

# FAQ about the Center for Preparedness Education's new Learning site

## ◆ Why do I need to create an account?

In order to be able to register for any course or event, learners will need to create an account. This collects and saves your contact information so that you only need to enter it 1 time as opposed to each time you register for a course/event. Most importantly, this account is required to access all the materials you will need for a course or event. This is a **one-stop-shop** for registration, course/event materials and content, evaluations, certificates, and tracking credits.

## ◆ How do I create a new account?

To create a new account new learners can go directly to <https://preped.org/diweb/signup>. Once you've created an account you can sign in to your account every time there after by clicking this link <https://preped.org/diweb/signin/>. It may be helpful to create a browser shortcut to this link, especially if you are enrolling in an online course.

## ◆ How do I register for a new course/event?

First sign in to your account, then go to the **courses/events** tab. You may narrow your search by clicking on a keyword to the left. Once you find the course/event you wish to register (aka enroll), click the "buy now" option, checkout, enter your payment information and submit payment. (Free courses have open access.)

If you have a **coupon/access code**, enter then apply the code on the checkout page. A line with the amount of the discount will then appear, click the checkout to see your total and be taken to the payment page. (If the coupon discounts the entire fee, upon checkout you will be registered for the Course/event.)

Once you submit your payment you'll receive an email receipt and further course instructions. To ensure you are registered, click the "My Learning" then the view detail link for the course you wish to check, scroll down to the *Introduction and Information* section and click the **Launch** button. This will ensure you are registered and will provide you with instructions you'll need to know for your course/event BEFORE your course/event begins.

## ◆ How do I access my course/event materials?

First you will need to sign into your account. Click on **My Learning**, then enrolled tab, find the title of the course you wish to access, and click the view details link. This will take you to the course detail page. Scroll down to find the Introduction and Information section which will provide you with what you need to know about your course/event. (This is not available for 2014 Live Conferences)

## ◆ Where do I get my certificate?

Certificates will be **automatically** emailed to learners upon submission of evaluations. In addition a certificate link can be found under the course for which you received one under the **completed tab** in My Learning.