## CCLCM Faculty Development Series Student Instructions

If you received a QR code to enroll, you can skip steps 1-3.

 Please use the Non-Employee Log n using the username and password provided to you. If you are unsure of what that may be, please reach out to <u>elearning@ccf.org</u>
 \* If you have a CCF email or if you are a CCF Employee, please use the Employee Login route\*

Non-Employee Login	
Username	
testaccountkf	
Password	
Remember username Non-Employee Login	
Forgotten your username or password?	
Cookies must be enabled in your browser	

2. When you login, please search **CCLCM Faculty Development Series** into the search bar. This is located next to your name in the top right area of the MyLearning screen.



3. It will then take you to this screen.

Find learning



4. When you click on this course, you will be asked to enroll into the course. Click on **Enroll Me.** This is will enroll you in the course ONLY. There is one more step for you to follow.



5. Once enrolled, please select the date that you would like to attend. When you find the date, please do the following:

## a. Go to Event

b. Click on **Sign-up** (you may need to change how you would like to receive your confirmation.)

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	EVENT STATUS	SEATS AVAILABLE	SESSION TIMES	RO	DMS		FACILITATORS	ACTIONS	
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Enable Facilitator notification

Yes