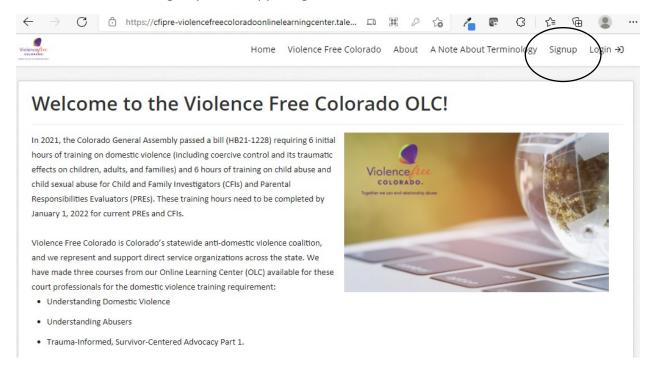
Accessing the courses should be an easy task. If you experience any problems or have questions, please contact me, Tracy Griffith, at tgriffith@andrasteconsulting.net.

1. Open your Internet browser and go to:

https://cfipre-violencefreecoloradoonlinelearningcenter.talentlms.com/index

2. Click on the link to Sign Up in the upper right corner of the screen.



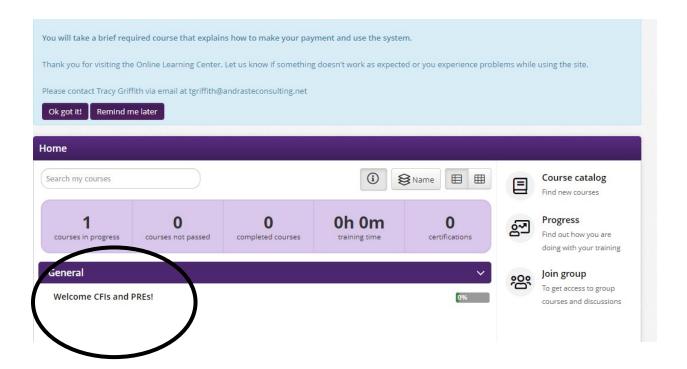
3. Create your account by entering the required information.

Sign up

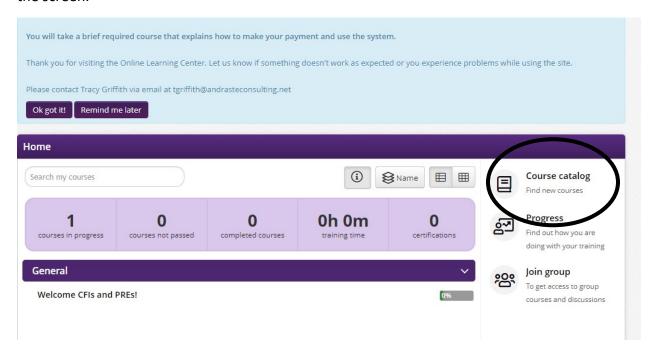
| e.g. John | |
|--------------------------------------------------------------------------------------------|-----|
| AST NAME | |
| e.g. Doe | |
| MAIL ADDRESS | |
| e.g. jdoe@example.com | |
| JSERNAME | |
| e.g. jdoe | |
| | |
| PROGRAM/ORGANIZATION NAME | |
| | |
| PROGRAM/ORGANIZATION NAME | |
| PROGRAM/ORGANIZATION NAME STATE | ACT |
| PROGRAM/ORGANIZATION NAME STATE Select an option PHONE NUMBER (IN CASE WE NEED TO CONTA | ACT |

Log in

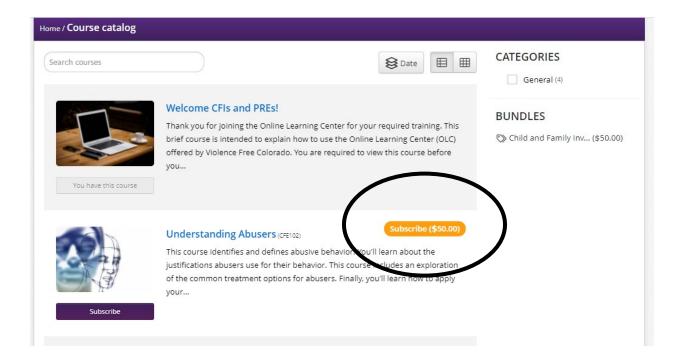
4. Click on Welcome CFIs and PREs. You are required to take this introduction course before you attempt to make your payment and take the 3 courses.



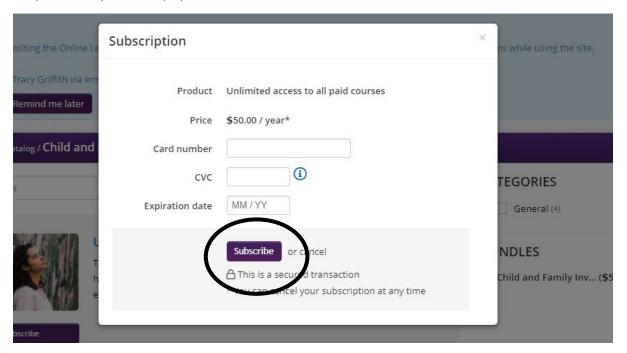
5. After completing the Welcome course, click on the Course Catalog link along the right side of the screen.



6. You'll see a list of courses with prices. Click on any course to subscribe. You'll have access to all 3 courses but will be prompted to make a payment 1 time only.



7. Enter your credit card information and click on the Subscribe button. You'll be taken to Stripe to complete the payment.



8. When you go back to the Learning Portal, you'll have access to the courses. You'll see the Subscribe buttons still have \$50 on them. Do not panic! You'll click on the Subscribe button for each course to add it to your course catalog, but you won't be prompted to pay again.

