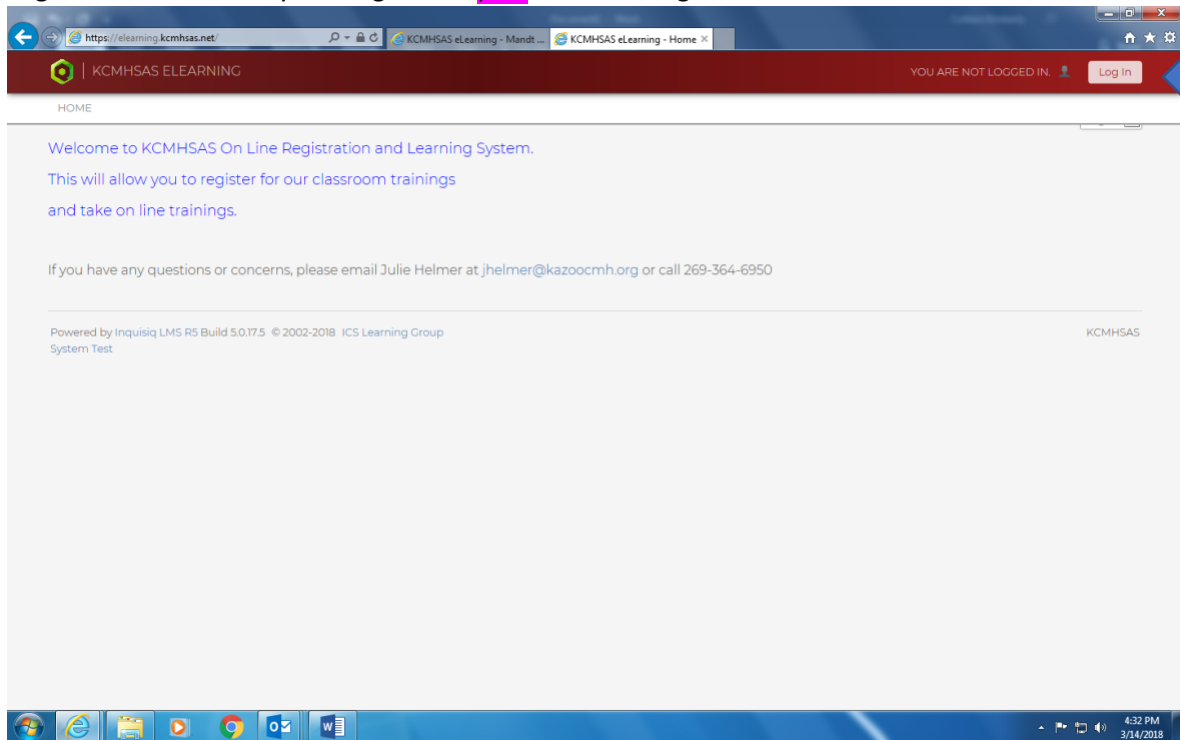
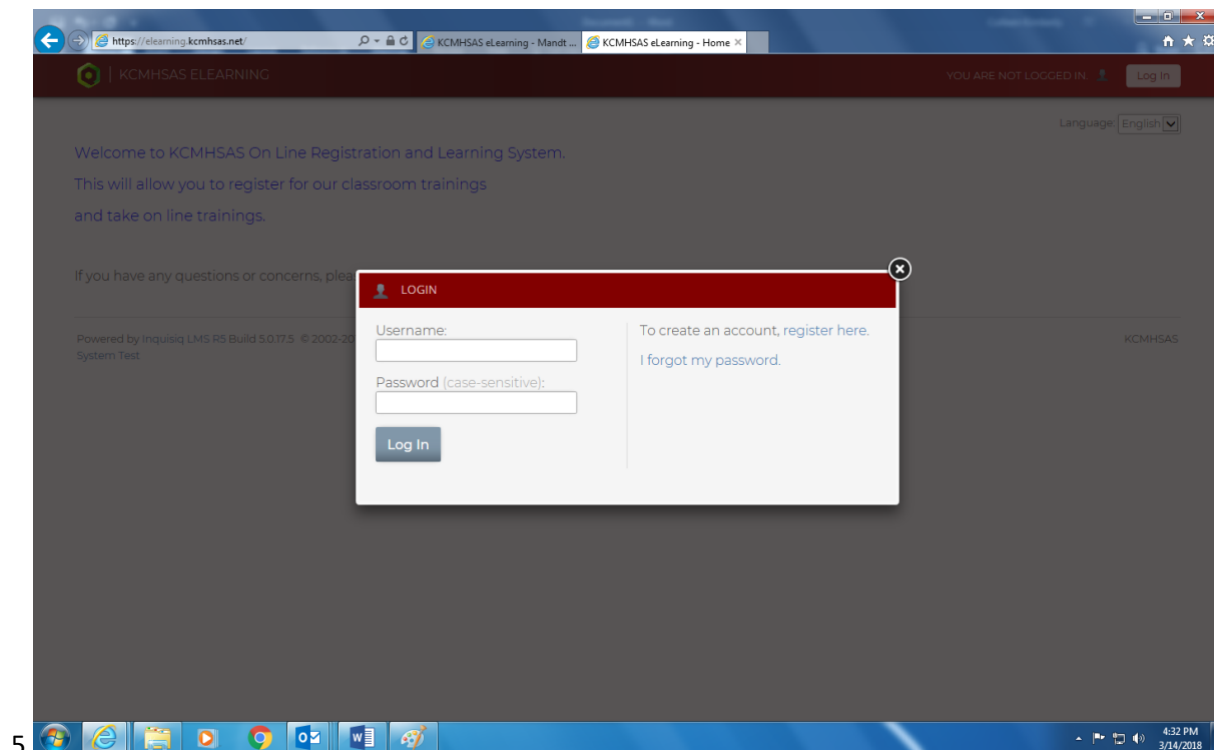


1. The link to the Inquisiq website is: <https://elearning.iskzoo.org>
2. Log in to the website by clicking on the pink box in the righthand corner of the screen.

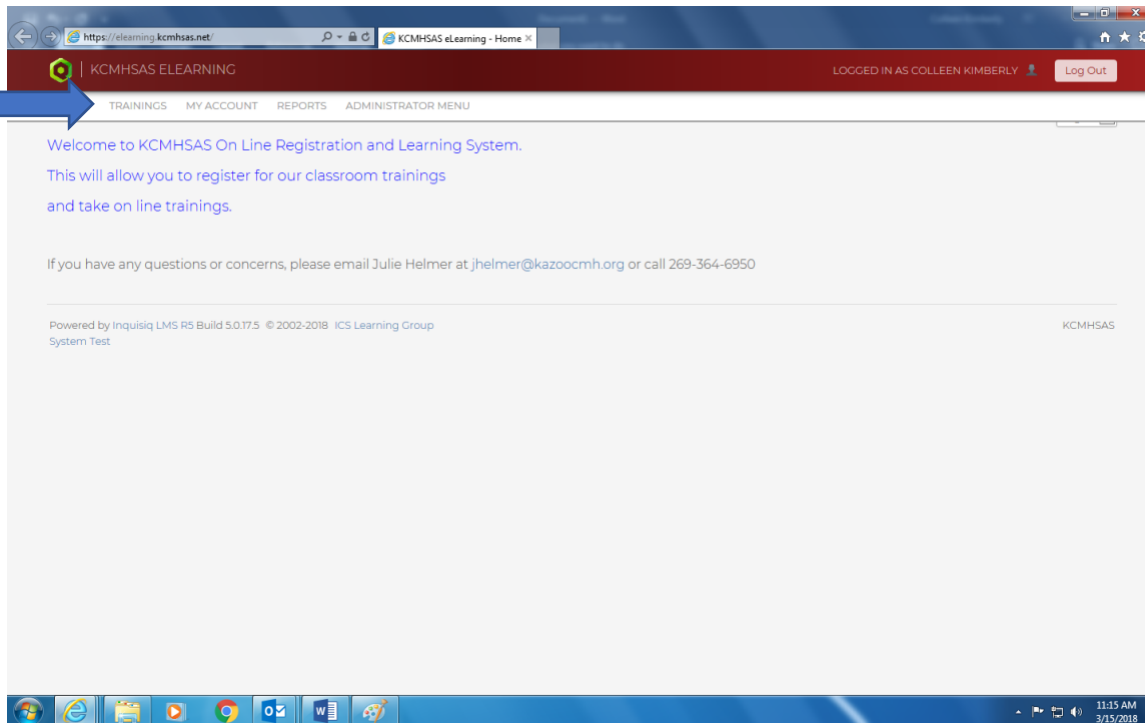


4. Enter in your USERNAME and PASSWORD and click LOG IN

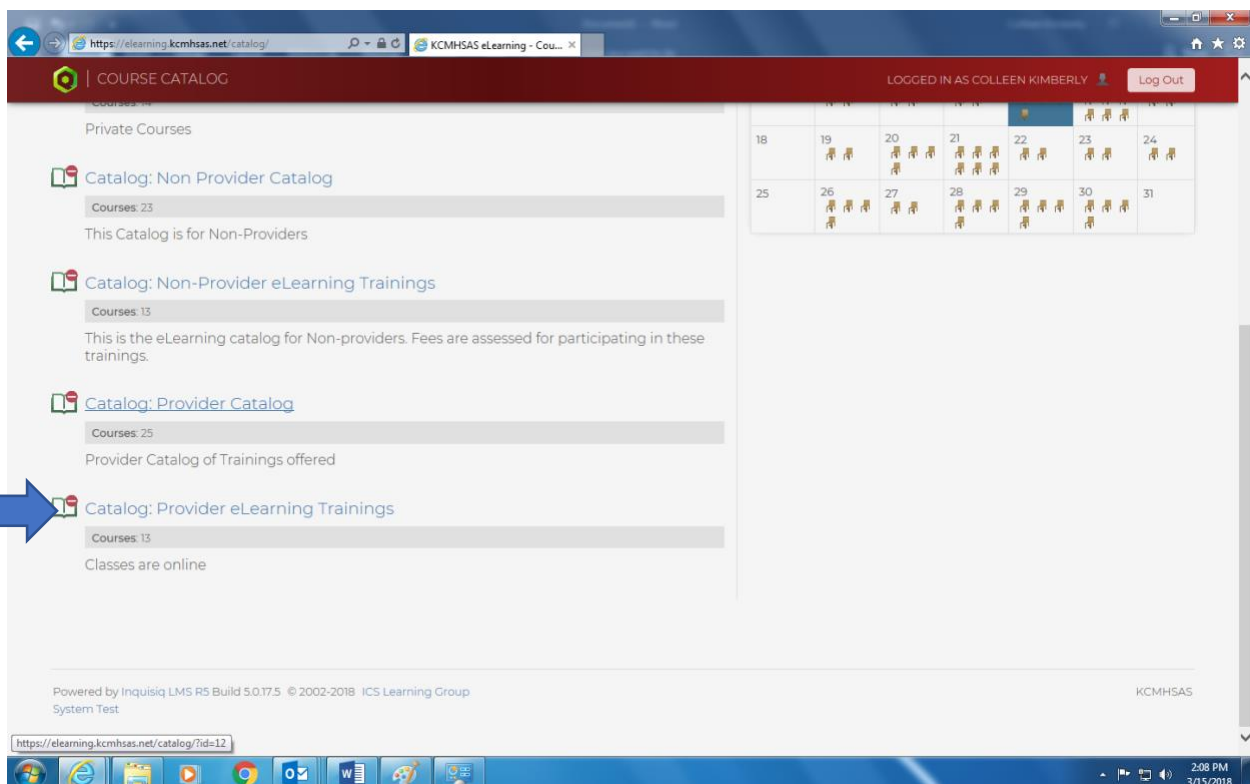


6. Take your Mouse/cursor and put it over the maroon bar at the top and a menu will appear below it.

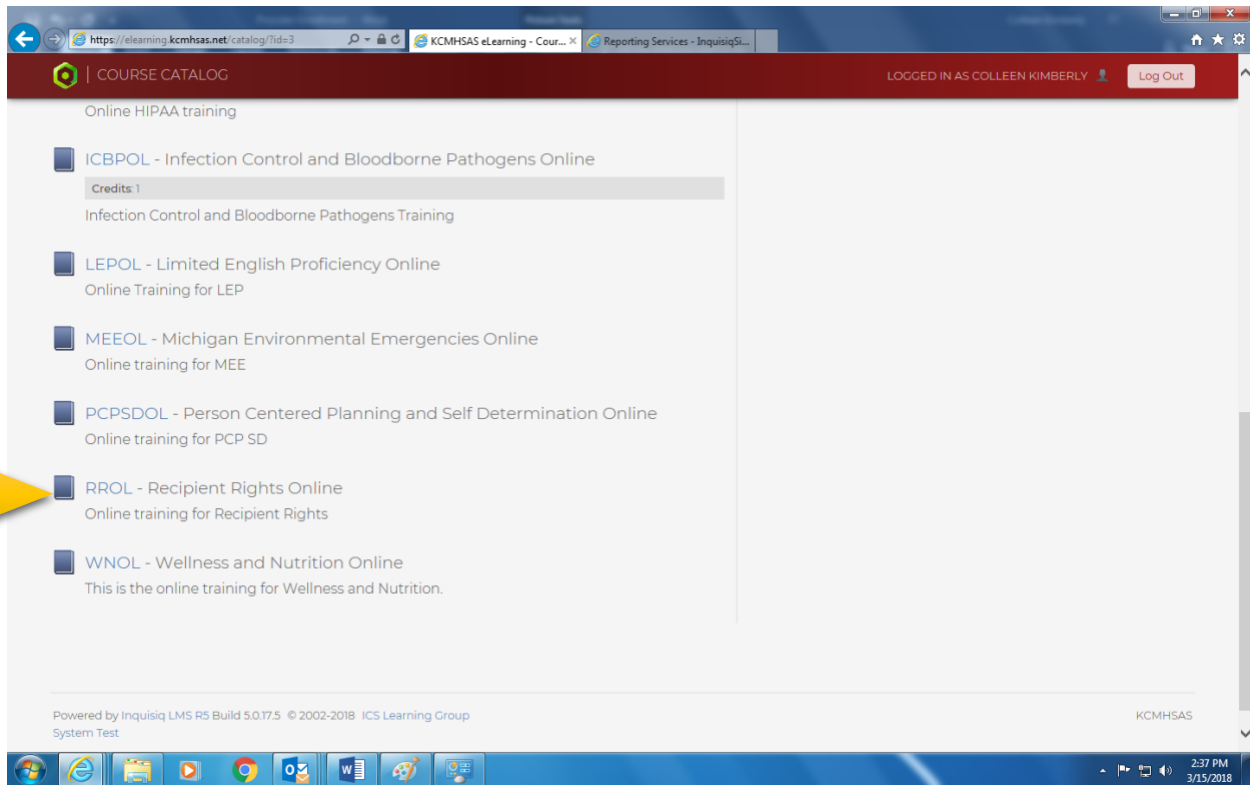
Click on **TRAININGS**



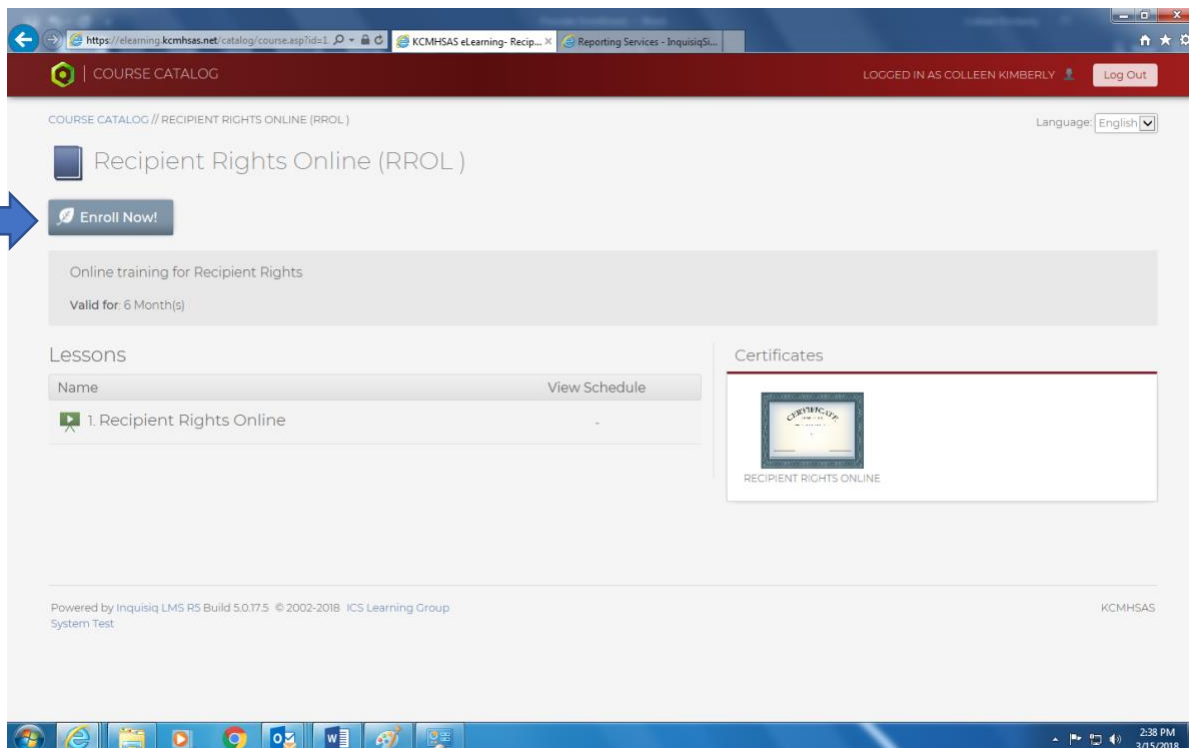
7. Then you will see Provider Catalog and Provider E-learning Catalog (Online courses). Click on Provider E-Learning Catalog to see a list of the Online courses.



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.

The screenshot shows the KCMHSAS eLearning Course Catalog. The user is logged in as Colleen Kimberly. The course 'Recipient Rights Online (RROL)' is highlighted, and a blue arrow points to a light blue box that says 'Enrolled'. Below this box, it says 'You are currently enrolled in this course. Go to My Account to launch the course.' The course is described as 'Online training for Recipient Rights' and is 'Valid for: 6 Month[s]'. There is a section for 'Lessons' with one lesson titled '1. Recipient Rights Online'. A 'View Schedule' link is next to it. To the right, there is a 'Certificates' section showing a certificate for 'RECIPIENT RIGHTS ONLINE'. The footer indicates the system is powered by Inquisiq LMS R5 Build 5.0.17.5 © 2002-2018 ICS Learning Group.

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.

The screenshot shows the KCMHSAS eLearning My Account page. The user is logged in as Colleen Kimberly (CKimberly). The page displays progress, performance, and overdue status. Under the 'Learning Activities' section, there is a table with the following data:

Course	Due Date	Progress	View
RROL Recipient Rights Online Expires: Sep 15, 2018	-	<div></div>	<b>GO</b>


A blue arrow points to the 'GO' button. Below this, there is a 'Review and Expired' section with a table of completed courses:

Course	Expires	Progress	Review
MPI MANDT Part 1	Oct 9, 2017	<div></div>	<b>GO</b>
PCP Person Centered Planning	Mar 14, 2018	<div></div>	<b>GO</b>
CD Cultural Diversity Training	Feb 23, 2018	<div></div>	<b>GO</b>

The footer indicates the system is powered by Inquisiq LMS R5 Build 5.0.17.5 © 2002-2018 ICS Learning Group.

12. Then hit **GO** again, to launch it.

The screenshot shows a web browser window with the URL <https://elearning.kcmhsas.net/myaccount/enrollments>. The page is titled "MY ACCOUNT" and shows the user is logged in as COLLEEN KIMBERLY. The main content area is for the "Recipient Rights Online (RROL)" course, which is "Enrolled" and expires on September 15, 2018, at 2:39 PM. Below this, there is a section for "Learning Activities" with a table:

Title	Status	Score	Action
1. Recipient Rights Online	Not Attempted	-	

A blue arrow points to the "GO" button in the "Action" column. The page footer indicates it is powered by Inquisiq LMS R5 Build 5.0.17.5, © 2002-2018 ICS Learning Group System Test.

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.

The screenshot shows a PowerPoint slideshow titled "Recipient Rights" in a web browser window. The slide content includes:

- Recipient Rights**
- All staff (all employees, contract employees, interns and volunteers of Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) are required to have a yearly update in Recipient Rights Training.
- This course covers the rights guaranteed to all citizens and will give you an understanding on what you can do to promote and protect these rights. The course is not complete until you have taken the quiz.
- PLEASE NOTE:** You need to play all the slides to successfully complete the course as this will be part of your grade.
- Push the **PLAY** button not the next button to navigate thru the slide show for accurate information to flow.

A yellow arrow points to the "PLAY" button at the bottom left of the slide. A blue "X" marks the "NEXT" button at the bottom right. The slide is labeled "Page 1 of 67".