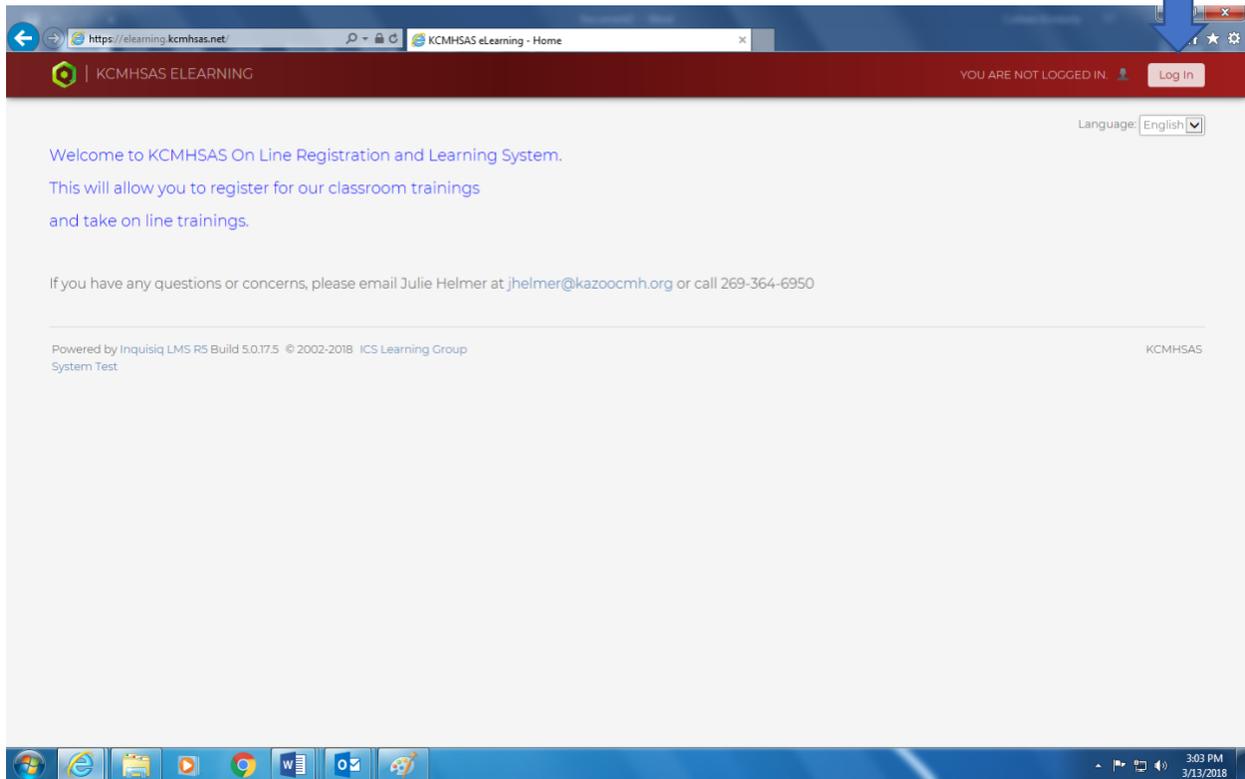
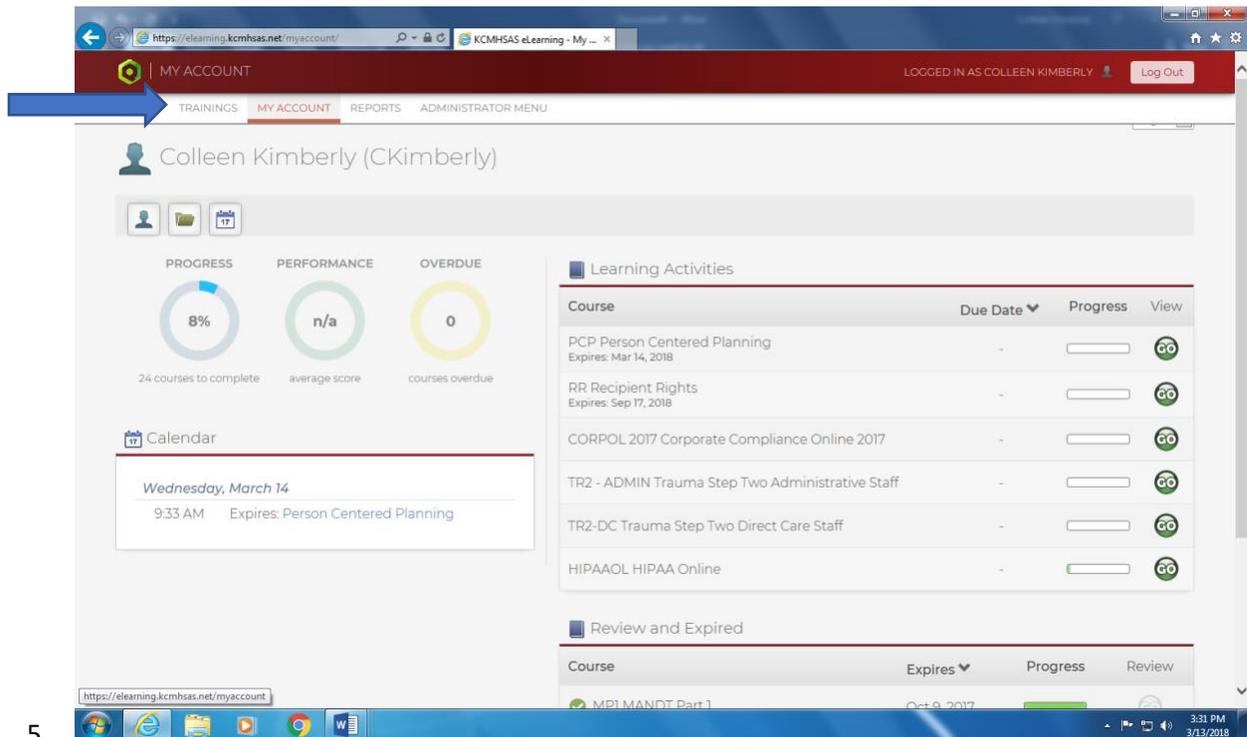


1. Go to: <https://elearning.iskzoo.org/>
2. Click on Log In which is the Pink box in the right hand corner of the screen.



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

The screenshot shows the 'COURSE CATALOG' page. At the top, there is a search bar and a 'Log Out' button. Below the search bar, there are tabs for 'Catalogs (6)' and 'Courses (0)'. The 'Catalogs (6)' tab is active, showing a list of catalog options:

- Catalog: Advanced Mandt (Courses: 2)
- Catalog: KCMHSAS Staff Only Courses (Courses: 11)
- Catalog: Non Provider Catalog (Courses: 23) - This option is highlighted with a blue arrow.
- Catalog: Non-Provider eLearning Trainings (Courses: 13)

On the right side, there is a 'March 2018 - Events' calendar. The calendar shows dates from 25th to 31st, with icons indicating events. The 13th is highlighted in blue.

7.

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

The screenshot shows the 'Catalog: Non Provider Catalog' page. At the top, there is a search bar and a 'Log Out' button. Below the search bar, there are tabs for 'Sub-Catalogs (0)' and 'Courses (18)'. The 'Courses (18)' tab is active, showing a list of course options:

- NPCD - NP Cultural Diversity (Cost: \$42.00 (USD)) - This option is highlighted with a blue arrow.
- NPCDRECERT - NP Cultural Diversity Recertification (Cost: \$28.00 (USD))
- NPCOG:WWP - NP Working With People: Culture of Gentleness (Cost: \$98.00 (USD))
- NPFACPR - NP FA/CPR Combined (Cost: \$98.00 (USD))

On the right side, there is a 'March 2018 - Events' calendar. The calendar shows dates from 25th to 31st, with icons indicating events. The 13th is highlighted in blue.

9.

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

COURSE CATALOG // NP CULTURAL DIVERSITY (NPCD)

Language: English

NP Cultural Diversity (NPCD)

Enroll Now! \$42.00 (USD)

Classroom training for Cultural Diversity

Estimated Length: 3 hour(s)

Lessons

Name	View Schedule
1. NP Cultural Diversity	17

Powered by Inquisiq LMS R5 Build 5.0.17.5 © 2002-2018 ICS Learning Group System Test

KCMHAS

11.

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

PayPal

Pay with PayPal

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

Cancel and return to Kalamazoo County Community Mental Health Authority

English | Français | Español | 中文

Contact Us | Privacy | Legal | Worldwide

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@kazoozcmh.edu. We can help you get it resolved and complete the enrollment process for you.

