1. The link to the Inquisiq website is: https://elearning.iskzoo.org
2. Log in to the website by clicking on the <mark>pink</mark> box in the righthand corner of the screen.
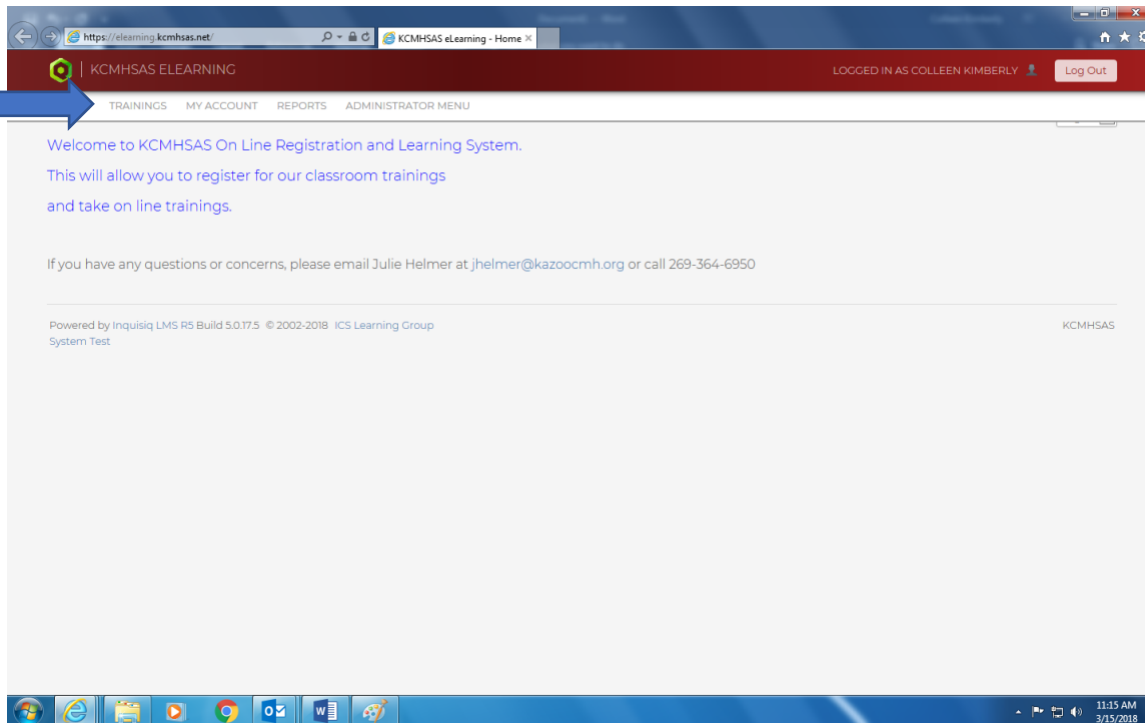
3.
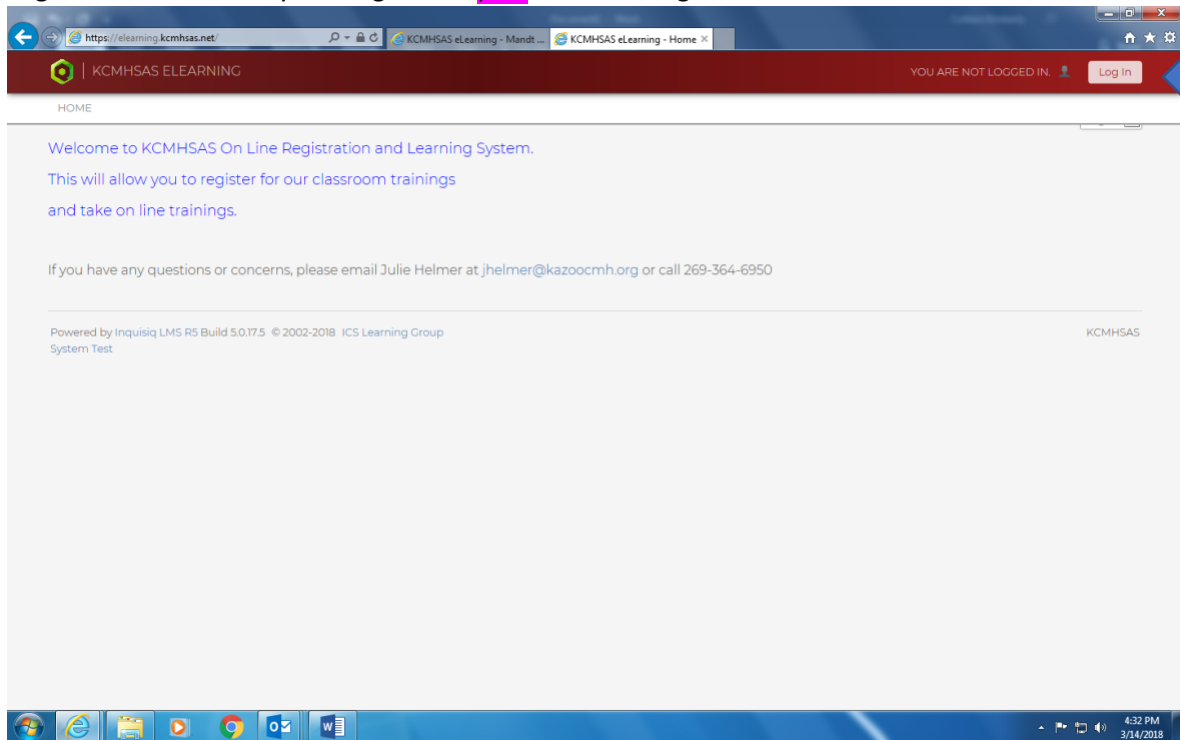
4. Enter in your USERNAME and PASSWORD and click LOG IN
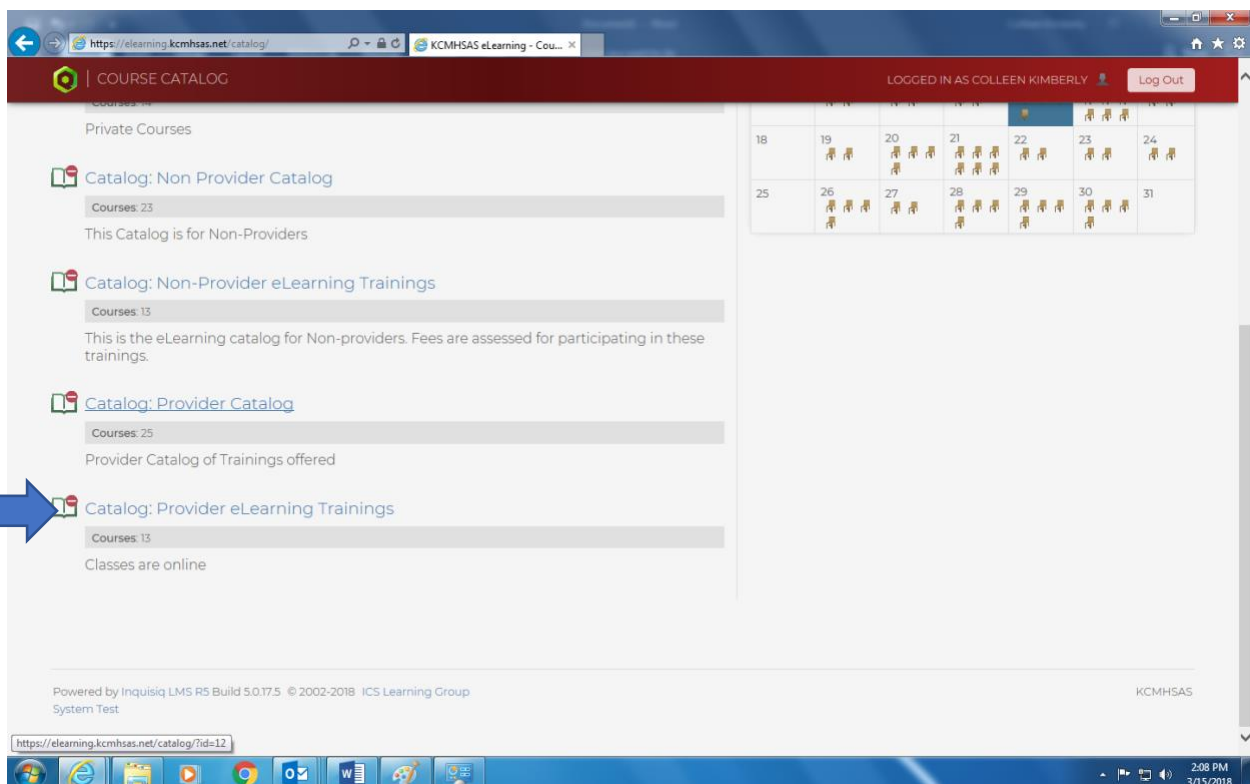
5.
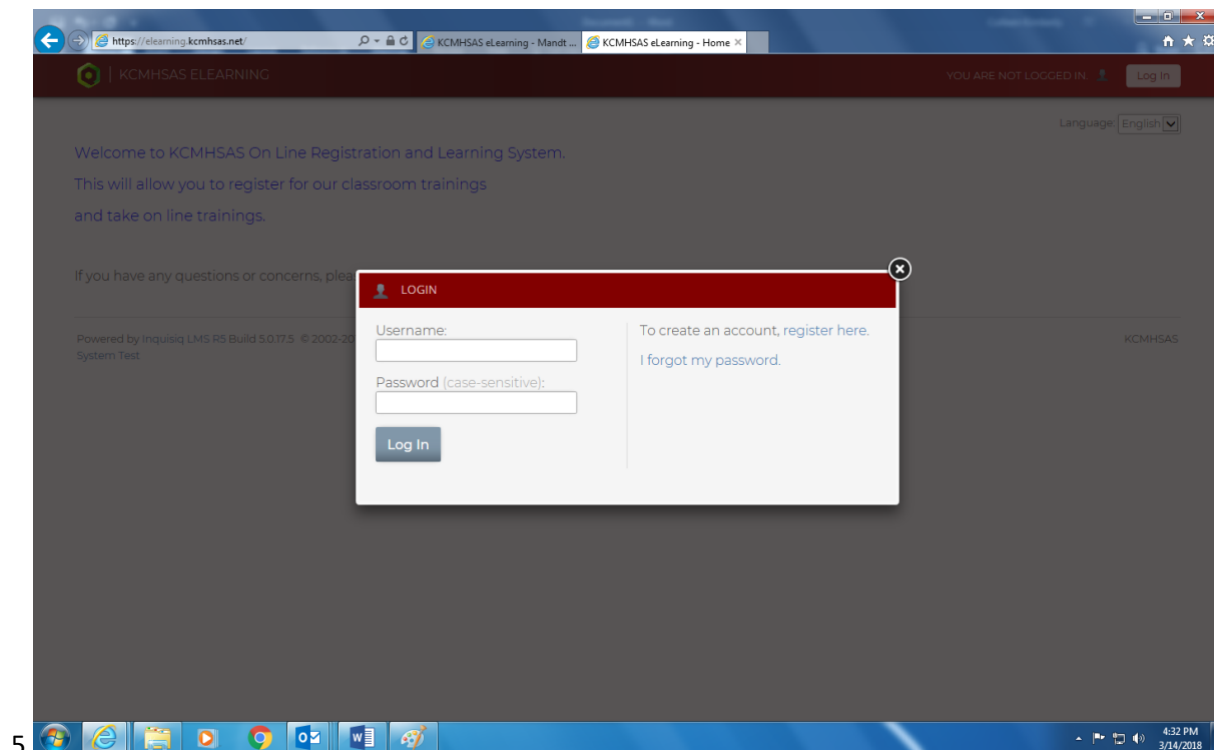
6. Take your Mouse/cursor and put it over the maroon bar at the top and a menu will appear below it.
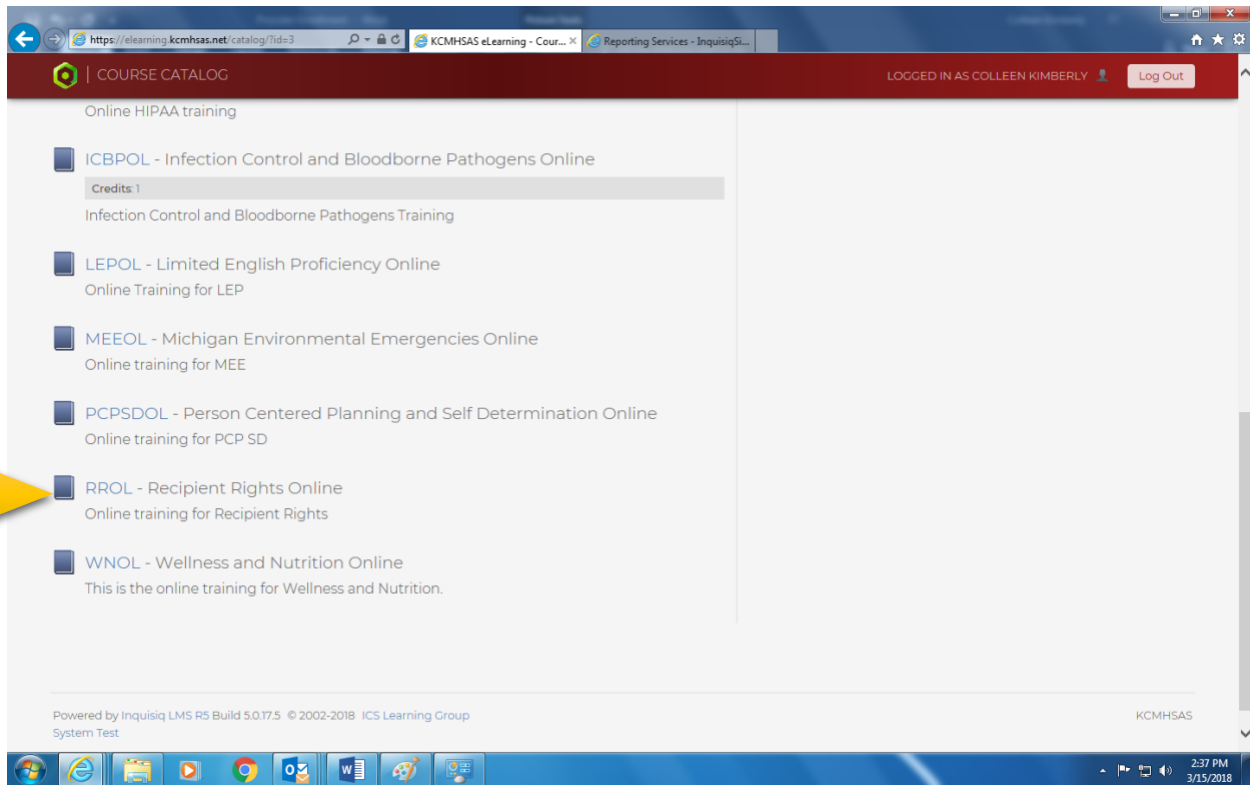
Click on **TRAININGS**

7. Then you will see Provider Catalog and Provider E-learning Catalog (Online courses). Click on Provider E-Learning Catalog to see a list of the Online courses.

8. Then you will see a list of the courses. You can scroll down to see which course you need and click on it. For our example we will choose Recipient Rights Online or **RROL.**

9. After you choose your course, click on the gray box that says ENROLL
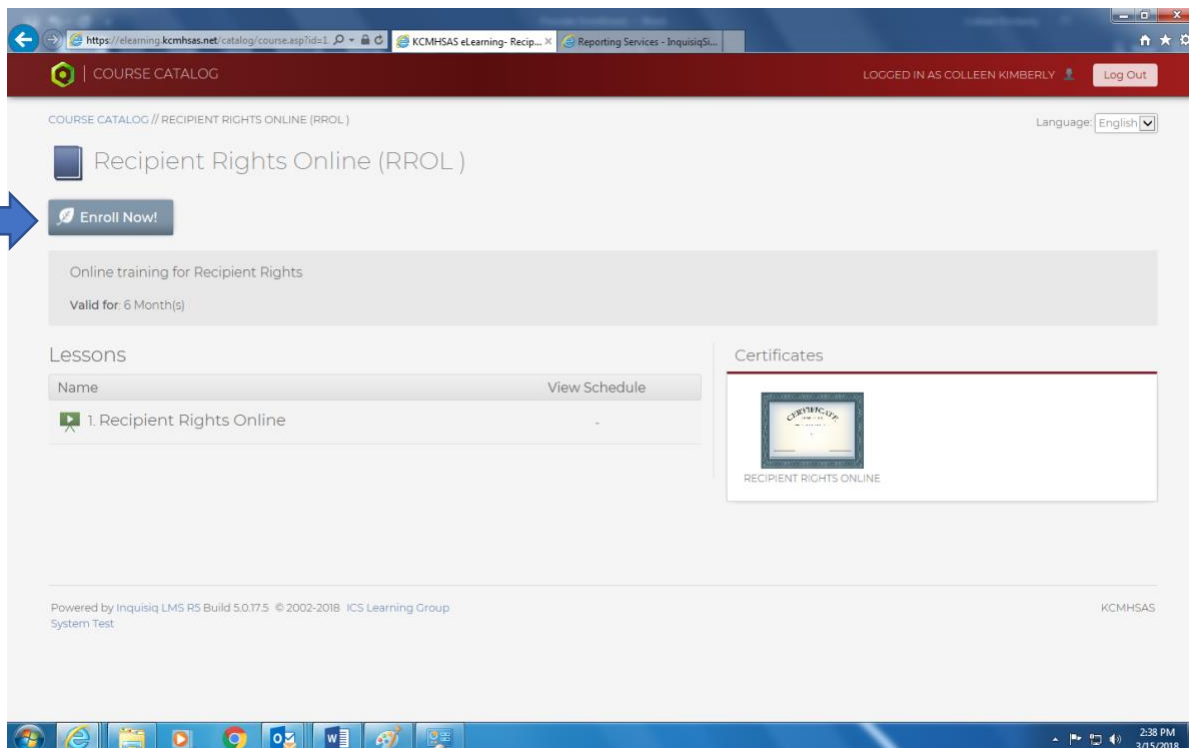
10. Then you'll see the light blue box that says ENROLLED. Now the course is in your account and you can take it anytime you want.

11. If you want to take it right away, click on MY ACCOUNT like it says in the box and it will take you here to your account page. Under LEARNING ACTIVITIES, it will show your online courses and click the GO sign to launch the course.

12. Then hit GO again, to launch it.

13. You will see the PowerPoint slideshow like below. It is very important that you press the PLAY button on the left side and not the NEXT button on the right because it is very sensitive and it will not say it is complete at the end unless you press PLAY! Also it's important that you go through each and every slide and do every activity including any videos you need to watch otherwise it will not let you pass or get your certificate at the end. Keep pushing PLAY to go through each slide and then take the quiz.