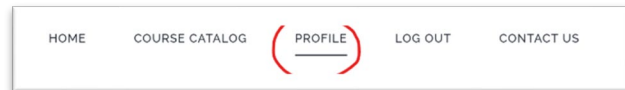


Quick Start Guide - Online Coursework on the new CARD Online Portal

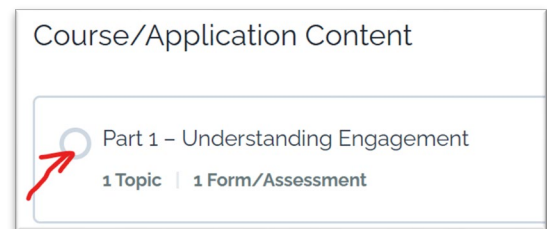
[for video-based Leadership and 12 Principles courses]

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

2. Click “Profile” in the menu to view your list of enrolled courses, and click Start next to the course name you want to begin.



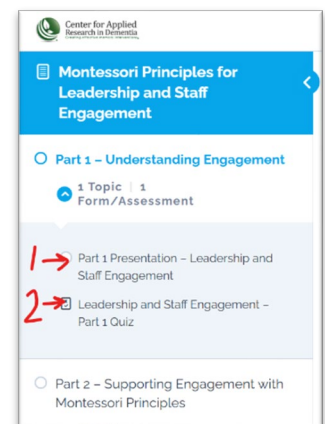
3. When you arrive on the Course Description page, scroll down to the Course Content list and click on the first module.



Once inside the Course, a list of all the modules and quizzes is on the left side of the screen. Use the arrow at the top of the list to minimize the list or expand it.

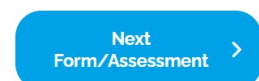
Click the course name in this menu anytime to return to the main Course Description page.

Note: for each module to be marked as completed, you must view the presentation in its entirety and pass the quiz.

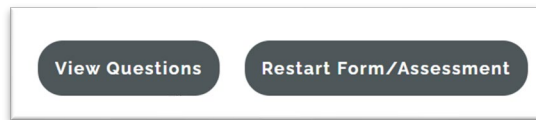


4. Click the play button or anywhere on the screen to start the video presentation.

5. After the completion of the video, click the blue “Next...” button to proceed to the quiz for that module.



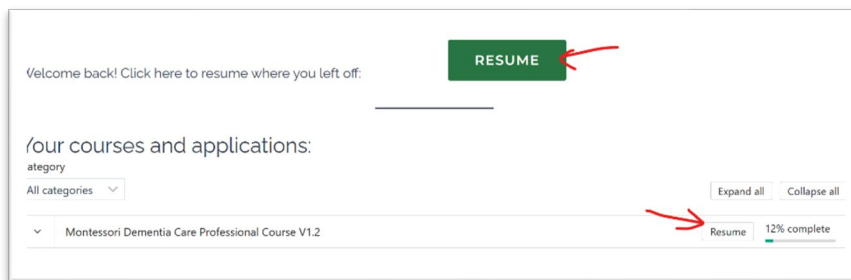
- At the end of each quiz, you will see your results. If you did not pass, you can view your results by clicking “View Questions”, then “Restart Form” to try again.



After passing the quiz, click the green button to continue to the next module.



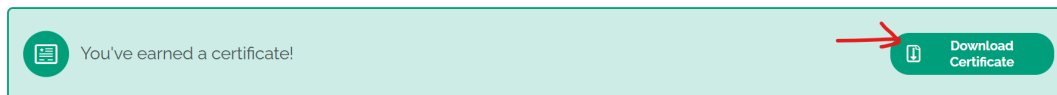
- Continue through each module and complete any associated quizzes. Your progress will be saved, and you can return to the course later from your Profile page by clicking the Resume button at the top or next to the course name.



- After the Final Quiz is completed and passed, you can download a copy of your certificate anytime by the Course name on your Profile page



or from the Course Description page.



Good luck and enjoy your course!

Contact us at info@cen4ard.com with any questions