Online Learning Instructions

1. To create a new user account, go to https://wnccumc.csod.com/selfreg/register.aspx?c=reg.

2. Fill out the online form and click the red **Submit** button.

3. The web page will update and take you directly to the online learning platform. (FYI: For future access, go to wmccumc.csod.com to enter your login credentials and click the red **Log In** button.

4. Click to open the desired training opportunity.

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5. You'll see an overview of the course and a table of contents for the individual lessons. Click **Open Curriculum** to begin.

6. Here, you'll see the full course.

   - Click **Launch** to review each individual lesson.

   - For lessons that only have text or downloadable materials, be sure to click the **Mark Complete** button so the system can track your progress. (Next Steps lesson in this example)

   - Completed lessons will display a red checkmark. (Introduction in this example)

   - The **Curriculum Progress** circle displays your overall progress in the course.

   - Some lessons are locked until previous lessons are complete. Once all previous lessons are marked as complete, the lesson/quiz will activate. (Final quiz in this example)
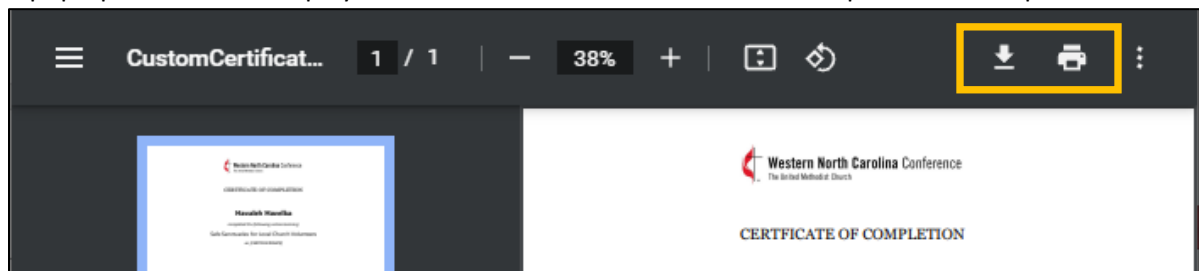
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7. Once you've reached 100% Curriculum Progress, you can download/print a certificate of completion. To do so, click the **Options** button and select **View Training Details** from the drop-down menu that displays.

8. Click **Print Certificate**.
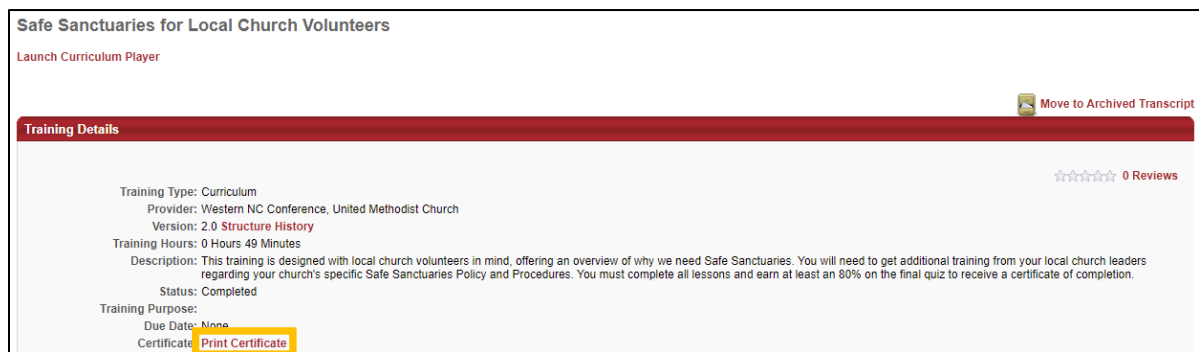
9. A pop-up window will display. Click the arrow icon to download or the printer icon to print.

10. Another way to get to your certificate is to hover over the red **Home** tab, click **Universal Profile** from the drop-down menu that displays, click the **Transcript** tab, search **Completed** courses, then click **View Certificate**.