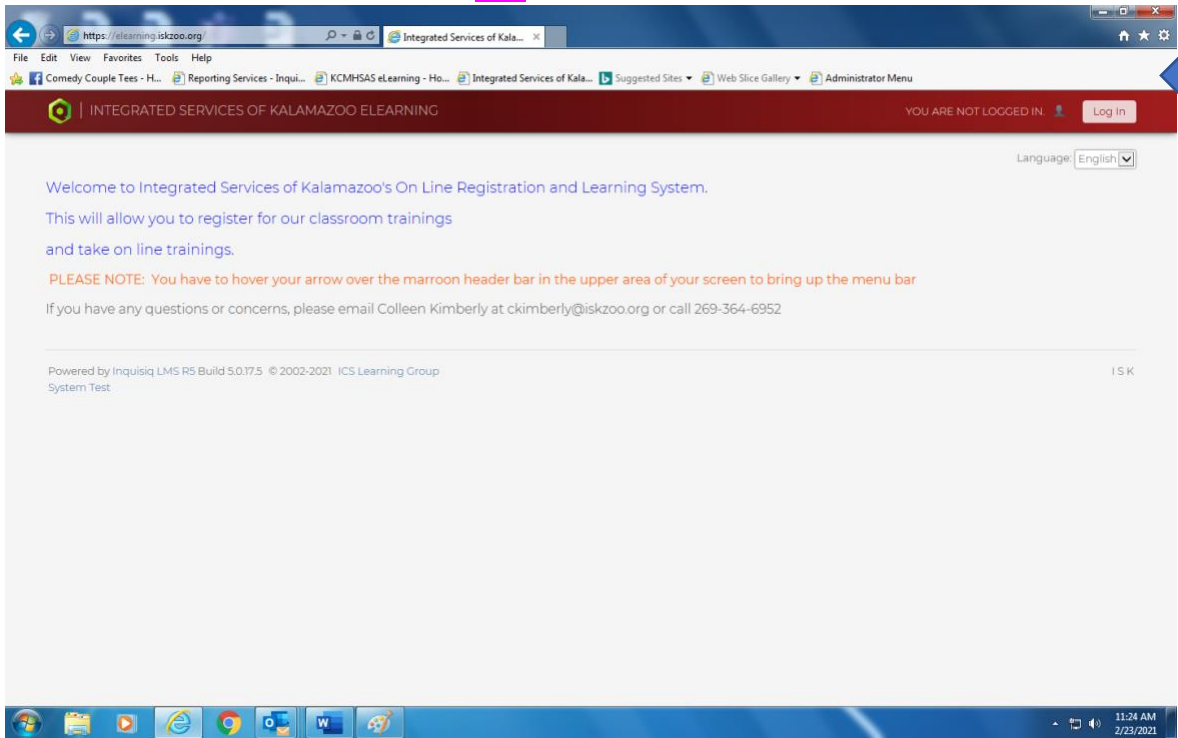
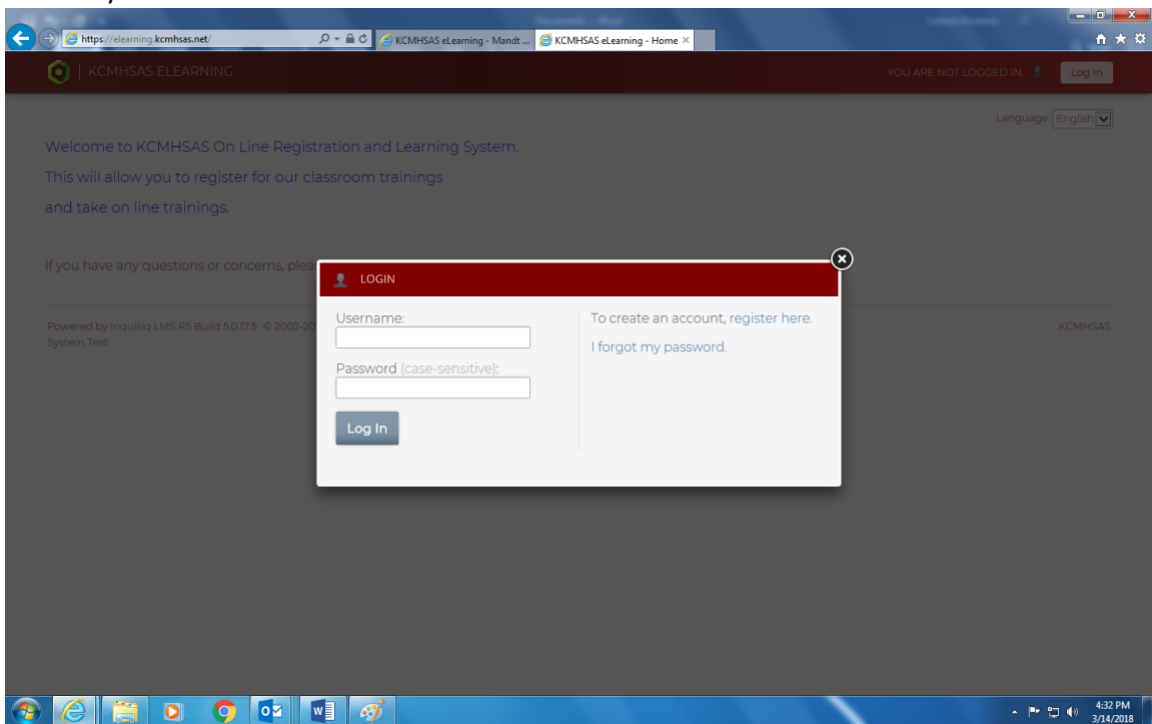


1. The link to the Inquisiq website is: <https://elearning.iskzoo.org>
2. Log in to the website by clicking on the **pink** box in the righthand corner of the screen.



- 3.
4. Enter in your USERNAME and PASSWORD and click LOG IN



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

Click on **TRAININGS**

The screenshot shows a web browser window with the URL <https://elearning.iskzoo.org/>. The browser's address bar and menu bar are visible. The website's header is a dark red bar with the text "INTEGRATED SERVICES OF KALAMAZOO EARNING" and "LOGGED IN AS COLLEEN KIMBERLY" with a "Log Out" button. Below the header is a navigation menu with the following items: HOME, TRAININGS (highlighted with a blue arrow), MY ACCOUNT, REPORTS, and ADMINISTRATOR MENU. The main content area contains the following text:

Welcome to Integrated Services of Kalamazoo's On Line Registration and Learning System.
This will allow you to register for our classroom trainings
and take on line trainings.

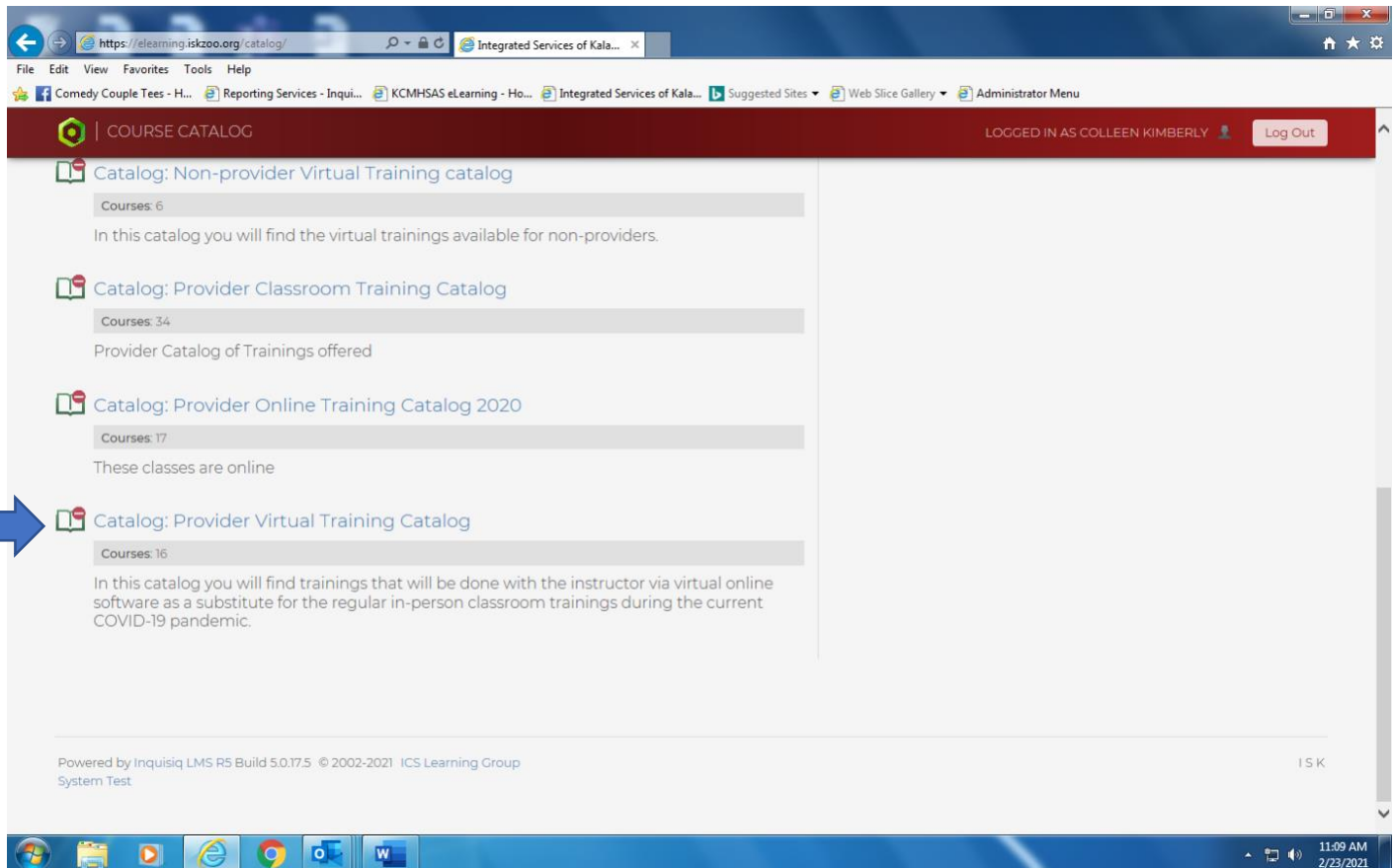
PLEASE NOTE: You have to hover your arrow over the marroon header bar in the upper area of your screen to bring up the menu bar

If you have any questions or concerns, please email Colleen Kimberly at ckimberly@iskzoo.org or call 269-364-6952

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The Windows taskbar at the bottom shows the time as 11:26 AM on 2/23/2021 and includes icons for various applications like Internet Explorer, Chrome, and Word.

7. Then you will see Provider Virtual Training Catalog, Provider Classroom Training Catalog, and Provider Online Training Catalog (Online courses that are Powerpoint presentations and a test at the end). **Click on Provider Virtual Training Catalog**



The screenshot shows a web browser window displaying the 'COURSE CATALOG' page. The browser's address bar shows the URL 'https://elearning.iskzoo.org/catalog/'. The page header includes the text 'COURSE CATALOG' and 'LOGGED IN AS COLLEEN KIMBERLY' with a 'Log Out' button. The main content area lists four catalog categories, each with a course count and a brief description:

- Catalog: Non-provider Virtual Training catalog**
Courses: 6
In this catalog you will find the virtual trainings available for non-providers.
- Catalog: Provider Classroom Training Catalog**
Courses: 34
Provider Catalog of Trainings offered
- Catalog: Provider Online Training Catalog 2020**
Courses: 17
These classes are online
- Catalog: Provider Virtual Training Catalog**
Courses: 16
In this catalog you will find trainings that will be done with the instructor via virtual online software as a substitute for the regular in-person classroom trainings during the current COVID-19 pandemic.

A blue arrow points to the 'Catalog: Provider Virtual Training Catalog' item. The footer of the page states 'Powered by Inquisiq LMS R5 Build 5.0.17.5 © 2002-2021 ICS Learning Group System Test' and 'ISK'. The Windows taskbar at the bottom shows the time as 11:09 AM on 2/23/2021.

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 Virtual Training.

The screenshot shows a web browser window with the URL <https://elearning.iskzoo.org/catalog/?id=21>. The page title is "COURSE CATALOG" and the user is logged in as "COLLEEN KIMBERLY". The page lists several virtual training courses:

- PECFAS -BSTRVT - PECFAS Booster Virtual Training**
PECFAS Booster training with Julie via virtual online meeting software in lieu of in-person class due to the COVID-19 pandemic
- PMGTVT - Pain Management Virtual Training**
Pain Management Virtual training live with a trainer through Zoom. The Zoom link to the training is sent the day before class.
- RCLTRMAVT - Racial Trauma and It's Impact on the Workplace Virtual Training**
Racial Trauma and it's impact on the workplace virtual training conducted via Zoom. The Zoom web link will be emailed to all the participants two days before the day of the training.
- RRCVT - Recipient Rights Clerical Virtual Training**
Recipient Rights Training for clerical staff such as receptionists, office assistants, administrative assistants, etc.
- RRVT - Recipient Rights Virtual Training**
Recipient Rights Classroom Training via virtual online software to substitute for the regular classroom training during the Covid - 19 pandemic
- WWP:COGVT - Working with People: Culture of Gentleness Virtual training**
Working with People: Culture of Gentleness training with the instructor via virtual online software is a substitute for in - person classroom training during the COVID -19 pandemic.

A blue arrow points to the "RRVT - Recipient Rights Virtual Training" entry.

The Windows taskbar at the bottom shows the time as 11:11 AM on 2/23/2021.

9. After you choose your course, click on the gray box that says **ENROLL NOW!**

The screenshot shows a web browser window with the URL <https://elearning.iskzoo.org/catalog/course.asp?id=242>. The browser's address bar and menu bar are visible. Below the browser, a navigation bar contains the text "COURSE CATALOG" and "LOGGED IN AS COLLEEN KIMBERLY" with a "Log Out" button. The main content area displays the course title "Recipient Rights Virtual Training (RRVT)" and a prominent "Enroll Now!" button. A gray box below the button contains the text: "Recipient Rights Classroom Training via virtual online software to substitute for the regular classroom training during the Covid - 19 pandemic" and "Estimated Length: 3 hour(s) | Time Limit: 90 day(s) | Valid for: 90 Day(s)". A "Lessons" section follows, featuring a table with one entry: "1. Recipient Rights Virtual Training" with a "View Schedule" link and a calendar icon showing the number 17. At the bottom of the page, there is a footer with the text "Powered by Inquisiq LMS R5 Build 5.0.17.5 © 2002-2021 ICS Learning Group System Test" and "I S K". The Windows taskbar at the very bottom shows various application icons and the system clock indicating 11:12 AM on 2/23/2021.

10. Then choose the class date that works best for you/your employee by clicking the circle next to the date. Then remember to press **CONTINUE** at the bottom.

Important: If you don't choose a date and click CONTINUE at the bottom, then you won't be listed on the class list and then you won't receive the Zoom link to the training and the handouts because we use the class list to know who to send the training information to, so it's VERY IMPORTANT to choose a class date and click CONTINUE at the bottom.

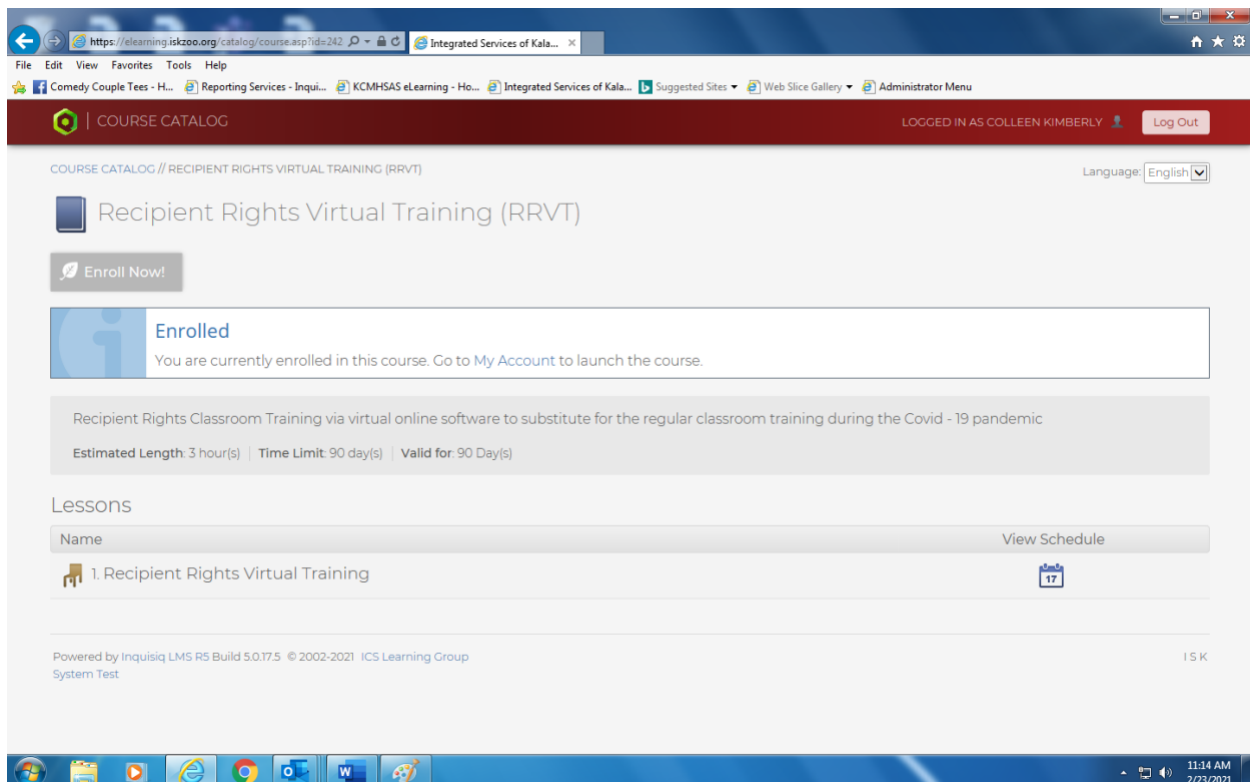
The screenshot shows a web browser window with the URL <https://elearning.iskzoo.org/catalog/course.asp?id=242>. The page title is 'COURSE CATALOG // RECIPIENT RIGHTS'. The main content area is titled 'Recipient Rights Virtual Training' and features an 'Enroll Now!' button. A modal window titled 'RECIPIENT RIGHTS VIRTUAL TRAINING // ENROLL' is open, displaying a list of sessions for enrollment. The modal contains the following information:

Select the sessions you would like to attend for this course.

Lesson	Sessions
Recipient Rights Virtual Training:	<input type="radio"/> February 25, 2021 @ 9:00 AM - 12:00 PM Local Time Location: virtual training via zoom Status: Closed Restrictions: <ul style="list-style-type: none">Once enrolled, you may only be removed by an administrator.
	<input type="radio"/> March 3, 2021 @ 4:00 PM - 7:00 PM Local Time Location: virtual training via zoom Status: Closed Restrictions: <ul style="list-style-type: none">Once enrolled, you may only be removed by an administrator.
	<input checked="" type="radio"/> March 11, 2021 @ 9:00 AM - 12:00 PM Local Time Location: virtual training via zoom Status: Seat(s) Available (9/35) Restrictions: <ul style="list-style-type: none">Once enrolled, you may only be removed by an administrator.
	<input type="radio"/> March 16, 2021 @ 1:00 PM - 4:00 PM Local Time Location: virtual training via zoom Status: Seat(s) Available (24/35) Restrictions: <ul style="list-style-type: none">Once enrolled, you may only be removed by an administrator.
	<input type="radio"/> March 24, 2021 @ 9:00 AM - 12:00 PM Local Time Location: virtual training via zoom Status: Seat(s) Available (34/35) Restrictions: <ul style="list-style-type: none">Once enrolled, you may only be removed by an administrator.

The background page shows a sidebar with 'Lessons' and a main content area with 'View Schedule' and a calendar icon for the 17th. The browser's taskbar at the bottom shows the time as 11:13 AM on 2/23/2021.

11. You will see a light blue box saying **ENROLLED** once you are finished! To register for more classes, just put your cursor over the Red bar again to show the menu and repeat the process again.



The screenshot shows a web browser window with the URL <https://elearning.ikzoo.org/catalog/course.asp?id=242>. The page title is "COURSE CATALOG // RECIPIENT RIGHTS VIRTUAL TRAINING (RRVT)". The user is logged in as Colleen Kimberly. The main content area displays the course title "Recipient Rights Virtual Training (RRVT)" with an "Enroll Now!" button. A light blue box with an information icon contains the text "Enrolled" and "You are currently enrolled in this course. Go to My Account to launch the course." Below this, a grey box provides details: "Recipient Rights Classroom Training via virtual online software to substitute for the regular classroom training during the Covid - 19 pandemic" and "Estimated Length: 3 hour(s) | Time Limit: 90 day(s) | Valid for: 90 Day(s)". A "Lessons" section contains a table with one entry: "1. Recipient Rights Virtual Training" with a "View Schedule" link and a calendar icon. The footer includes "Powered by Inquisiq LMS R5 Build 5.0.17.5 © 2002-2021 ICS Learning Group System Test" and "15 K". The Windows taskbar at the bottom shows the time as 11:14 AM on 2/23/2021.

12. The website link to the virtual training will be emailed to you about two days before the date of the training along with any handouts. It is required that your camera in on the entire training and that you're visible in the camera otherwise you may be removed from the training.

13. On the day of the training, click on the website link that is in the email to connect to the training. If you have any questions or issues, you can call Colleen Kimberly at 269-364-6952.