

On-Demand Professional Learning



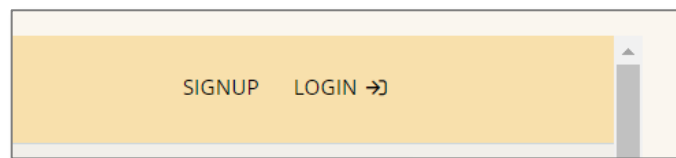
Instructions
For Schools and Districts
to Access Courses

Welcome to KOI Education!

These simple steps will help you SignUp quickly and easily to access *On-Demand Professional Learning* from any computer, tablet, or phone.

1) First, create an account on our *On-Demand Professional Learning* page at: koi-education.com/on-demand

2) Scroll down to click **SIGNUP**.

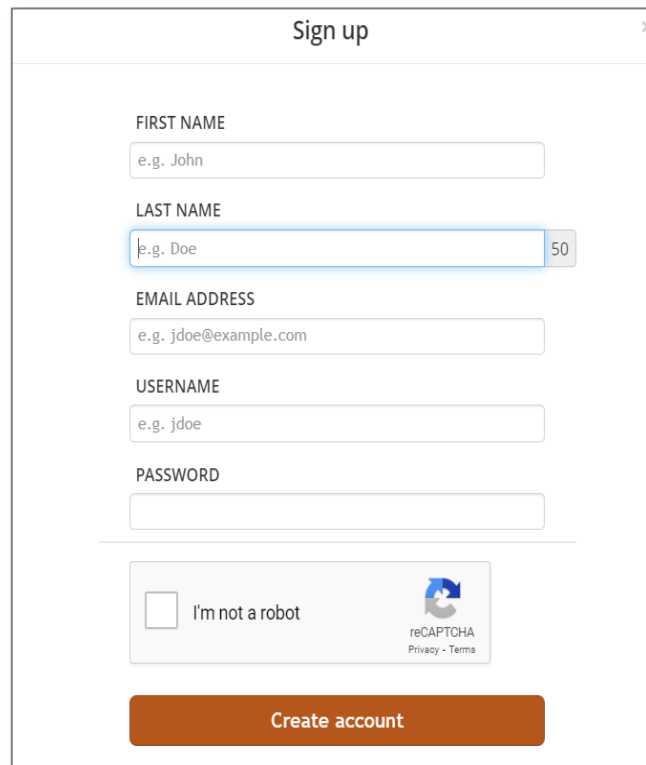


3) Enter a First Name, Last Name, Email address, Username, and Password.

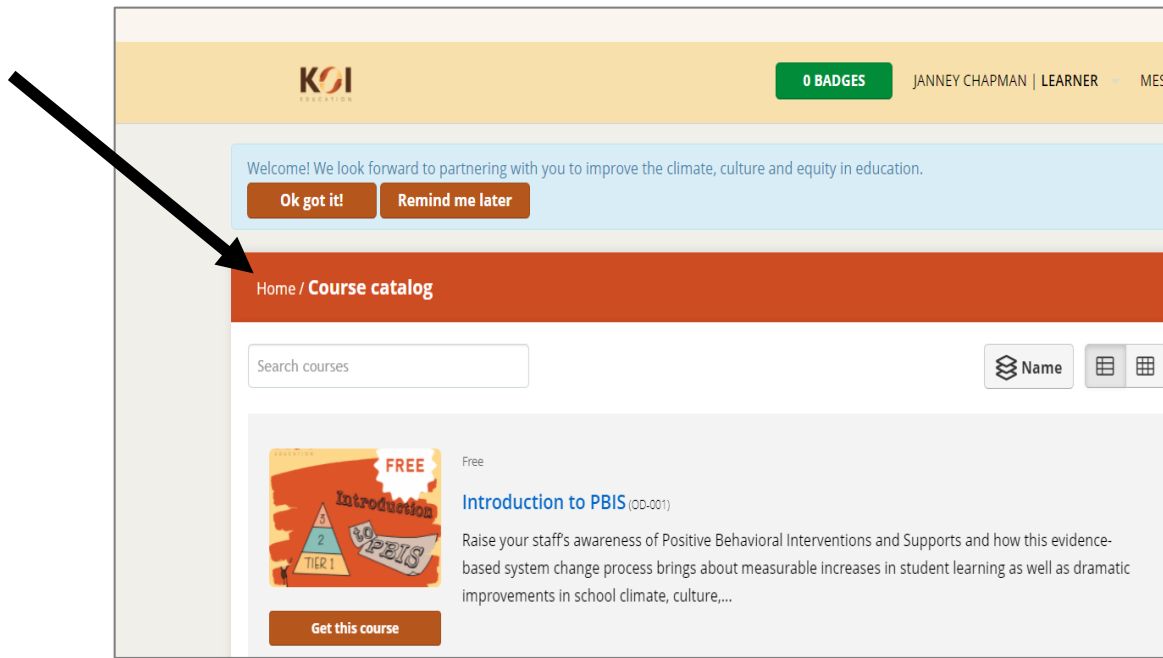
You may create your own username and password.

Check the box next to “I’m not a robot”, then click **Create Account**.

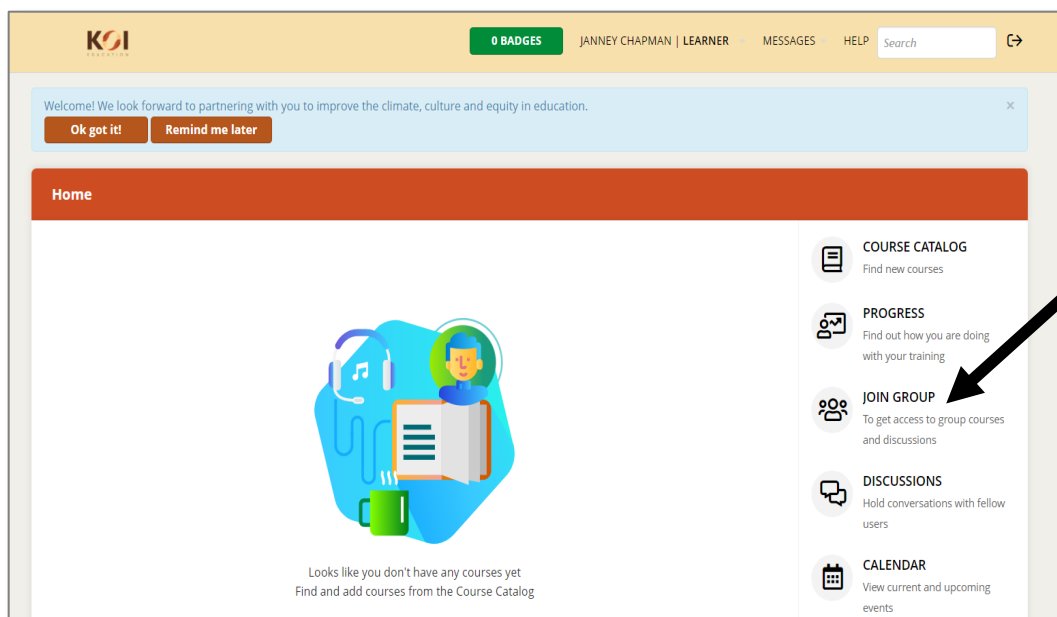
You are now logged in. Save your new credentials to Login again.

A screenshot of a web form titled "Sign up". The form is contained within a white box with a thin grey border. At the top right of the box is a close button (an 'x' icon). The form contains several input fields: "FIRST NAME" with a placeholder "e.g. John"; "LAST NAME" with a placeholder "e.g. Doe" and a character count "50" on the right; "EMAIL ADDRESS" with a placeholder "e.g. jdoe@example.com"; "USERNAME" with a placeholder "e.g. jdoe"; and "PASSWORD" with an empty field. Below these fields is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms". At the bottom of the form is a large, solid orange button with the text "Create account" in white.

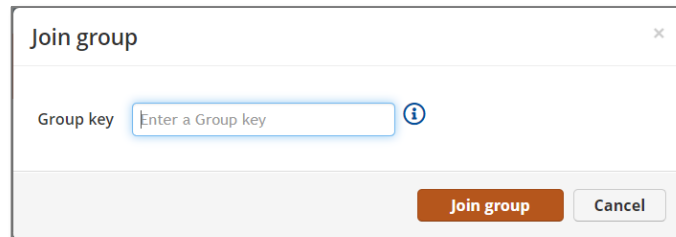
- 4) You are now on the **Course Catalog** page. Do Not pay for a course if you have a district or school Group Key! These courses can be purchased anytime if not provided by your district or school. Click the **Home** button (see arrow).



- 5) After clicking the Home button, you will see the below page. Click **JOIN GROUP** (see arrow).



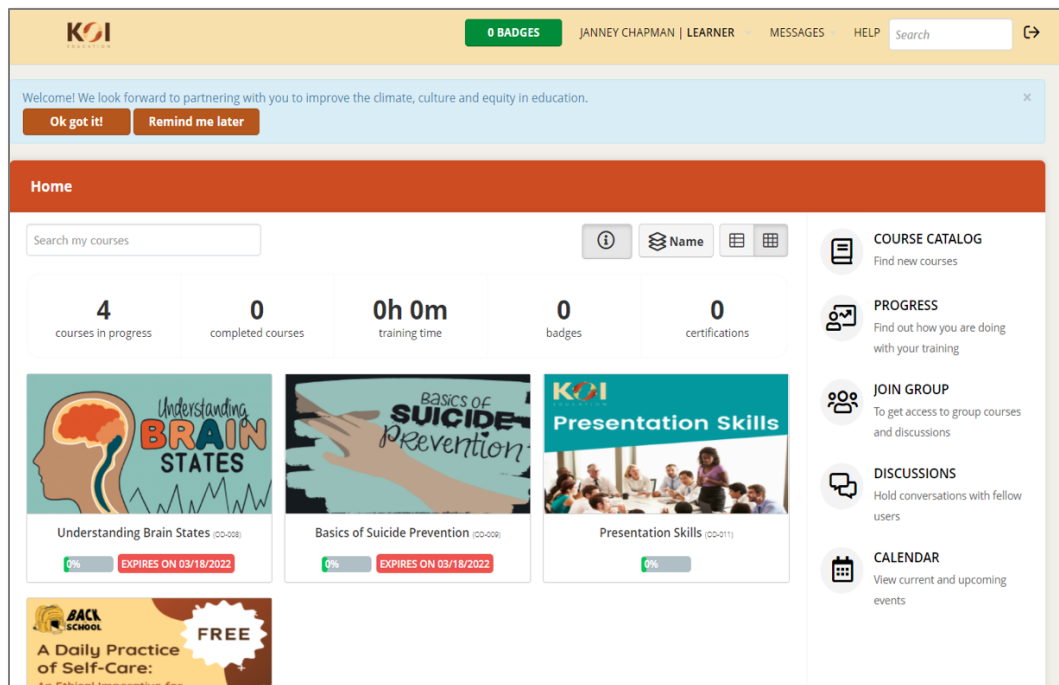
- 6) After clicking on JOIN GROUP, you will see the pop up box below. Type your district or school provided GROUP KEY, then click the **Join Group** button.



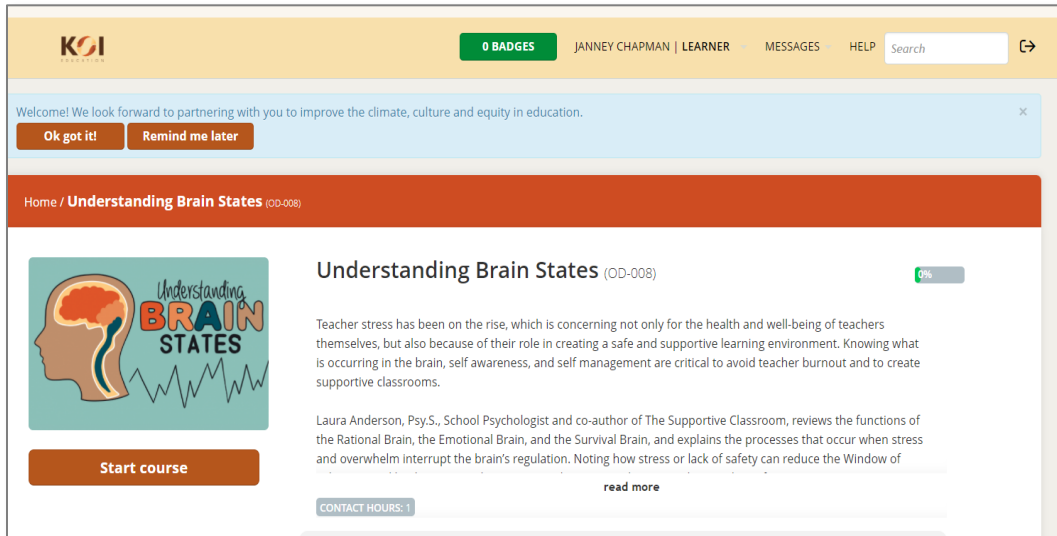
- 7) You should now see a screen with the course(s) available to you.

In the below example, this learner has been assigned: Understanding Brain States, Basics of Suicide Prevention, Presentation Skills, and A Daily Practice of Self-Care.

- 8) Click the course you want to begin to see the course description.



9) Click **Start Course** to begin your Professional Learning.



NOTES:

- Participants must complete each course in the sequence specified, beginning with the first page in the course.
- Course content cannot be skipped.
- Course videos cannot be fast-forwarded and must be watched in entirety before moving to the next page of a course.
- Videos will restart from the beginning if participants leave the course.
- Upon successful course completion, participants will receive a *Certificate of Achievement* listing your name (the same name used to SignUp for the account), the course name, and the professional learning hours for the course.
- Certificated are not available for micro-courses designated as “Free”.

Questions or Technical Assistance?

Please use the **Help Desk** button on our *On-Demand Professional Learning* page at: koi-education.com/on-demand