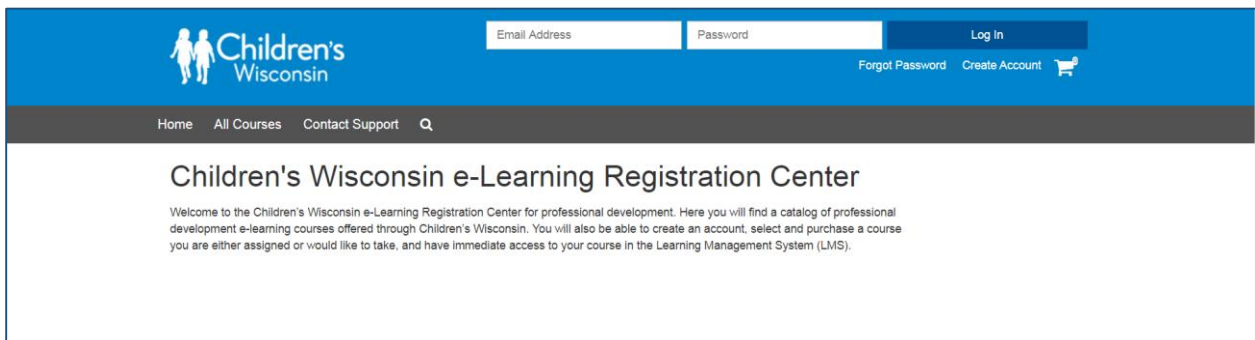


# Children's Wisconsin e-Learning Registration Center: Self-registration for Professionals

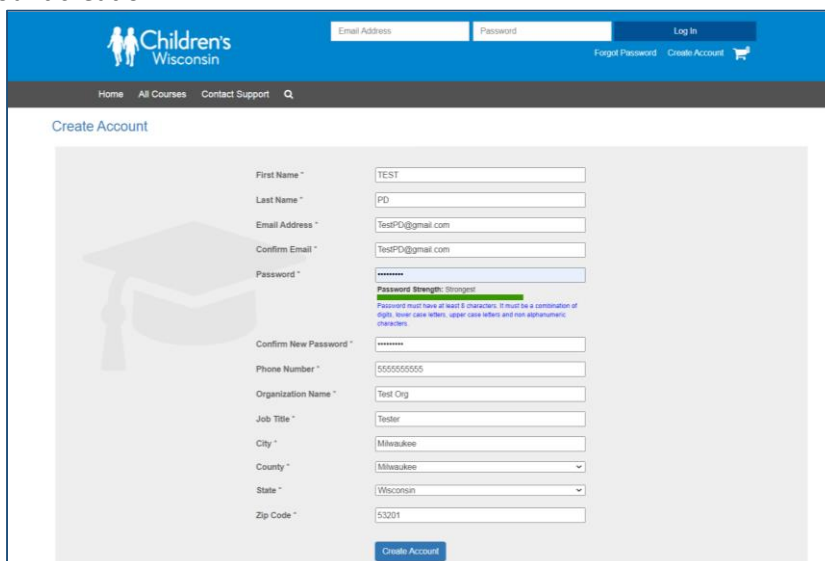
This guide will walk you through how to create the account you will need to access Children's Wisconsin e-learning courses. You will create an account in our Children's e-Learning Registration Center, where you will register for course(s). You will then have access to the Learning Management System (LMS),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



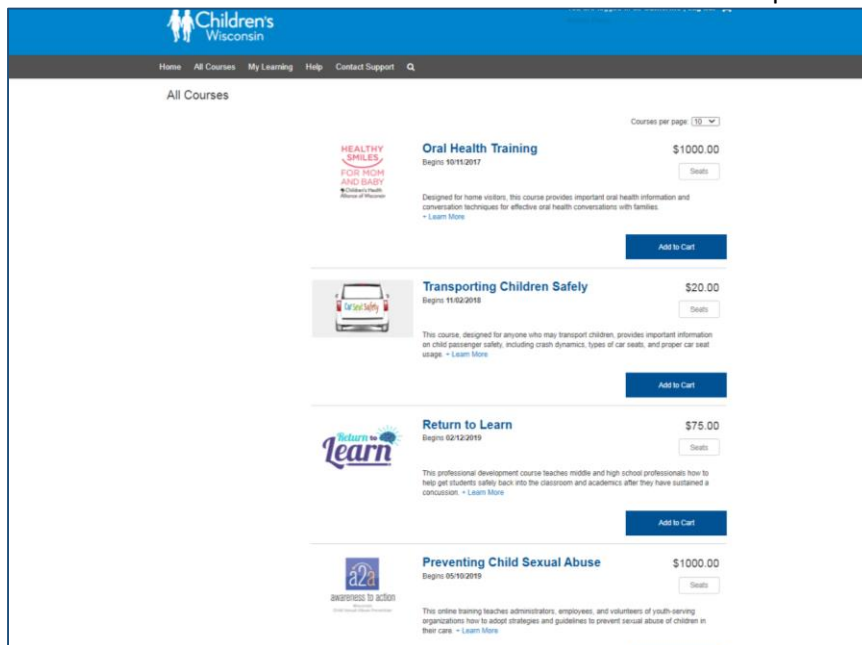
1. In the upper right corner, select 'Create Account'. Enter all contact information. Once you have completed all fields, click the 'Create Account' button on the bottom to complete your e-Learning Registration Center account creation.

The screenshot shows the 'Create Account' form. The form is titled 'Create Account' and features a graduation cap icon on the left. The form fields are as follows: First Name (TEST), Last Name (PD), Email Address (TestPD@gmail.com), Confirm Email (TestPD@gmail.com), Password (\*\*\*\*\*), Confirm New Password (\*\*\*\*\*), Phone Number (5555555555), Organization Name (Test Org), Job Title (Tester), City (Milwaukee), County (Milwaukee), State (Wisconsin), and Zip Code (53001). A 'Create Account' button is located at the bottom right. A password strength indicator shows 'Strongest' with a green bar. A note below the password field states: 'Password must have at least 8 characters. It must be a combination of digits, lower case letters, upper case letters and non-alphanumeric characters.'

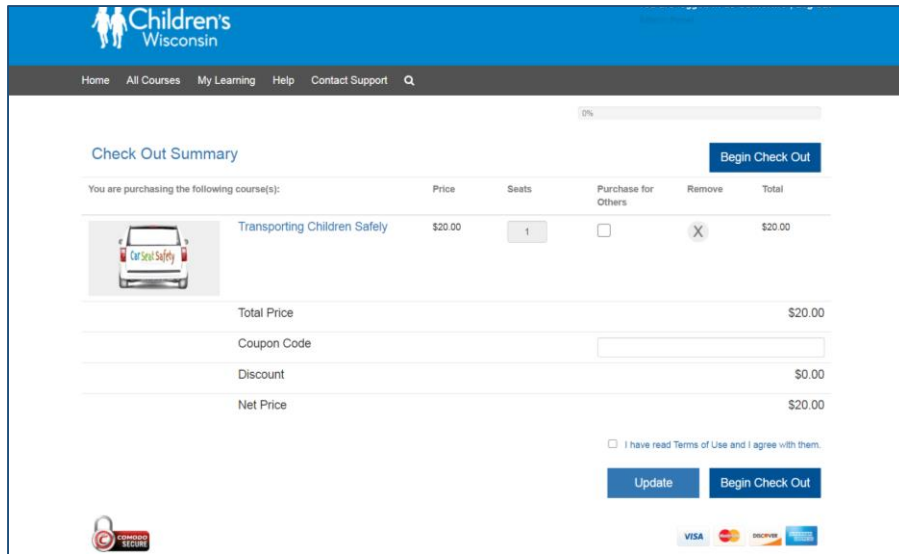
2. Welcome to Children’s Wisconsin e-Learning Registration Center! You will now have access to the Professional Development courses available to begin your course enrollment process. You will also receive an account creation email. In the e-Learning Registration Center, you can view courses, create an 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@chw.org](mailto:eLearning@chw.org). Representatives are available to assist Monday through Friday from 8am to 5pm (CST) on regular business days.

## Registering for courses

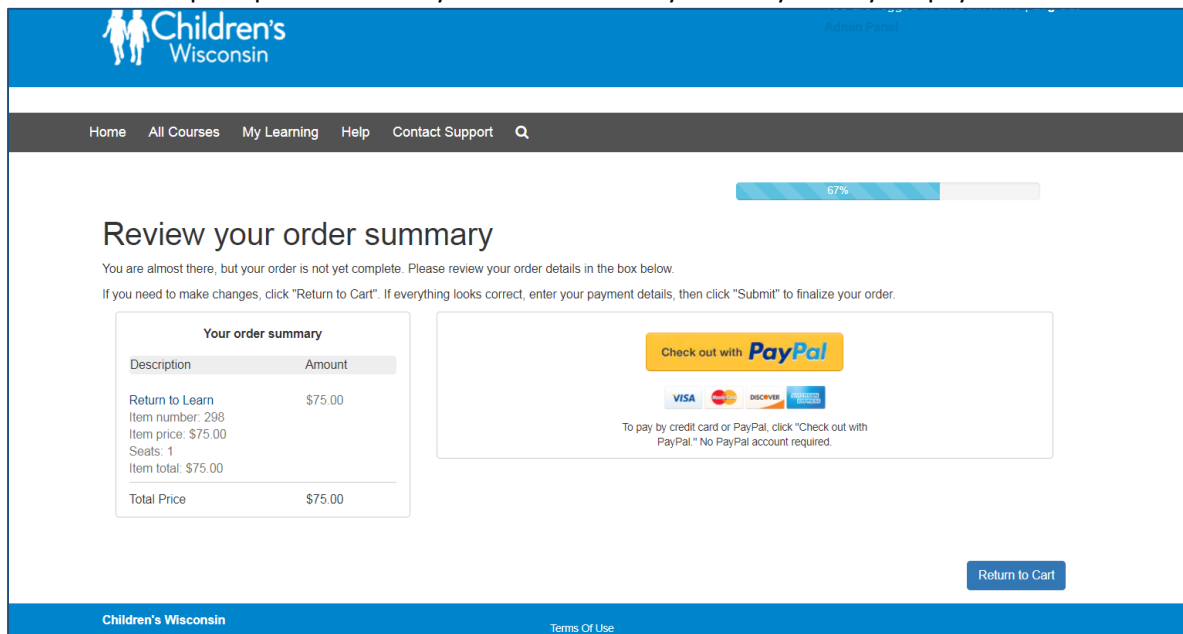
4. Select ‘All Courses’ to view the available Professional Development courses.



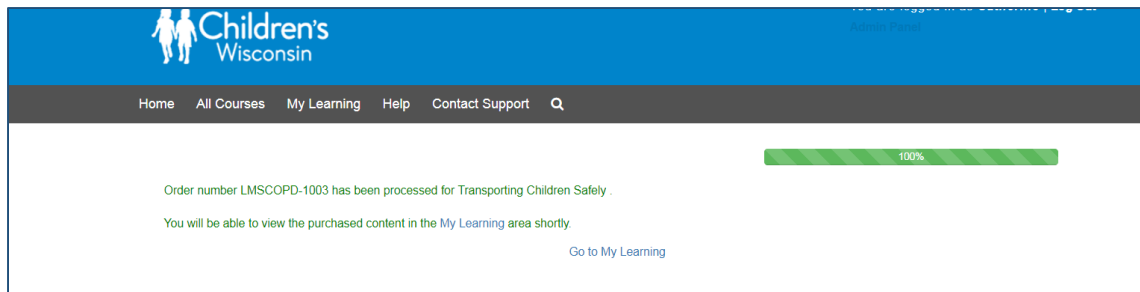
5. The list of course names will appear. Click on the course name for more information or enter the number of seats or enrollments you would like. If you are just enrolling yourself, select a quantity of 1.
6. Choose “Add to Cart” which will take you to the checkout summary where you can begin the checkout process.



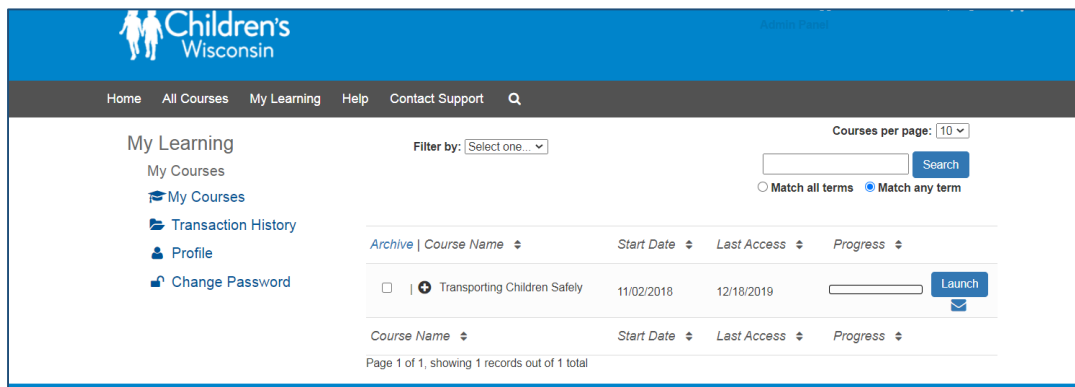
7. If you received a coupon code for this course, you may enter that in the coupon code box of the checkout page to receive the course fee discount.
8. Review the Terms and Conditions and check this box indicating you agree. Click the “Begin Checkout’ button to move through the checkout process.
9. You will be prompted to review your order summary and may enter your payment here if needed.



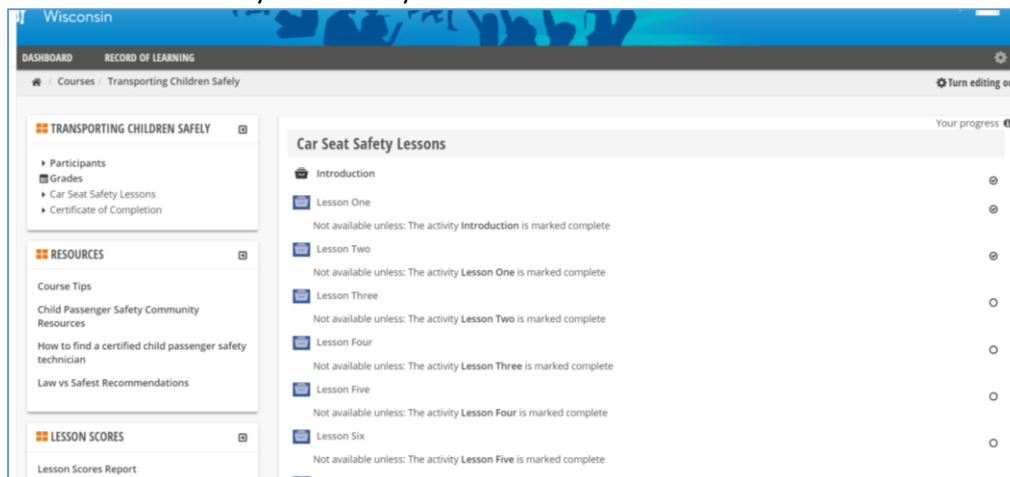
10. You will receive confirmation once your order has completed. You will also receive an email with course registration confirmation and a PayPal payment confirmation if applicable.



11. 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.



12. Once in the LMS you will see your course and can click on the course and access the course activities.



## **Contacting Support**

If you need to contact support, you can also access support here:

<https://professional.healthykidslearnmore.com/User/help> or email [eLearning@chw.org](mailto:eLearning@chw.org). Representatives are available to assist Monday through Friday from 8am to 5pm (CST) on regular business days.