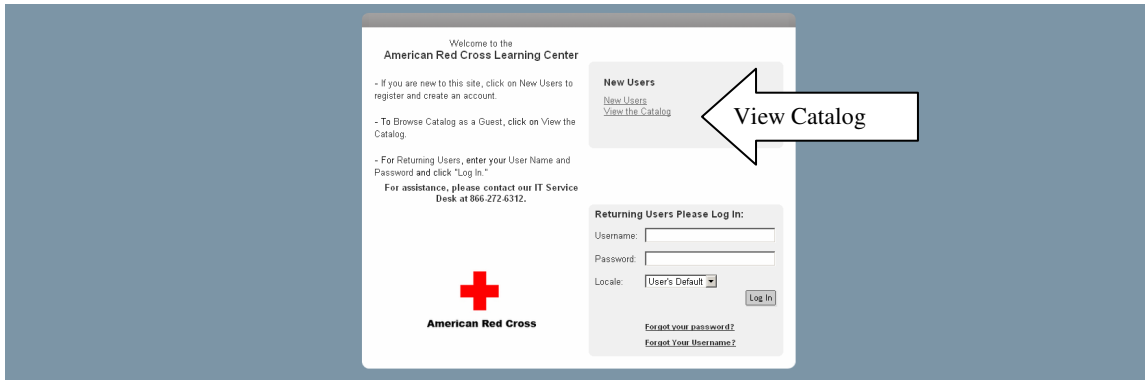


Directions to sign up for American Red Cross Training on the ARC Learning Center

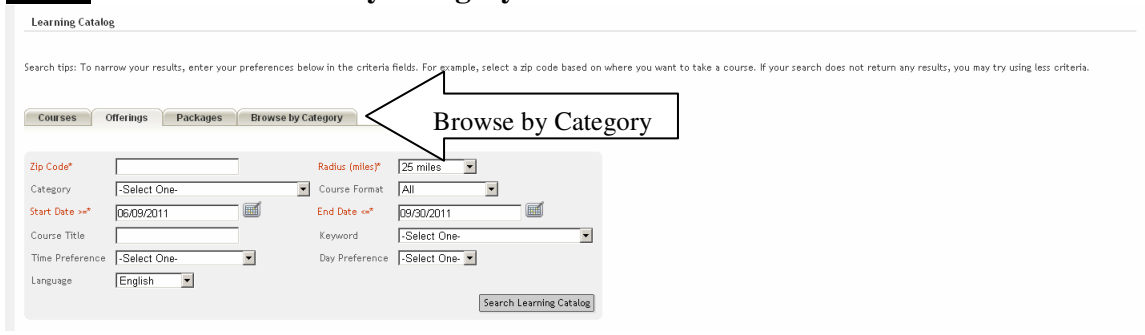
Please carefully read and follow all steps listed below. The screen shots are a helpful way for you to reference while navigating the American Red Cross Learning Center during the search and registration process. All images will appear below the Step description.

Step 1: Go to the following website → <http://classes.redcross.org>

Step 2: Select the **View the Catalog** link under the New Users section.



Step 3: Select the **Browse by Category** Tab



Step 4: Scroll and select **First Aid for Lay Responders**



Step 5: There are 2 Options to search for a class in your area.

Option 1: Set the search options in the following way so that the results bring up training courses in your area.

1) Complete the following:

a) Delivery Type: **Classroom**

b) Course Title: **standard%**

c) Location: **IN**, select the city that is nearest to where you want to take a course. The cities listed for Indiana include- Evansville, Fort Wayne, Indianapolis, South Bend, and Terre Haute.

d) Select **Search**

The screenshot shows a search interface with the following search criteria: Delivery Type: Classroom, Course Title: standard%, Location: IN-Indianapolis. A large arrow labeled "Search Options" points to these fields. Below the search criteria is a table of Learning Offerings. The first row is highlighted with a blue box:

Course Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Price	Register
<u>Standard First Aid with CPR - Adult, Child and Infant</u>		Classroom	06/20/2011	06/20/2011	M 9a-3p (6 hrs)	IN-Indianapolis	Hoosier Hills Chapter House	English	50.00 USD	Register
Standard First Aid		Classroom	07/18/2011	07/18/2011	M 9a-3p (6 hrs)	IN-Indianapolis	Hoosier Hills Chapter House	English	50.00 USD	Register

2) The search results will return a list of upcoming courses in your area. Select the course that you would like to register for by clicking on the underlined the title under the **Course Title**.

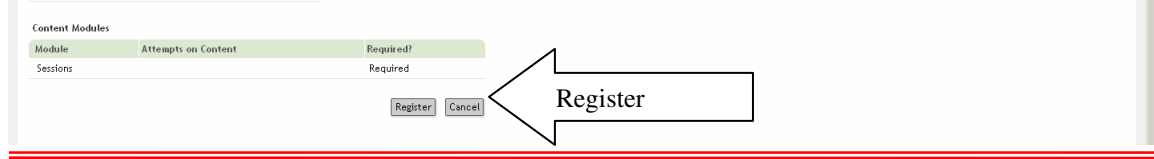
This screenshot is identical to the previous one, but the course title "Standard First Aid with CPR - Adult, Child and Infant" in the first row of the Learning Offerings table is highlighted with a blue box.

3) Review all of the details listed for the course. Be sure that the time and date match your needs. Items highlighted on this page include: description of the course, drop policy, session details, and content modules. If you need to reschedule you must contact your local Chapter to be rescheduled into a different course.

The screenshot shows the "Learning Details" page for the selected course. A blue box highlights the following details table:

Title	Standard First Aid with CPR - Adult, Child and Infant
Delivery Type	Classroom
Price	50.00 USD
Start Date	06/20/2011
End Date	06/20/2011
Facility	Hoosier Hills Chapter House
Language	English
Session	M 9a-3p (6 hrs)
ID	00122243
Description	Train lay responders to overcome any reluctance to act in emergency situations and to recognize and care for life-

4) At the bottom of the same page, select **Register** to begin the registration process.

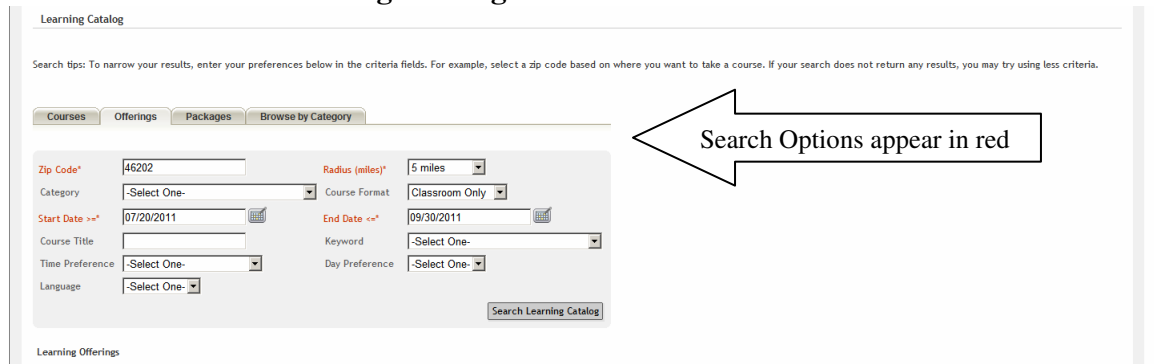


Option 2: This option will allow you to search by your Zip Code.

1) **Select the Offerings Tab.** Please adjust the search options in the following way:

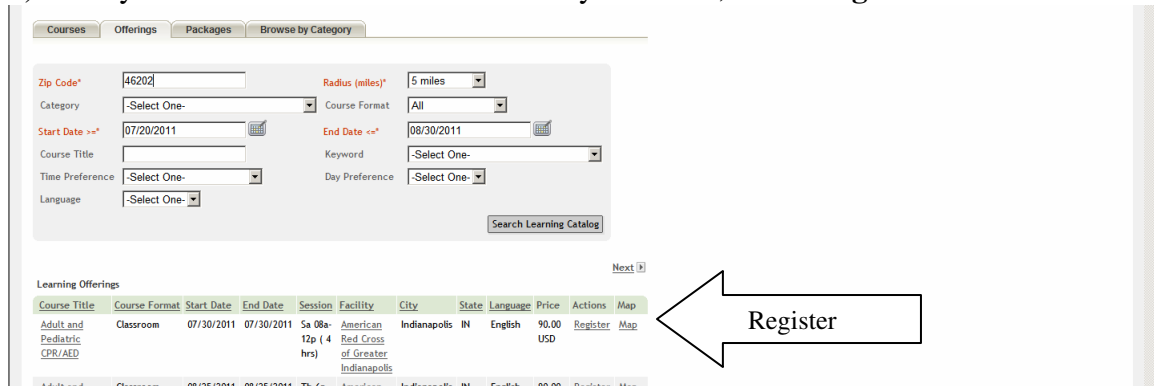
- A) Type in your **Zip Code**
- B) Adjust **Radius**; the range is 5, 10, 25, 50, 100 miles from the Zip Code you have entered.
- C) **Course Format:** *Classroom Only* (While searching for Live Instructor Led training courses) and *Online Only* (While searching for online courses such as Bloodborne Pathogens Training)
- D) Set your **Start Date** and **End Date**. The search results will return training dates that fall between the dates you have selected.

Then select **Search Learning Catalog**

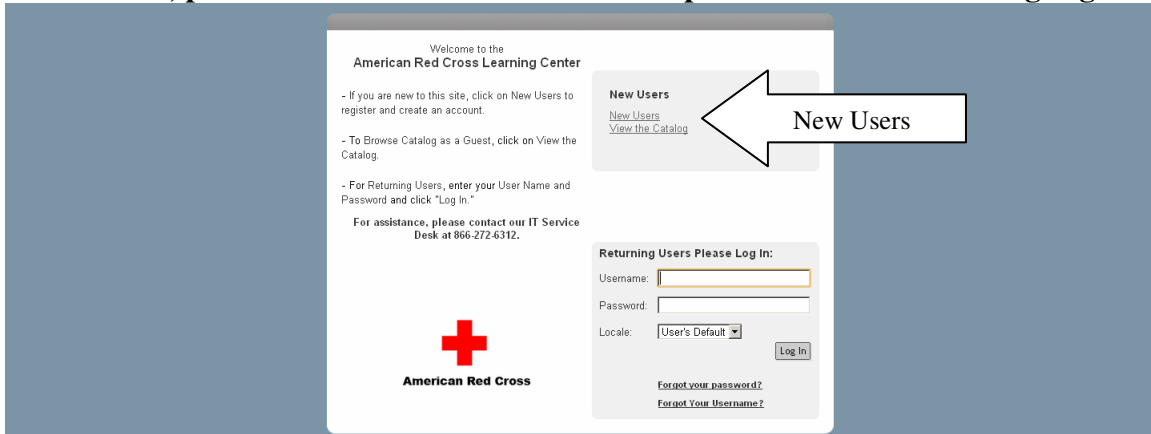


2) The search results will return training that is on the schedule according to the search options you select. Adjust your search options for various results.

3) After you have found a course that meets your needs, select **Register**



Step 6: You will now be required to create a New User profile. Click **New Users** to begin this process. ***Only create one profile. In the event that you do not remember your information, please call 877-519-5967 or email help@redcrossonlinetraining.org**



Step 7: You will be required to complete all areas that are highlighted in red. Keep a record of your username and password for future use. After filling in all required areas, click **Save**.

New User Registration * = required

Title	<input type="text" value="-Select One-"/>	First Name*	<input type="text"/>
Middle Name	<input type="text"/>	Last Name*	<input type="text"/>
Address 1*	<input type="text"/>	Address 2	<input type="text"/>
City*	<input type="text"/>	State/Province*	<input type="text"/>
Zip/Postal Code*	<input type="text"/>	Country/Region*	<input type="text" value="-Select One-"/>
Main Phone No.*	<input type="text"/>	Alternate Phone	<input type="text"/>
Email*	<input type="text"/>	TimeZone*	<input type="text" value="-Select One-"/>

Username (email)*	<input type="text"/>
Password*	<input type="text"/>
Confirm Password*	<input type="text"/>
Secret Question	<input type="text" value="-Select One-"/>
Your Answer	<input type="text"/>
Confirm Your Answer	<input type="text"/>

Passwords must be a minimum of 8 characters and can not include any part of your username. Passwords must contain at least one numeric and three alphabetic characters. Passwords are case sensitive and must include at least one uppercase and one lowercase letter.

Save

[Privacy Policy](#)

Step 8: You will be redirected to your order once you have created your profile. Select **Confirm** to move forward in the payment process.

The screenshot shows the 'Create Order' page with a navigation menu on the left. The main content area displays the following information:

- Payment is required at the time of registration and will be processed upon receipt. You can review the cancellation and refund policies by selecting the link of the course name or by contacting your local American Red Cross chapter.
- Coupon information will be entered along with payment information on the next screen.
- Progress: 1. Review Learning Items <--> 2. Enter Billing Information <--> 3. Print Receipt
- Order Contact: Stephanie Forsberg
- Billed To: Stephanie Forsberg
- Merchant Organization: Indianapolis Region
- Merchant Organization Number: 14R12
- Adjust All Prices (link)

Title	Learner	Status	Actions	Price
Standard First Aid with CPR - Adult, Child and Infant	Stephanie Forsberg	Confirmed	Adjust Price Remove From Cart	50.00 USD

- Order Total: 50
- Discount: 0
- Total: 50
- Buttons: Continue Shopping, Confirm

A large arrow labeled 'Confirm' points to the 'Confirm' button.

Step 9: If you have not been issued a Coupon Code, leave the Coupon Code box blank and click **Place Order**. (This is the final step in the registration process).

The screenshot shows the 'Create Order' page with a navigation menu on the left. The main content area displays the following information:

- To apply the coupon to your order, enter the coupon code and click on the Apply Coupon button. Then enter payment information and click Place Order.
- Progress: 1. Review Learning Items <--> 2. Enter Billing Information <--> 3. Print Receipt
- Billing Information**
- Order Contact: Stephanie Forsberg
- Billed To: Stephanie Forsberg
- Merchant Organization: Indianapolis Region
- Merchant Organization Number: 14R12
- Total Payments Due: 50
- Coupon Code:
- Select Method of Payment**
- Method Of Payment: [-Select One-]
- @ Full Payment
- Payment Details**
- No items found
- Total Payment Received: 0.00 USD
- Buttons: Back, Apply Coupon, Place Order

A large arrow labeled 'Enter Coupon Code' points to the 'Coupon Code' input field.

A large arrow labeled 'Place Order' points to the 'Place Order' button.

These directions should be followed carefully to sign up and register for a Live Classroom course held at the Chapter.

If you have any difficulties while working through the registration process please call 877-519-5967 or email help@redcrossonlinetraining.org