files will be listed on the right. The first listed file will appear on the left upon opening the course page, but you may also select any other files available by clicking directly on the file name listed or by selecting “next.”



5. Once you have selected a file to download from the list on the right, it will appear on the left in the program display. It can then be downloaded by clicking on the file name in the display.



6. Downloading any files attached or watching any videos attached will count as an action towards completing the course program.

