<u>Student Instructions to complete Online Registration:</u>

Go to the login screen at www.alerrt.org

1.   Create or Login to your user account by clicking on the LOGIN Tab
2.   Click on STUDENT WEBSITE > ONLINE REGISTRATION >
3.   Student will enter Course Number listed in the email

Student will have to wait for Instructor to APPROVE their Registration. If the student does not receive an approval, then they CANNOT begin or attend the class. The student can watch the approval process on their DASHBOARD as it goes from Pending to APPROVED by refreshing their screens

4.   Once the student is approved by the instructor, the student can then open their DASHBOARD by logging back into the ALERRT Website and clicking on STUDENT WEBISTE (if they logged out or were timed out)
5.   At this point, the student can click on the class's title (ie: "Level I – Indirect") in their COURSES on their DASHBOARD. Note: The next version will have a button to click to "Go To Course".
6.   This will take the student to their course and the student can start their testing by clicking the tab "Start Test" at the bottom of the screen.
7.   Any follow up Post Tests or Critique completion are handled by the students by following steps 4 & 5 above.

The rest of the information to FINALIZATION is completed by the instructor. Once the class is finalized, the student should receive an email to the email address they annotated during their Registration process.

The student can follow the instructions on the email to log in to ALERRT's Website, go to STUDENT WEBSITE > CERTIFICATES > MY CERTIFICATES > GENERATE CERTIFICATE and print their certificate after downloaded.