# Children's Wisconsin e-Learning Registration Center: Self-registration for Professionals

This guide will walk you through how to create the account you will need to access Children's Wisconsin e-learning courses. You will create an account in our Children's e-Learning Registration Center, where you will register for course(s). You will then have access to the Learning Management System (LMS), where you will start your e-learning course(s).

Setting up your Children's Wisconsin e-Learning Registration Center Account

➢ Start your account creation process for the Children's Wisconsin e-Learning Registration Center at: https://professional.healthykidslearnmore.com/.

➢ If you are a returning user, log in to the e-Learning Registration Center using the username and password you set up during the account creation process. Your username is your email address. If you have forgotten your password, select 'Forgot Password" in the upper right corner.
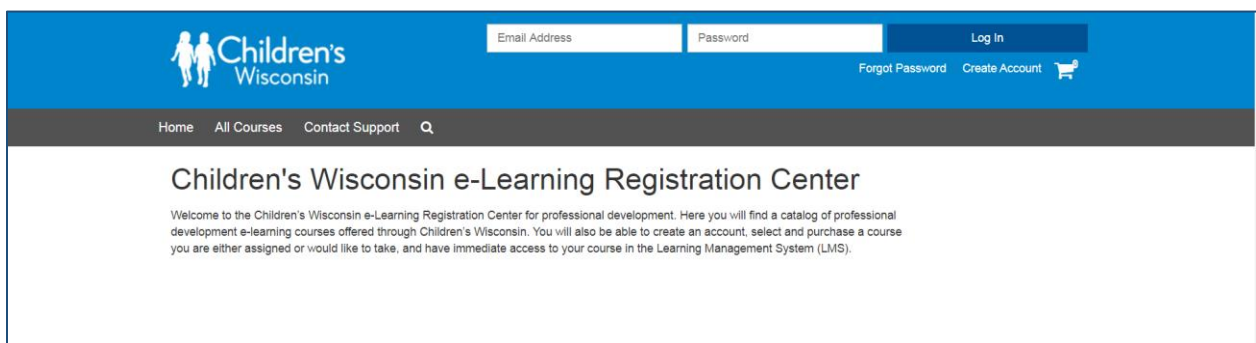

1. In the upper right corner, select 'Create Account'. Enter all contact information. Once you have completed all fields, click the 'Create Account' button on the bottom to complete your e-Learning Registration Center account creation.
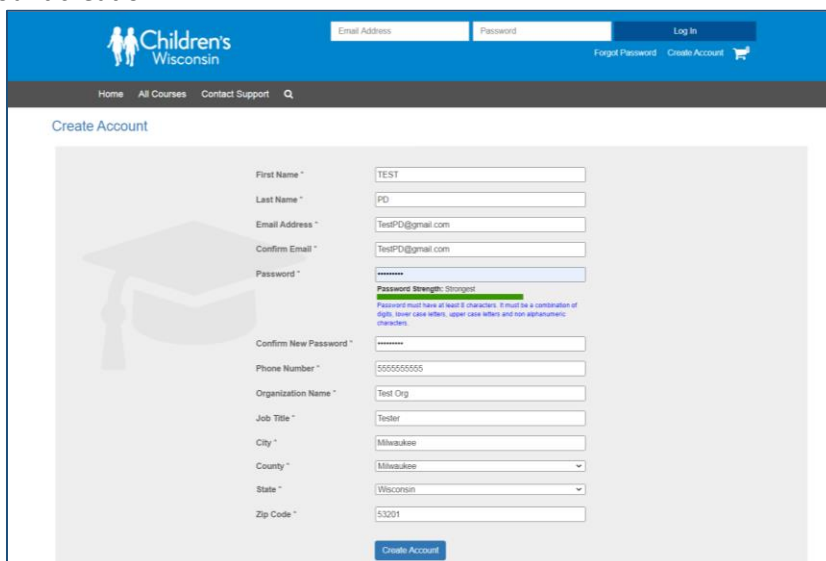
2. Welcome to Children's Wisconsin e-Learning Registration Center! You will now have access to the Professional Development courses available to begin your course enrollment process. You will also receive an account creation email. In the e-Learning Registration Center, you can view courses, create an e-learning course registration, read help articles, and contact support.

3. You can review support articles under the 'Help' tab. If you need to contact support, click that tab to submit a request. You can also access support here: https://professional.healthykidslearnmore.com/User/help or email eLearning@childrenswi.org. Representatives are available to assist Monday through Friday from 8am to 5pm (CST) on regular business days.

Registering for courses

4. Select 'All Courses' to view the available Professional Development courses.
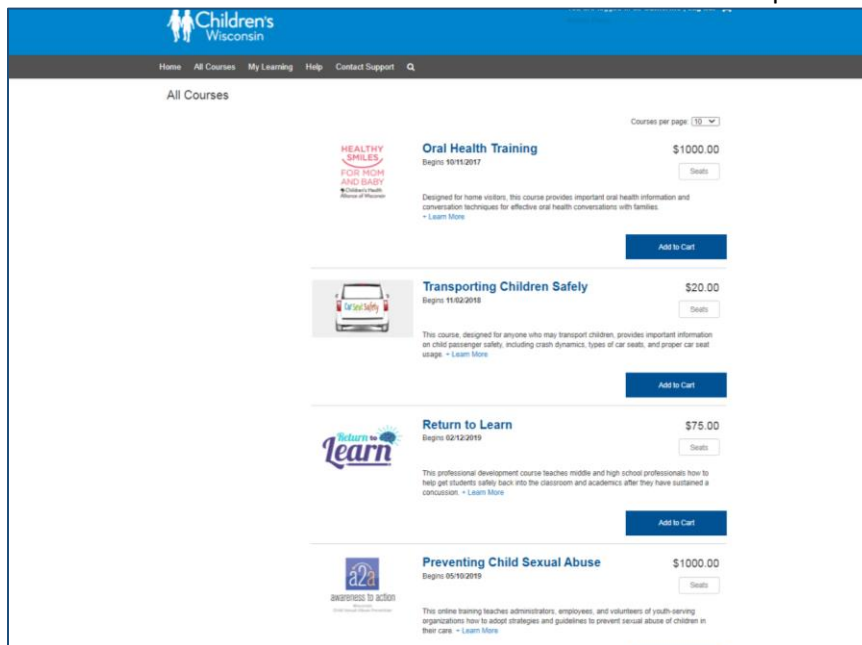
5. The list of course names will appear. Click on the course name for more information or enter the number of seats or enrollments you would like. If you are just enrolling yourself, select a quantity of 1. If you are purchasing the course for others, enter the total number of students here. You will enter their names and email addresses during the checkout process.

6. Choose "Add to Cart" which will take you to the checkout summary where you can begin the checkout process.

If you are purchasing the course for someone else or a group of people, check the "purchase for others" box at the first checkout screen. You will be able to add the names and email addresses in the next step.
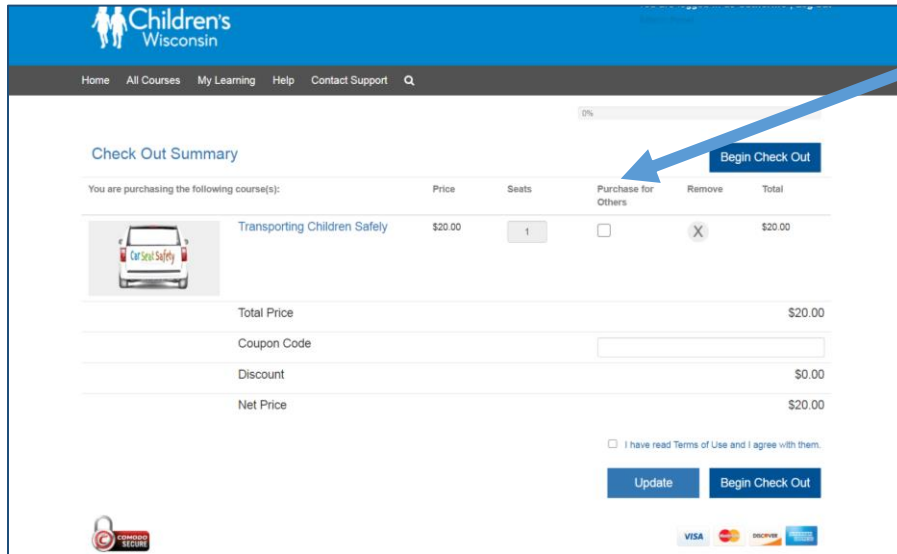
7. If you received a coupon code for this course, you may enter that in the coupon code box of the checkout page to receive the course fee discount.

8. Review the Terms and Conditions and check this box indicating you agree. Click the "Begin Checkout' button to move through the checkout process.

9. ***If you are purchasing the course for others*** you will see this screen to add the names and email addresses of the other students. Once the purchase process is complete, these students will receive an email with a link to set their password to create an account in the e-Learning Center. Students will then be able to access their courses under the "My Learning" tab.
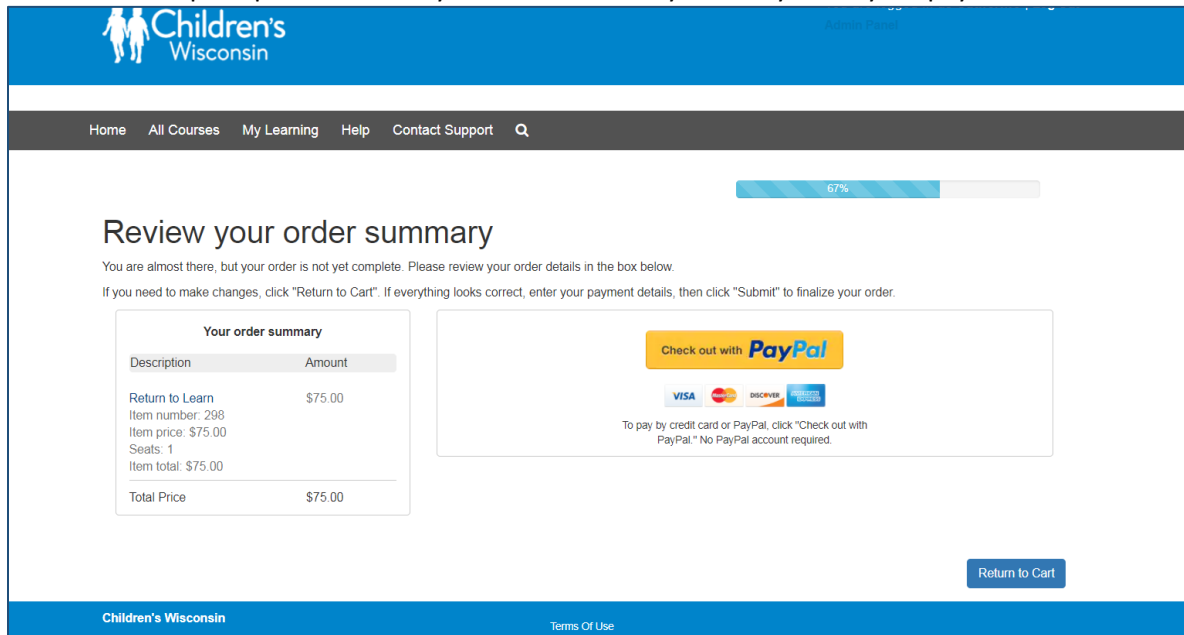
Kids deserve the best.
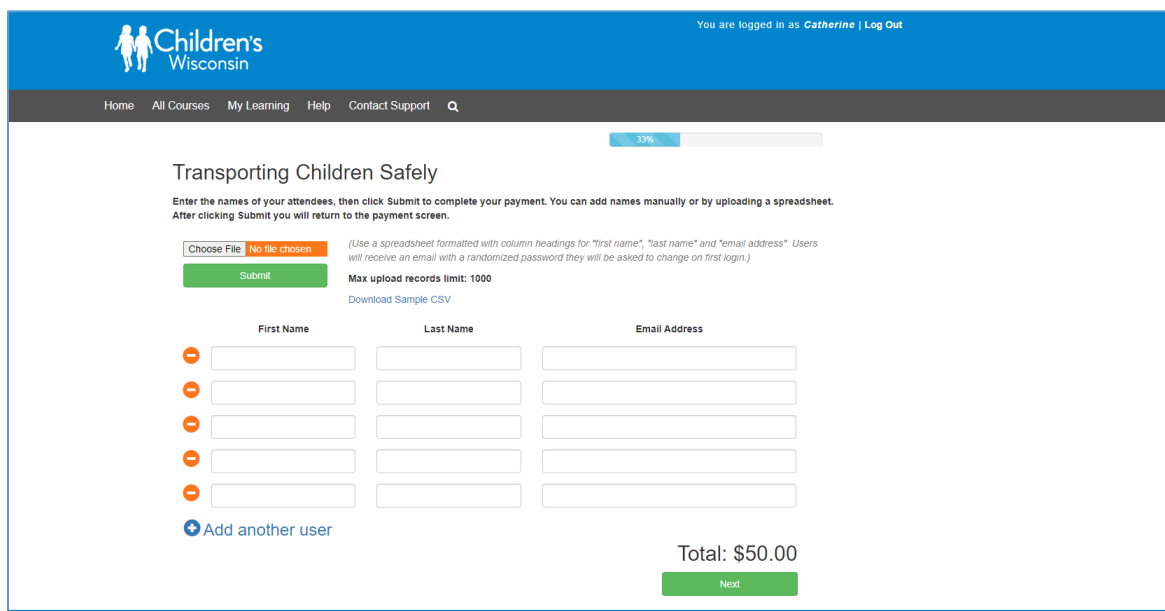
From: **Children's Wisconsin e-Learning** <noreply@lmscheckout.com>
Date: Wed, Mar 23, 2022, 9:31 AM
Subject: Welcome to Children's Professional Development e-Learning Registration Center
To: <testcts@gmail.com>

Hello TestCTS,
Welcome to Children's Professional Development e-Learning Registration Center. Someone has purchased a course for you but you first need to activate your account before you can access it. Your email address will be your login name and then you will need to set a password using the following link. **https://chwprofessional.lmscheckout.com/User/setPassword**

Once you are logged in, you will find course details for the course purchased for you on the My Learning tab. Once your account is activated, you will also receive an email confirming your enrollment. If you have any questions, contact the buyer, Catherine Test at testPD@gmail.com.

Good luck with your course.
If you need any help along the way, please contact e-Learning Support here: professional.healthykidslearnmore.com/User/help or email eLearning@chw.org.
Children's Wisconsin e-Learning Team

10. You will be prompted to review your order summary and may enter your payment here if needed.

11. You will receive confirmation once your order has completed. You will also receive an email with course registration confirmation and a PayPal payment confirmation if applicable.

12. To access your course, click on 'My Courses' under the 'My Learning' tab. The 'Launch' button will connect to the LMS (Learning Management System) and to the course(s) for which you registered.
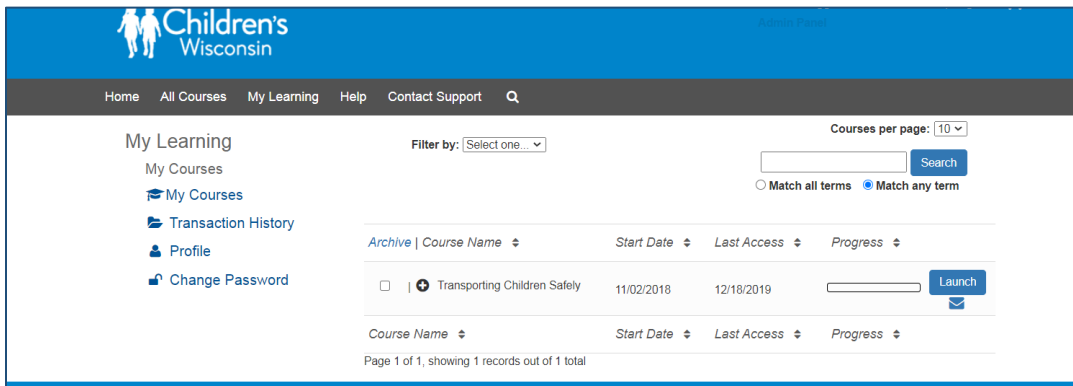
13. Once in the LMS you will see your course and can click on the course and access the course activities.
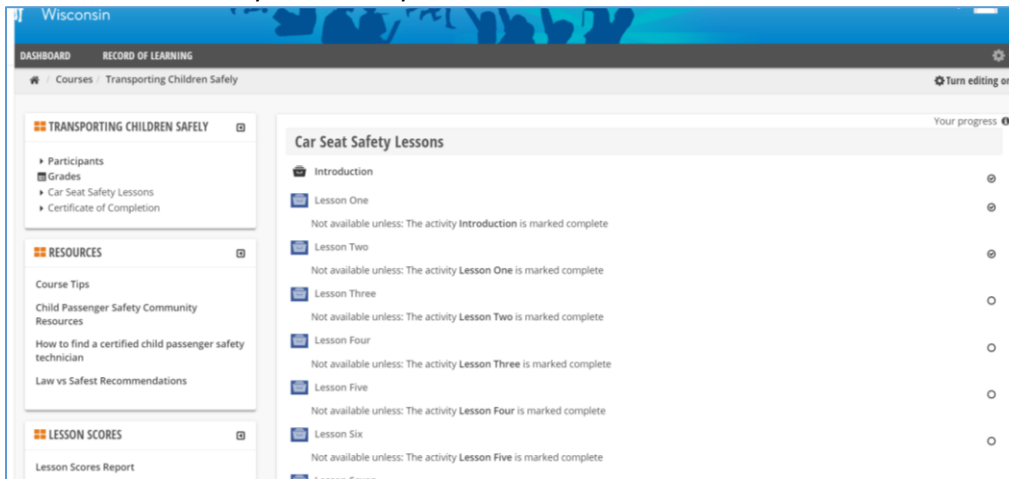
Contacting Support

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