## PURCHASING AN INSTRUCTOR-LED TRAINING

STEP 1 Go to the Home page and select a course.

STEP 2
Select user to take course. Select the participant, state, and training.


STEP 4
Prior to the training, return to the "Enrolled Trainings" page to complete the course pre-test.

Attend training

Following training, log back in to take post-course survey and access certificate on "Course Certifications" page.

