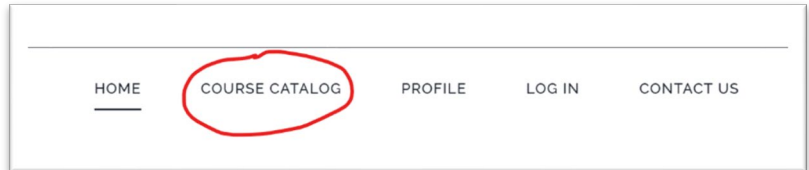


Guide to Enrolling in a Course on the CARD Online Portal [v.1]

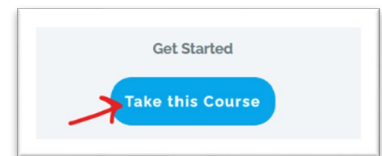
1. Navigate to the Online Portal at portal.cen4ard.com

2. Click “Course Catalog” in the menu to view the course list.



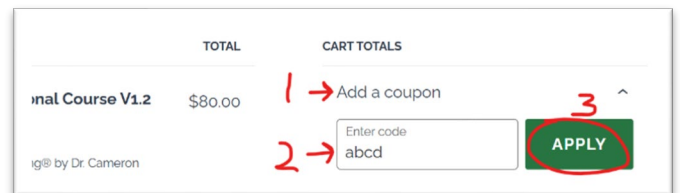
3. Open the course description page by clicking on the course name or the “Enroll Now” button.

4. On the Course Description page, click the blue “Take this course” button.



5. You will see the course has been added to your cart.

If you have a discount code, enter it in the box after clicking on “coupon code”, then click “Apply”. The discount should be reflected in the new total.



6. Click the green “Proceed to Checkout” button.



7. If you already have an account, you can login, or proceed through checkout if you are already logged in. Otherwise, enter your information to create an account.

8. Enter your payment information and then click “Place Order”.



9. Review the confirmation page and check your email for a copy (it may be in a spam folder). Access the course from Your Profile page any time you are logged in.