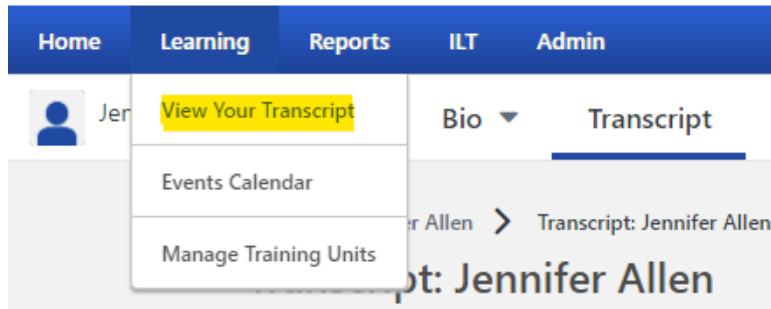


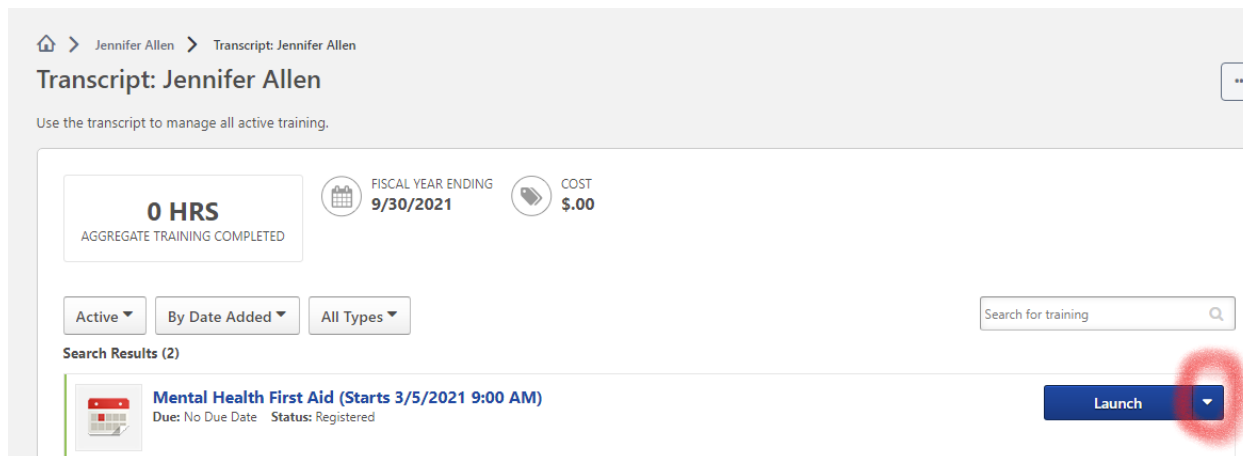
Step One:

Hover over the Learning Tab found at the top tool bar of your screen, and select "View Your Transcript"



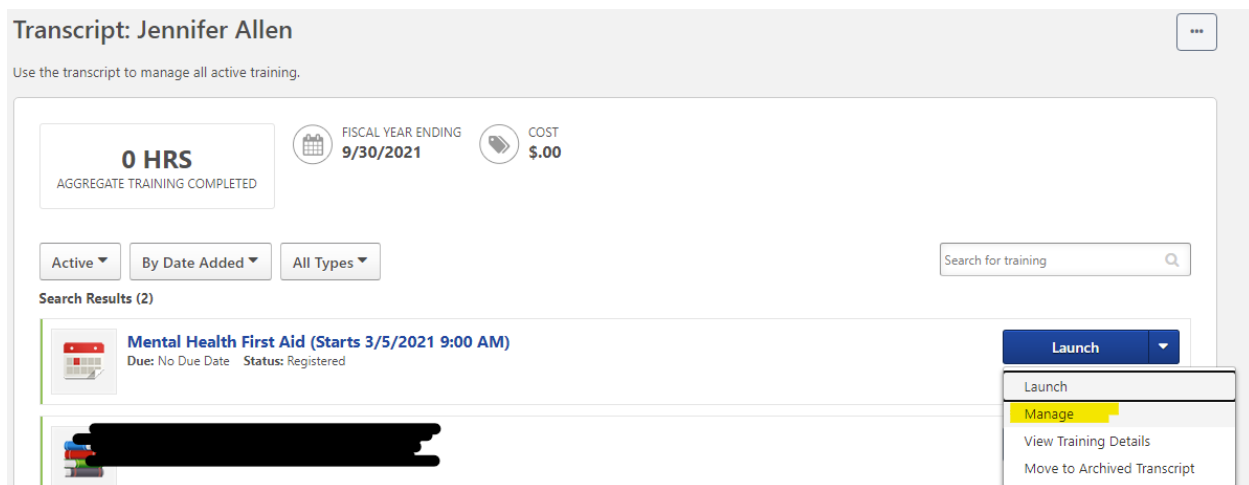
Step 2:

Next to the word "Launch" select the drop-down arrow



Step 3:

Select "Manage" from the drop-down menu



Step 4:

Scroll down until you see “Pre-Course Work” and click “activate”

Pre-Work							
TITLE (CLICK ON ⓘ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	REQUIRED	EXEMPT	STATUS	OPTION	DETAILS
ⓘ Adult Mental Health First Aid	Online Class	None	Yes	No	Not Activated	Activate	None

Step 5:

Click “Launch” to start Pre-Work.

Pre-Work							
TITLE (CLICK ON ⓘ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	REQUIRED	EXEMPT	STATUS	OPTION	DETAILS
ⓘ Adult Mental Health First Aid	Online Class	None	Yes	No	Registered	Launch	ⓘ