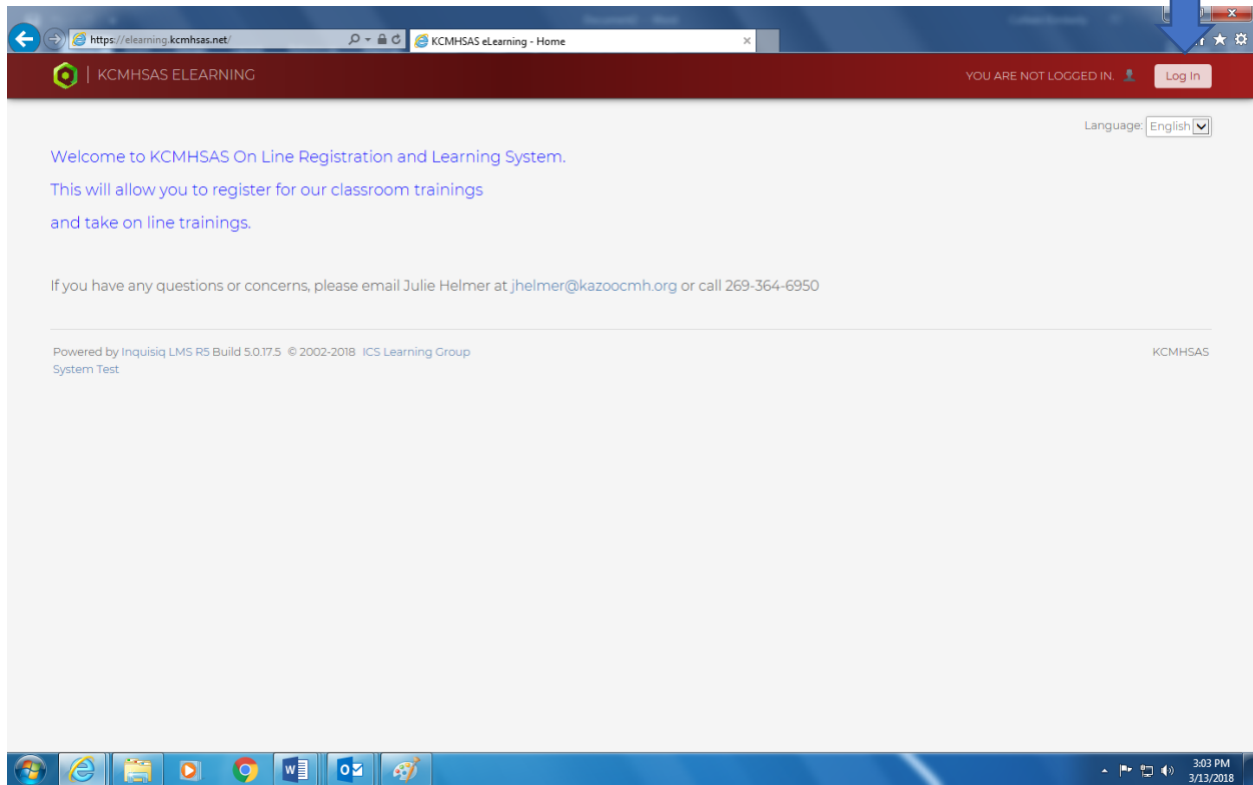
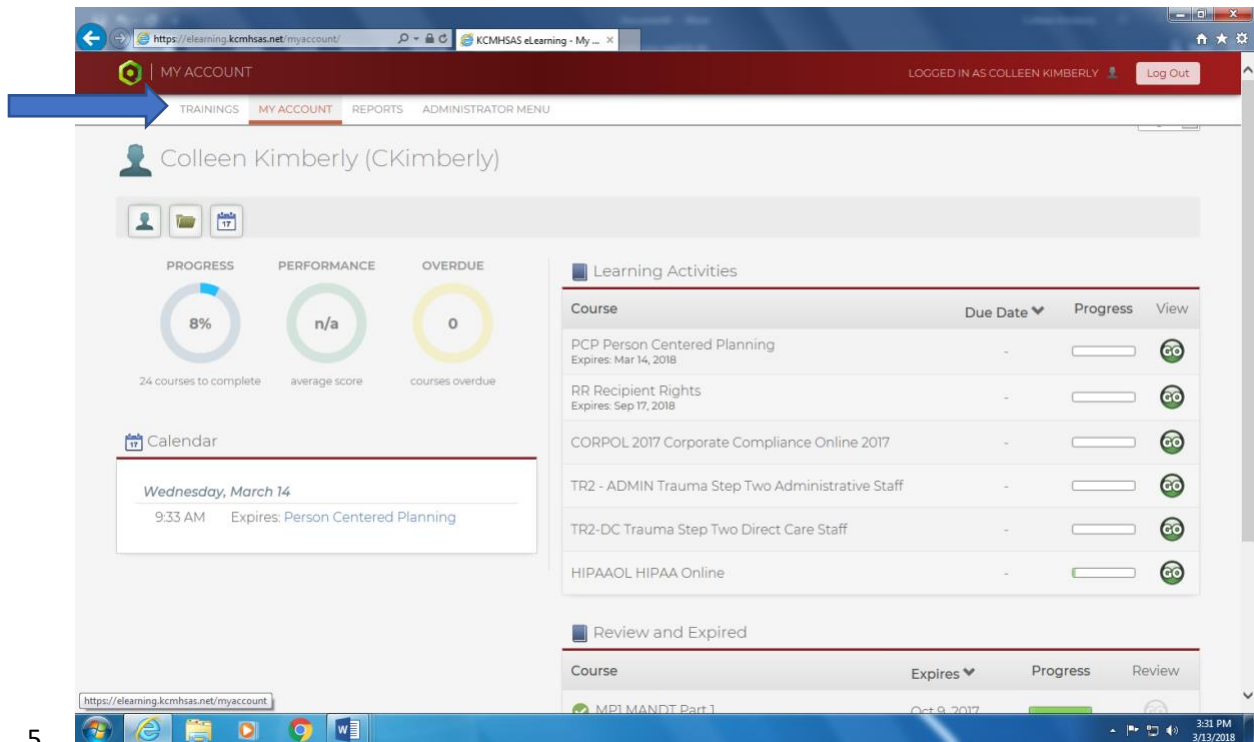


1. Go to: <https://elearning.iskzoo.org/>
2. Click on Log In which is the Pink box in the right hand corner of the screen.



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 for KCMHSAS eLearning. The user is logged in as Colleen Kimberly. The page features a search bar and a list of catalogs. A blue arrow points to the 'Catalog: Non Provider Catalog' option, which lists 23 courses. To the right, there is a calendar for March 2018 with the 13th highlighted.

Sun	Mon	Tues	Wed	Thu	Fri	Sat
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7.

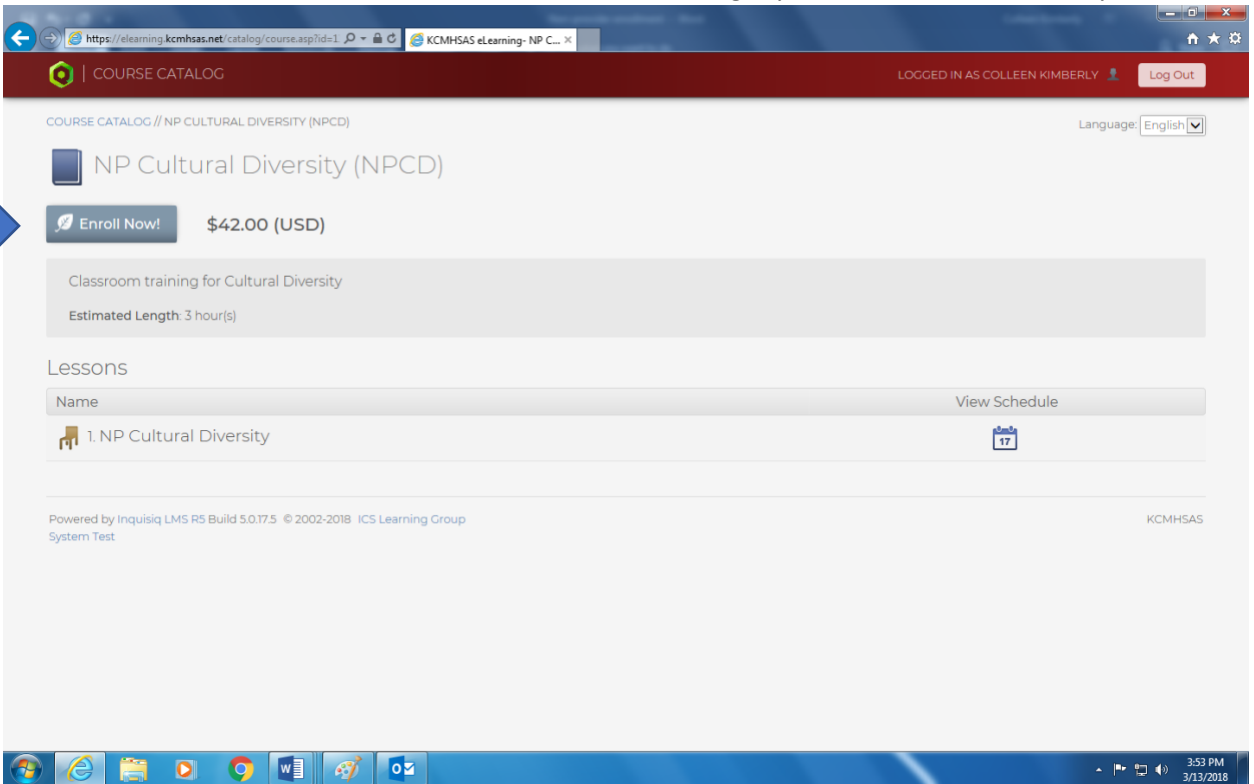
8. Scroll down and look for the class you need. For an example I will choose: NPCD – Cultural Diversity

The screenshot shows the 'Catalog: Non Provider Catalog' page. The user is logged in as Colleen Kimberly. The page displays a list of courses under the 'Courses (18)' tab. A blue arrow points to the 'NPCD - NP Cultural Diversity' course, which costs \$42.00 (USD) and is described as 'Classroom training for Cultural Diversity'. To the right, there is a calendar for March 2018 with the 13th highlighted.

Sun	Mon	Tues	Wed	Thu	Fri	Sat
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9.

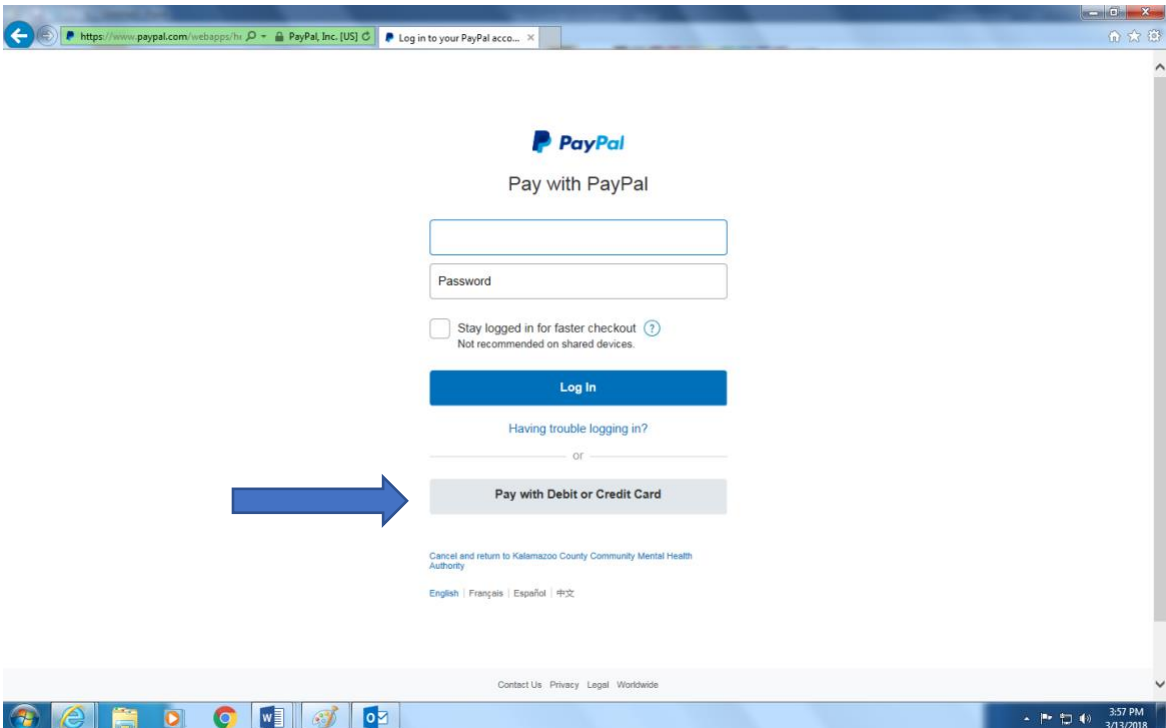
10. Click ENROLL NOW to enroll for the course. You will need to get your credit/debit card ready.



The screenshot shows a web browser window displaying a course catalog page. The URL is <https://elearning.kcmhsas.net/catalog/course.asp?id=1>. The page title is "COURSE CATALOG // NP CULTURAL DIVERSITY (NPCD)". The course name is "NP Cultural Diversity (NPCD)" with a price of "\$42.00 (USD)". A blue arrow points to the "Enroll Now!" button. Below the course name, it says "Classroom training for Cultural Diversity" and "Estimated Length: 3 hour(s)". Under the "Lessons" section, there is one lesson titled "1. NP Cultural Diversity" with a "View Schedule" link. The footer includes "Powered by Inquisiq LMS R5 Build 5.0.17.5 © 2002-2018 ICS Learning Group System Test" and "KCMHSAS". The Windows taskbar at the bottom shows the time as 3:53 PM on 3/13/2018.

11.

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



The screenshot shows the PayPal login page. The URL is <https://www.paypal.com/webapps/hr>. The page title is "Pay with PayPal". There are input fields for "Email" and "Password". Below the password field, there is a checkbox for "Stay logged in for faster checkout" with a help icon and the text "Not recommended on shared devices." Below this is a blue "Log In" button. Underneath, it says "Having trouble logging in?" followed by "or" and a grey button labeled "Pay with Debit or Credit Card". A blue arrow points to this button. At the bottom, there is a link for "Cancel and return to Kalamazoo County Community Mental Health Authority" and language options: "English | Français | Español | 中文". The Windows taskbar at the bottom shows the time as 3:57 PM on 3/13/2018.

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.

