

# Get Started!

## Ohio CASA's Online Volunteer Education Instructions

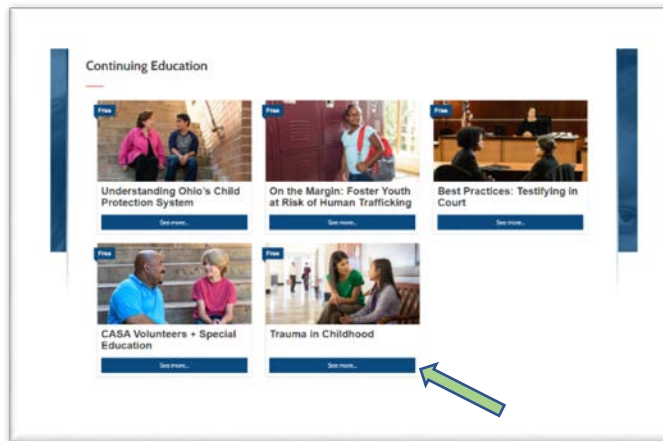
### Step 1: Register

To register for a course on the Ohio CASA website, you first must be logged into the Ohio CASA website. These steps will walk through both registration processes:

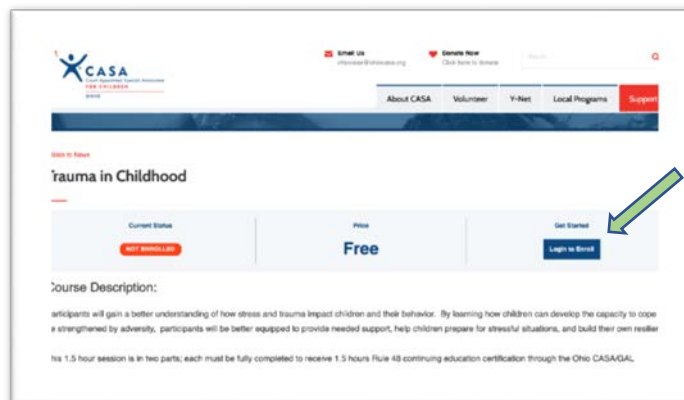
1. **Click** the Volunteer tab at the top of the page.



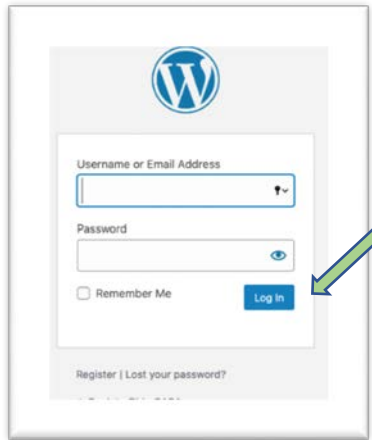
2. **Choose** Continuing Education from the dropdown menu that will appear.
3. **Click** See more....



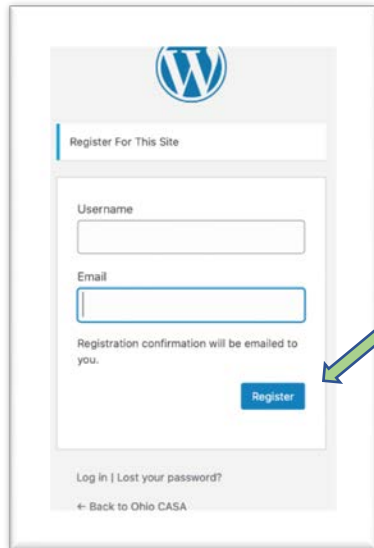
4. **Click** Login to Enroll.



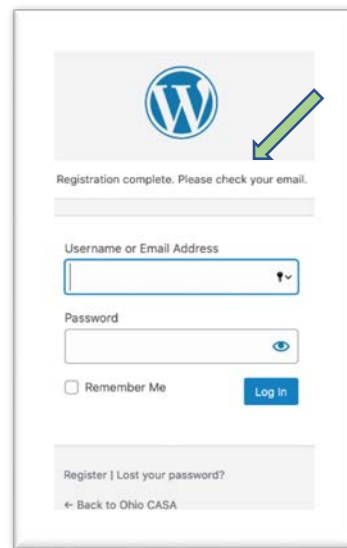
5. If you already have established a user name and password for the website, you will be asked to log in. If not, you will be asked to establish an account. Either provide your login information or **Click Register**.



6. First time site registrants will be asked to create a username and password for the site. When the information is complete, **Click Register**.



6.



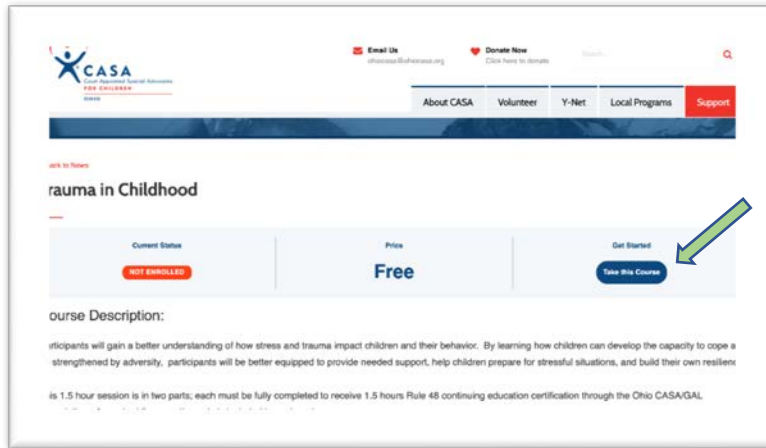
7.

7. The site will display “Registration complete. Please check your email.”
8. Check your email and **click** on the link provided. The link will take you to a site where you will create a password (you can use the password suggested or create your own).
9. **Click** the Log in link and use the username and password to log in.

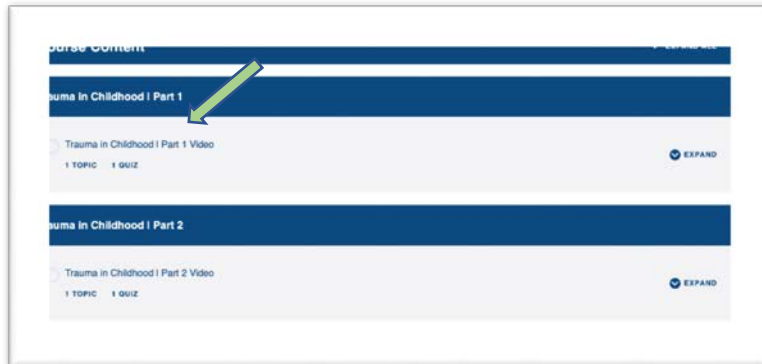


## Step 2: Select Your Course

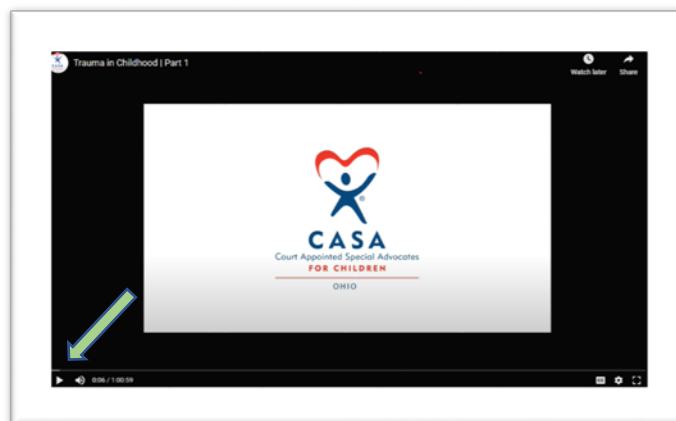
10. Once logged in to the site:
  - a. **Click** Volunteer tab.
  - b. **Click** Continuing Education.
  - c. **Click** the training.
  - d. **Click** “Take this course.”



11. **Click** on the course title to begin.

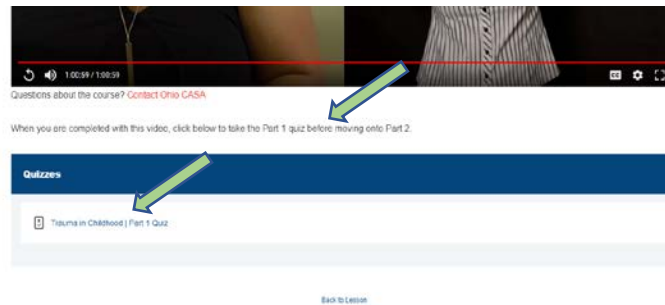


12. You may need to **click** the play button to start the video when it appears.

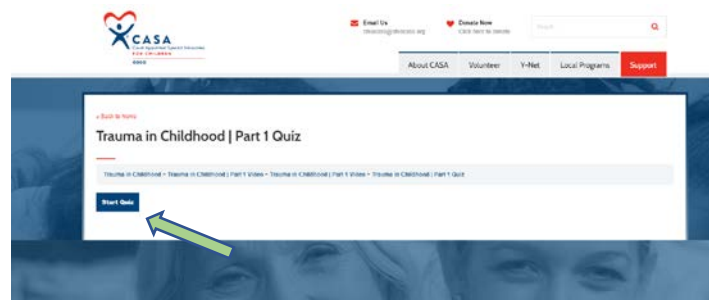


13. Participants will be required to successfully complete a short quiz at the conclusion of any video. This is for the purposes of accreditation and review.

When the video is completed, you will see a message instructing you to begin the quiz by clicking below. Please note: you must *fully complete* the video for this message to appear. **Click** on the icon that appears.



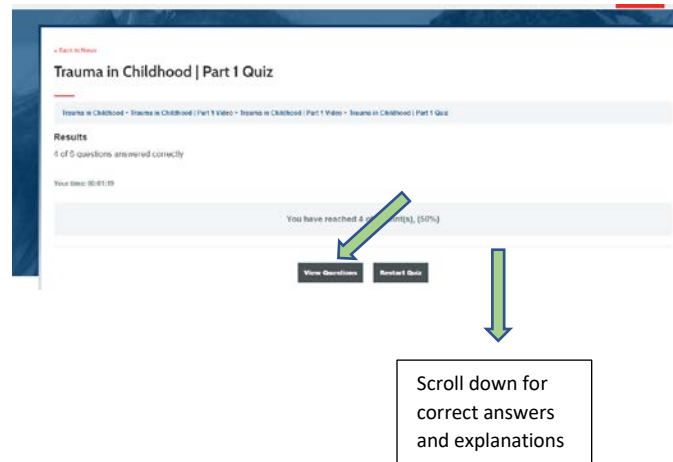
14. Clicking on the icon, brings up the screen below with quiz access. **Click** the start button.



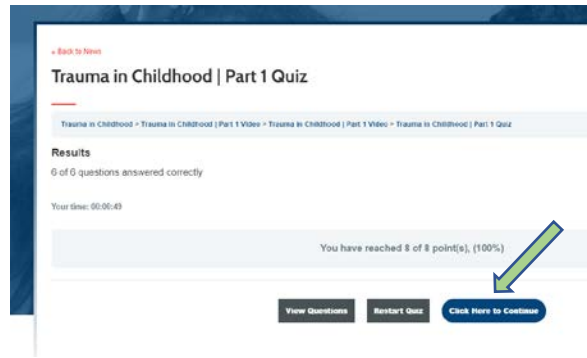
15. All answers must be answered correctly to progress.

- a. If an answer is incorrect:

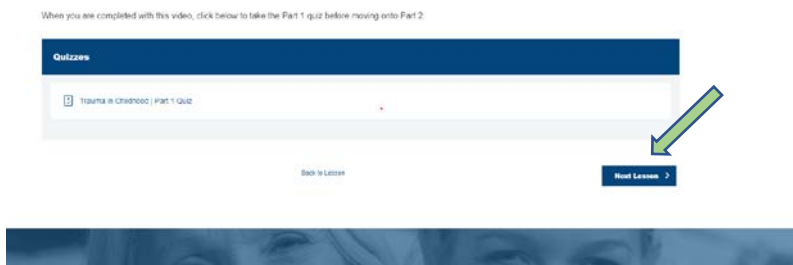
The participant will be notified at the conclusion of the test if a question has been answered; correct answers and explanations are provided below the message. When done reviewing, **click** on the Restart Quiz button.



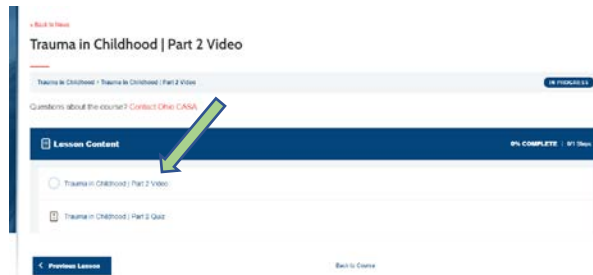
- b. When a quiz has been completed with all questions answered correctly, the message below will appear. **Click** the blue button to continue.



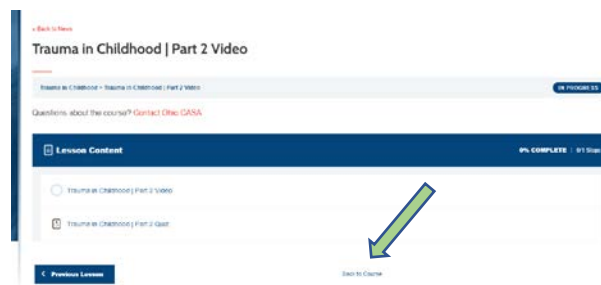
Click **Mark Complete** and **Click** Next Lesson



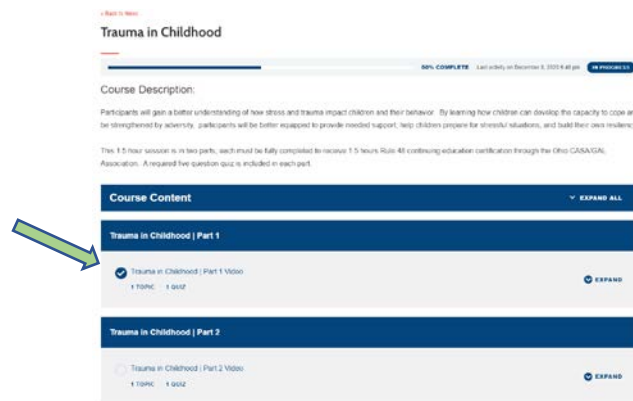
**Start** Video 2



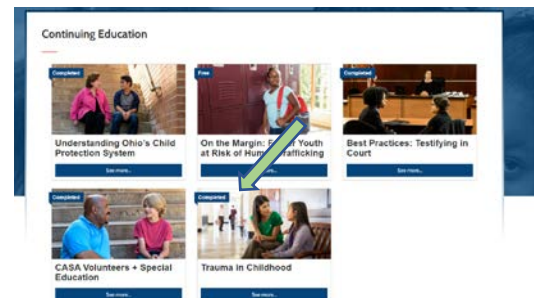
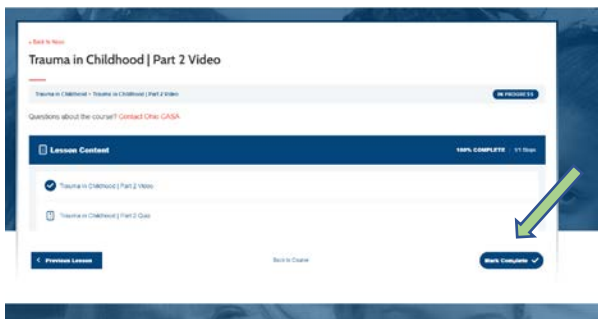
16. The course has been designed for you to be able to take as your schedule permits. If you wish to complete the course in stages, you can! When you have completed a section, you can stop and return later. **Click** Back to Course at the bottom of the page until you reach the main page. Return any time to begin Part 2.



17. To return at a later date, simply **log back in** and **return** to the course page. A check by the Part 1 description will show that you have completed all activities and allow you to begin Part 2.



18. Repeat the process for any subsequent video. As with Part 1 remember to **Click** the “Mark Complete” button when you have successfully completed the video and the quiz. This will trigger a “Completed” on the main course page.



19. When finished, you will receive email documentation of the Rule 48 hours that you have earned. Ohio CASA also receives a notice for record-keeping. If your course has been approved for Continuing Legal Education hours, the confirmation will contain instructions for receiving separate documentation.

20. Your confirmation will include a link for a short evaluation. *Please* complete! It is anonymous, takes less than 2 minutes and helps us make sure courses are useful for you.

***Thanks! We're always looking for ways to improve the process or offer informative speakers that will enhance skills. We love your suggestions.***