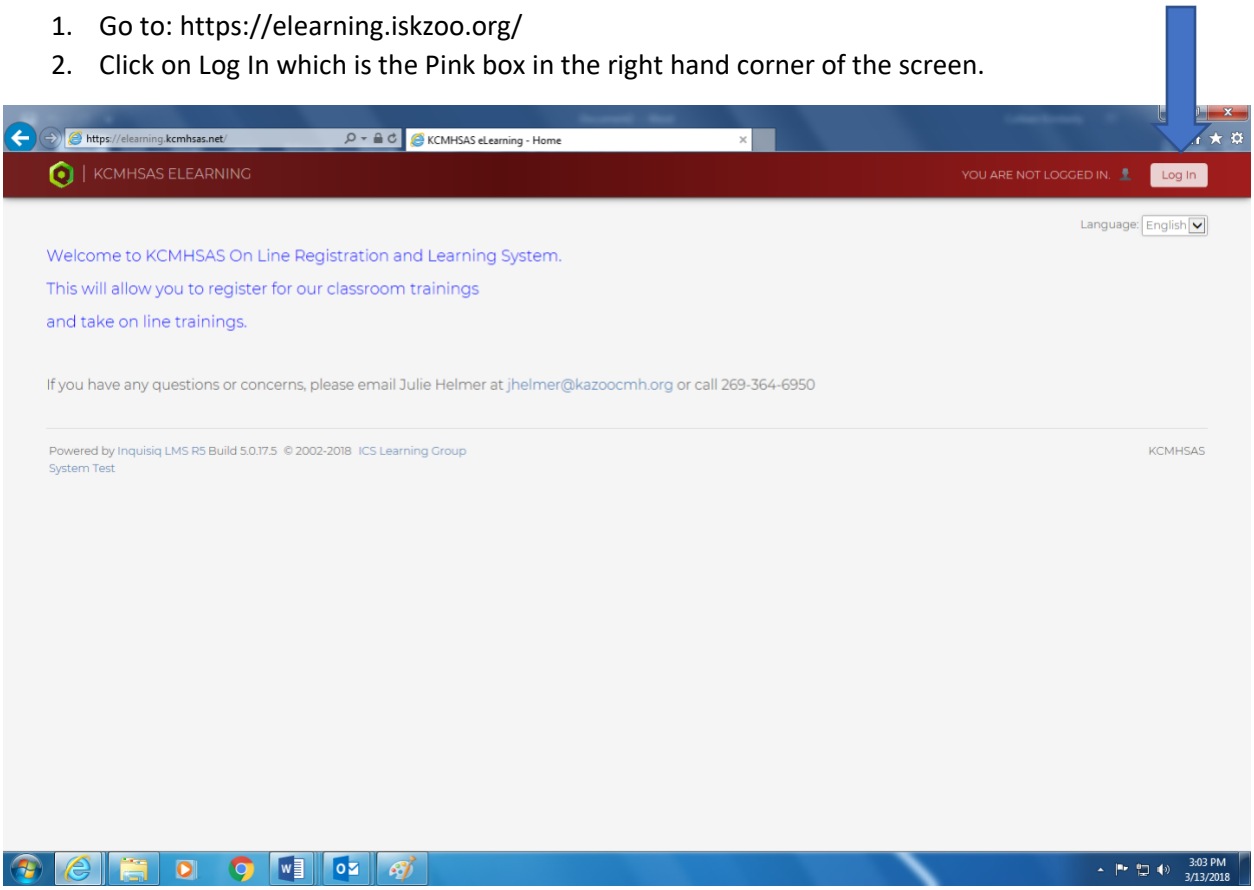
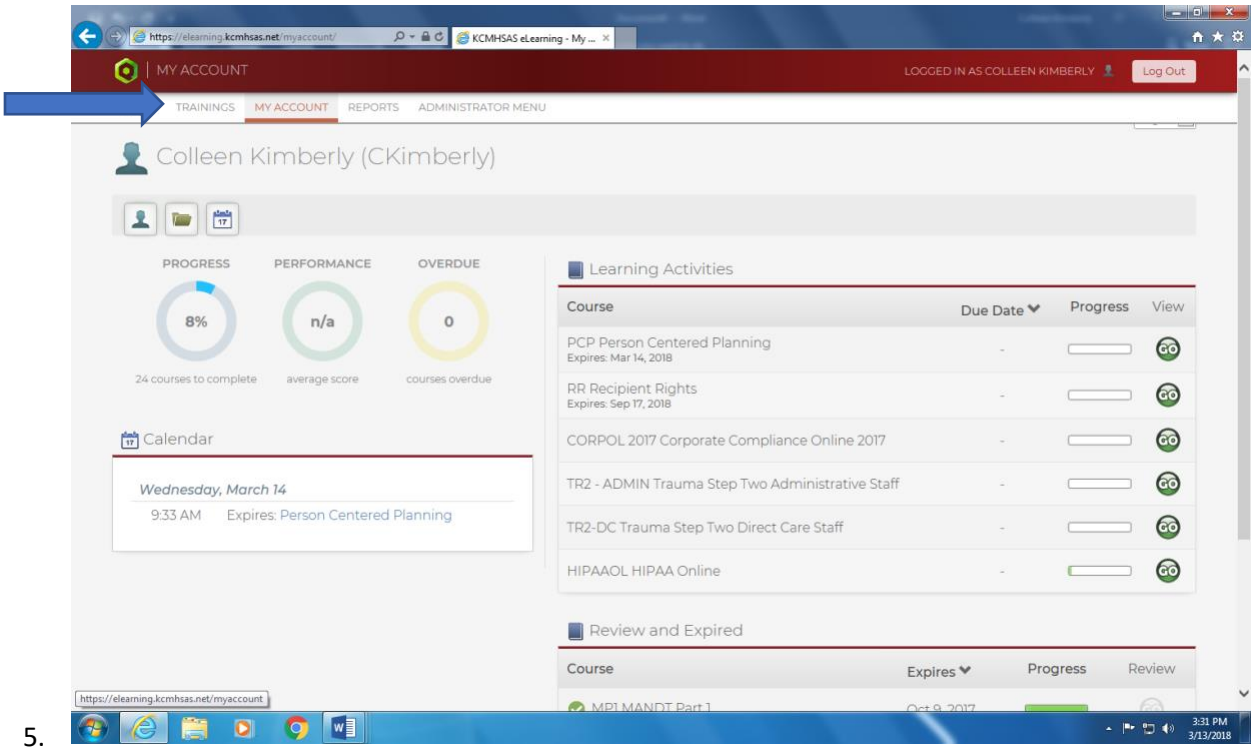
1. Go to: https://elearning.iskzoo.org/
2. Click on Log In which is the Pink box in the right hand corner of the screen.

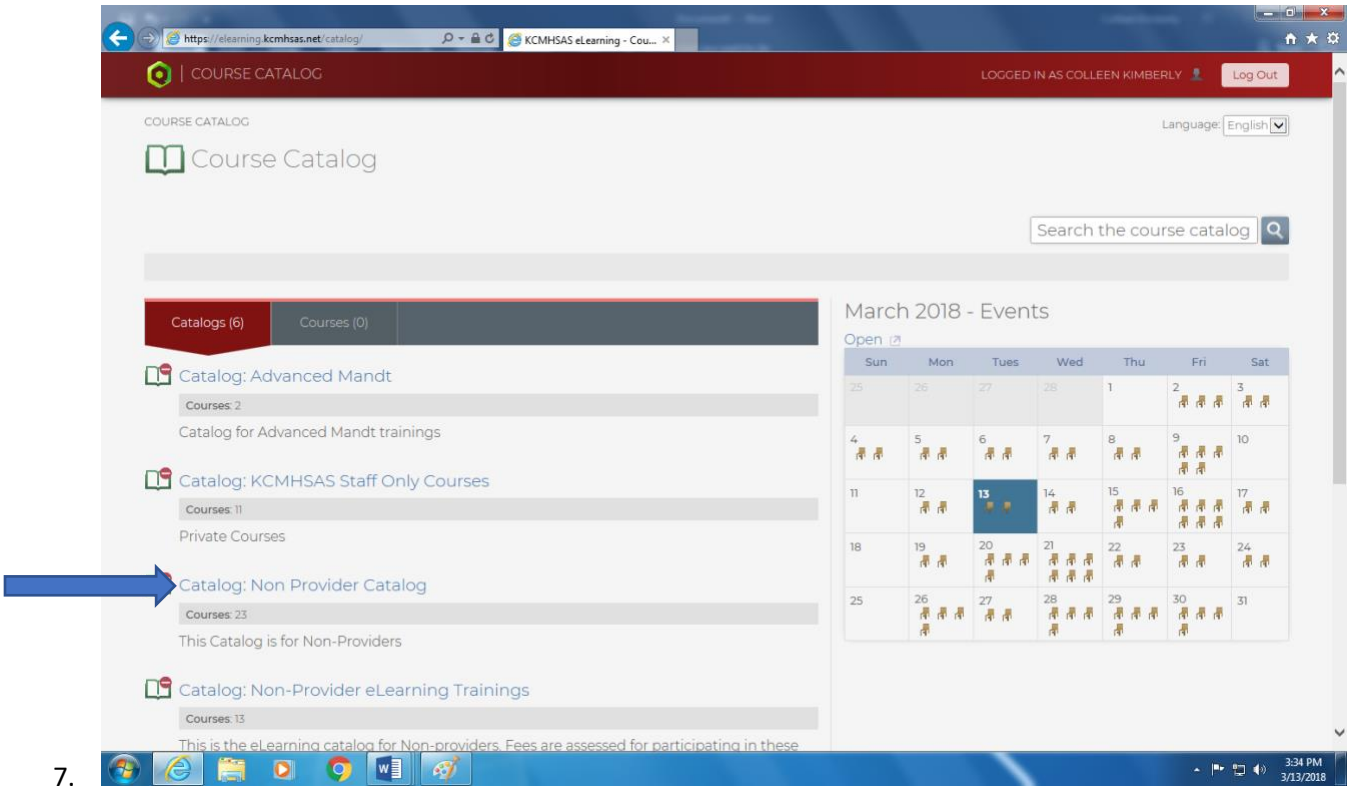


3. Move your mouse over MY ACCOUNT and a menu will show below it. Click on TRAININGS
4.



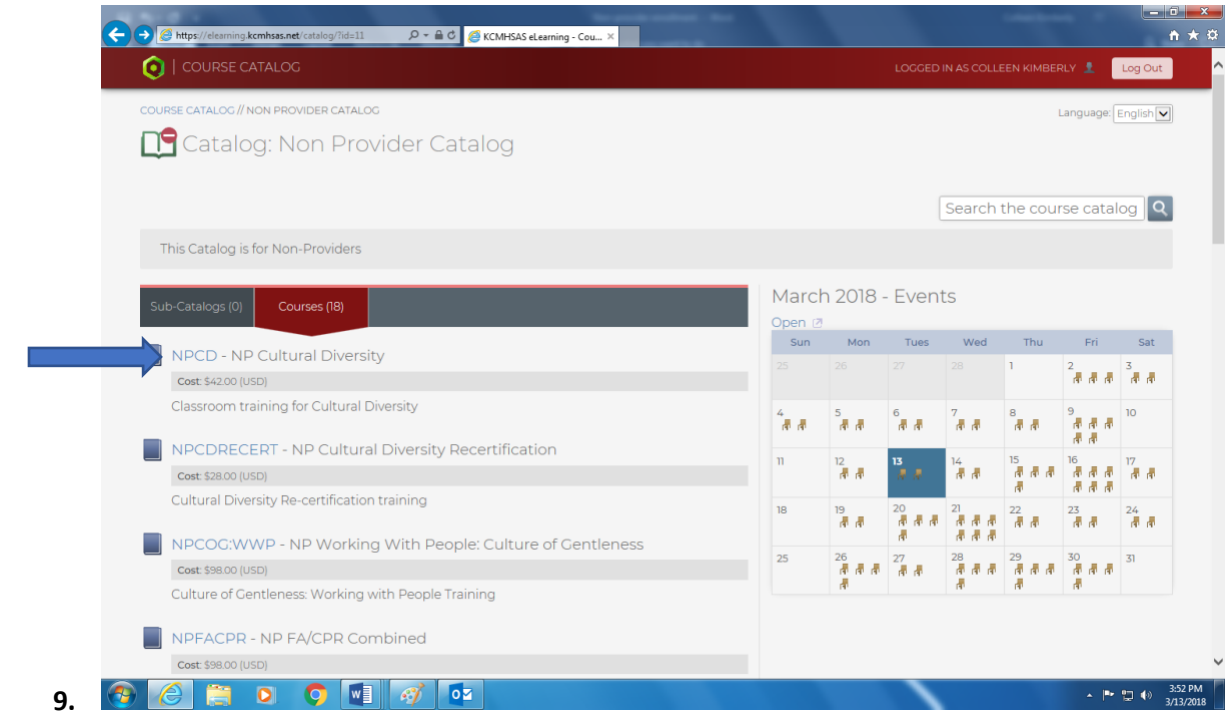
5.

6. You will see the COURSE CATALOG. Look for and Click on NON-PROVIDER CATALOG



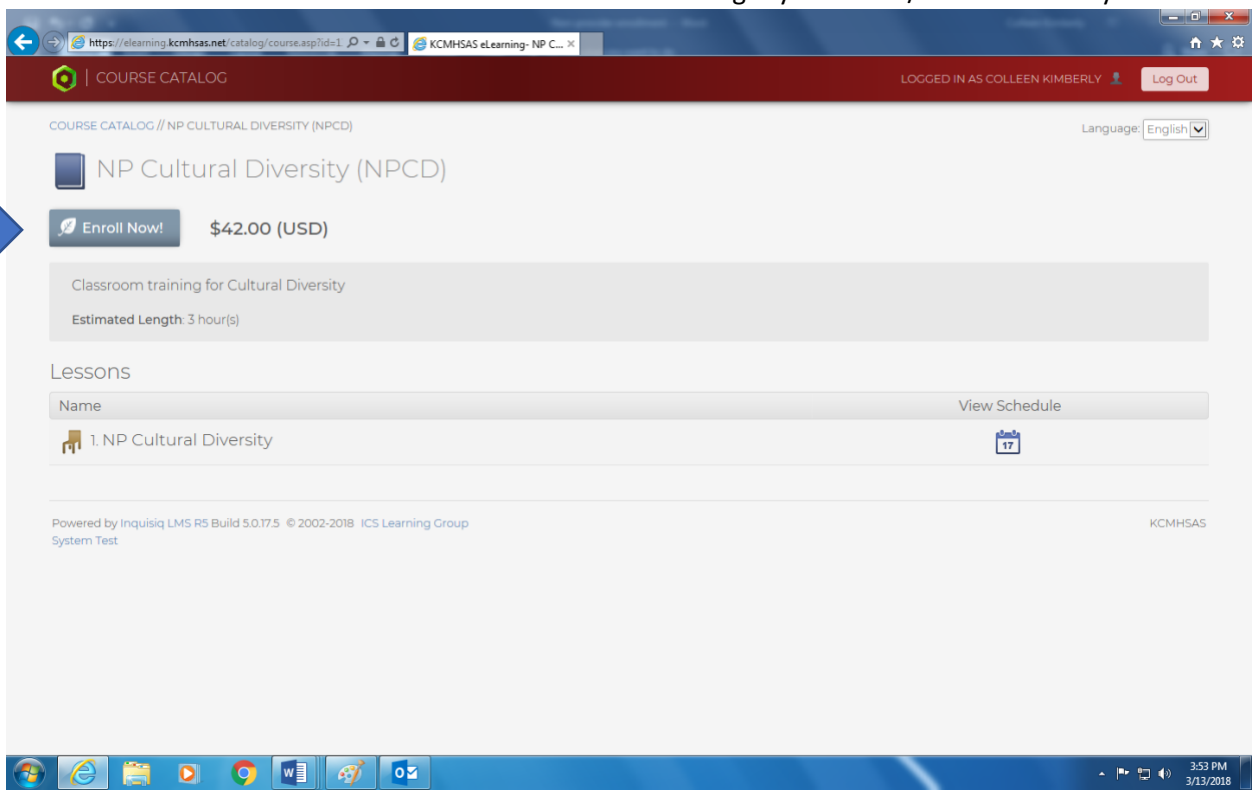
7.

8. Scroll down and look for the class you need. For an example I will choose: **NPCD – Cultural Diversity**

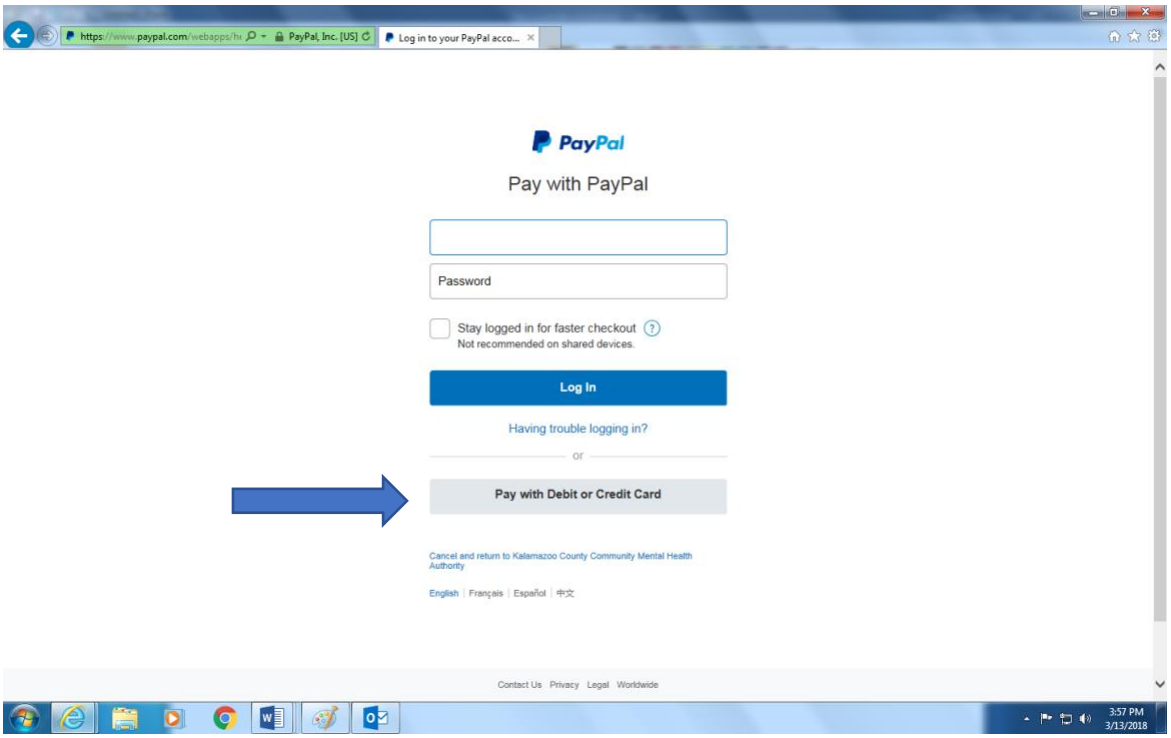


9.

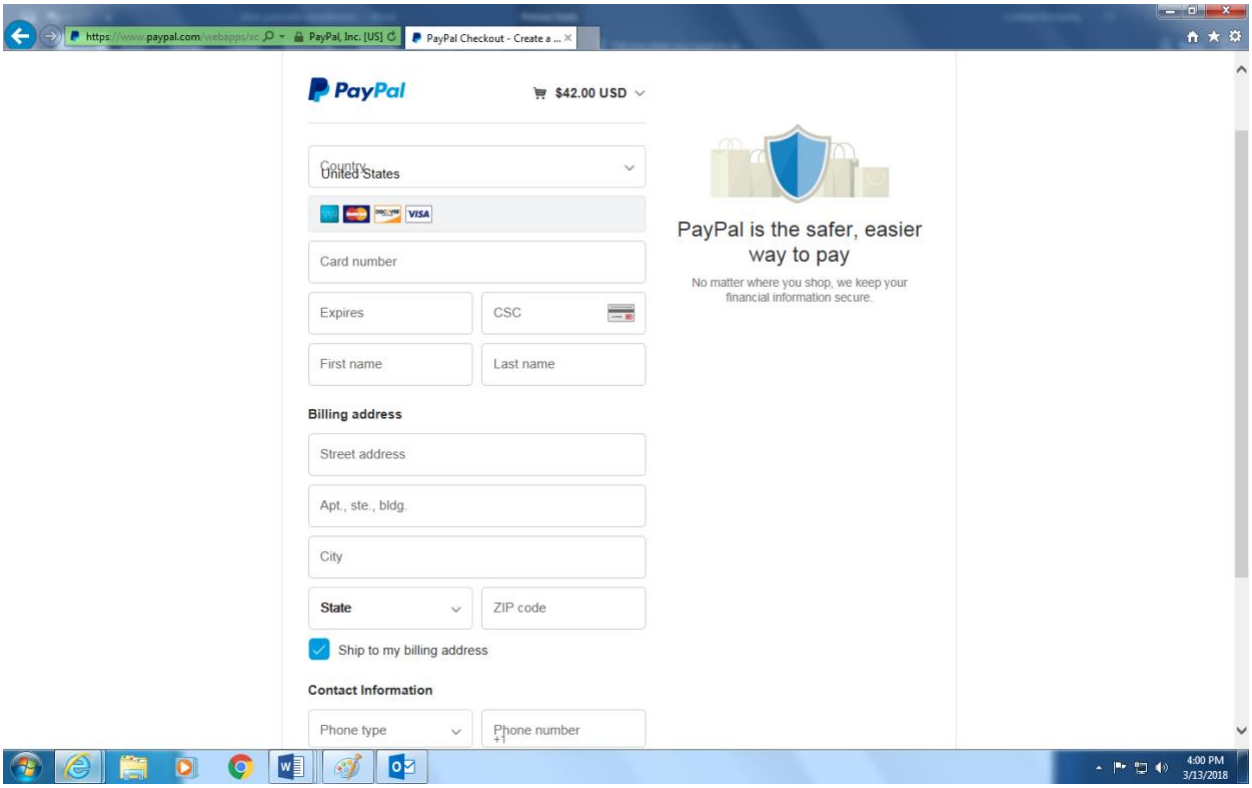
10. Click ENROLL NOW to enroll for the course. You will need to get your credit/debit card ready.

11. 

12. If you have a Paypal account you can log in or click on **Pay with Credit or Debit Card**

13. 

14. Fill in your payment information and click on PAY NOW

15. 

16. Then it should take you back to the Log in screen once payment is finished.

17. Log in again and put your cursor over **KCMHSAS Learning** in the left upper right corner

18. Then click on MY ACCOUNT

19. You should see the course show up in the account

20. Click on the GO sign on the right side of the course entry. It should take you to a screen to that has a box with the course name and it will say **NOT SCHEDULED** with a Plus sign next to it.
21. Click on the plus sign and a calendar will appear, choose the date that works best for you/employee.
22. A calendar invite will appear and you can send an invite to the person to let them know about the training/remind them.
23. It should also say **ENROLLED.**
24. These last steps are what we know about the process to the best of our knowledge. If you are having issues with it or questions, please give Colleen a call at 269-364-6952 or email her at ckimberly@kazoocmh.edu. We can help you get it resolved and complete the enrollment process for you.