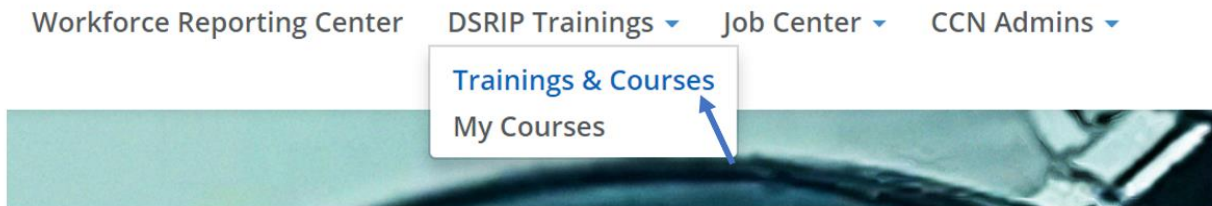
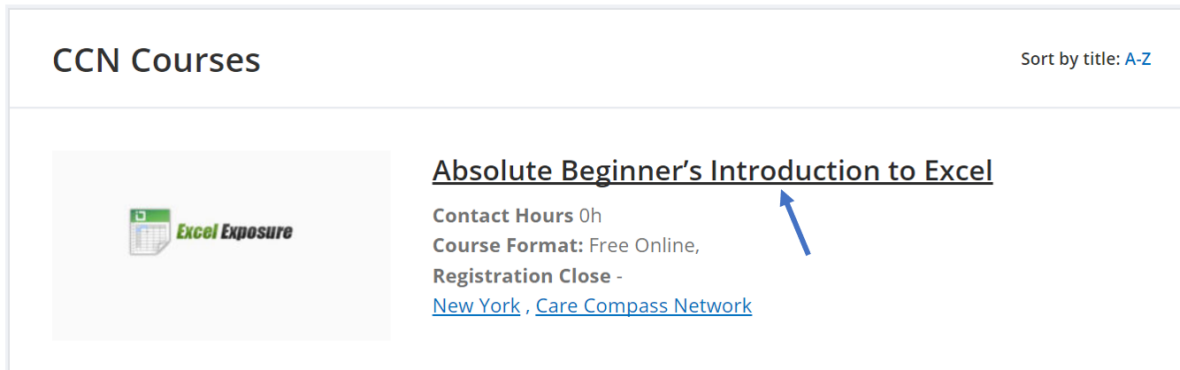


How to Register for a Course

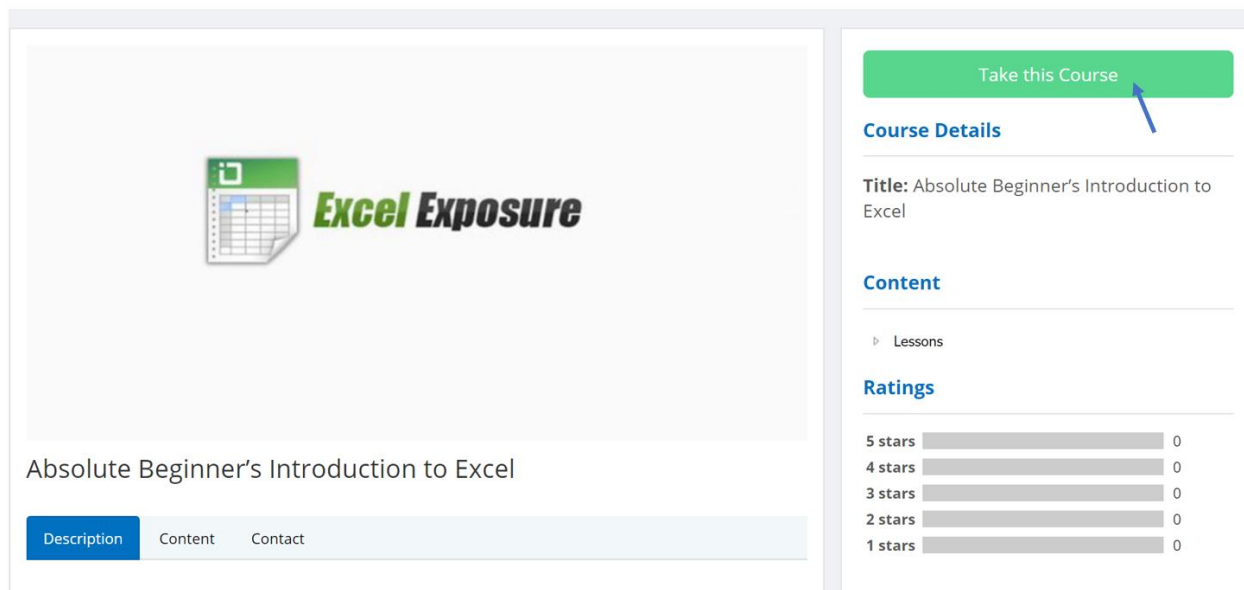
- 1) Go to <https://www.hwapps.org/dsrip/new-york/ccn/> and login
- 2) Select DSRIP Trainings > Trainings and Courses



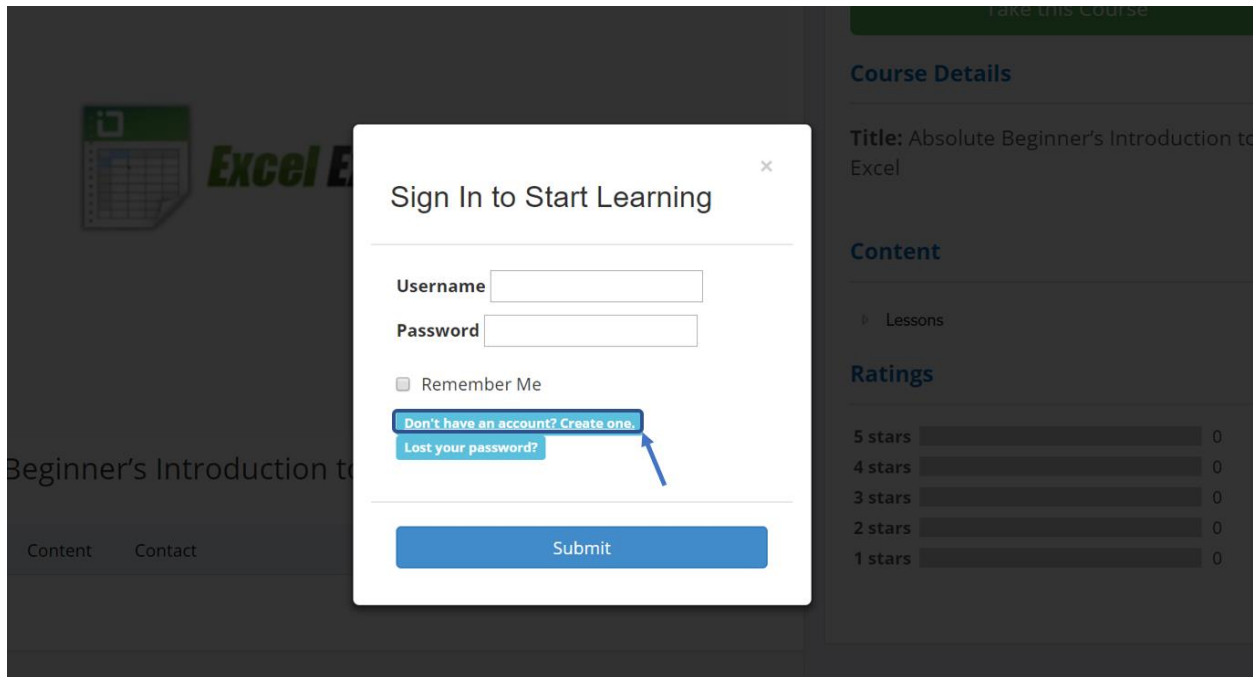
- 3) Select the course you would like to take

A screenshot of a web page titled 'CCN Courses'. The page has a search bar and a 'Sort by title: A-Z' option. Below the header, there is a course card for 'Excel Exposure'. The course title is 'Absolute Beginner's Introduction to Excel', which is underlined. Below the title, it says 'Contact Hours 0h', 'Course Format: Free Online, Registration Close - New York, Care Compass Network'. A blue arrow points to the underlined title.

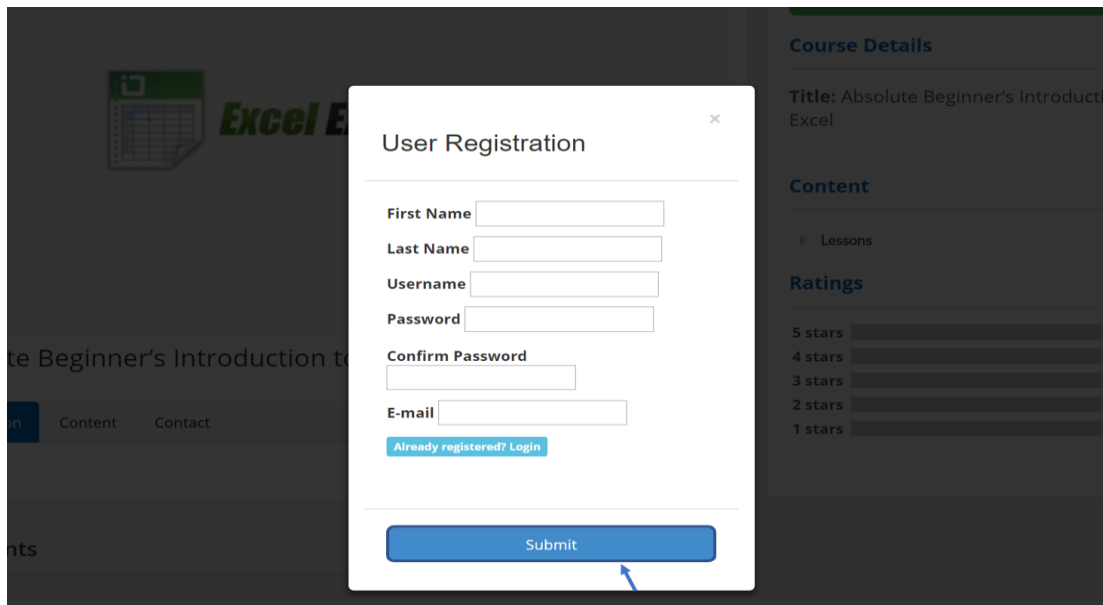
- 4) Select "Take this Course"

A screenshot of a course details page. On the left, there is a large image of the 'Excel Exposure' logo. Below the image, the course title 'Absolute Beginner's Introduction to Excel' is displayed. At the bottom of this section, there are three tabs: 'Description', 'Content', and 'Contact'. On the right side, there is a green button labeled 'Take this Course' with a blue arrow pointing to it. Below the button, there are sections for 'Course Details', 'Content', and 'Ratings'. The 'Course Details' section shows the title 'Absolute Beginner's Introduction to Excel'. The 'Ratings' section shows a star rating system with 5 stars and 0 ratings.

5) If you do not have an account, after you select “Take this Course” a screen will pop up that allows you to create a new account. Select the “Don’t have an account? Create one” button.



6) Enter full name, username, password, and email, then click “Submit.”



7) After you login, you will be re-directed to step 4 – Select “Take this Course” and the course registration screen will show. Confirm your credentials, add the mandatory fields, and click “submit.”

Course : Absolute Beginner’s Introduction to Excel

Before registering for this training, please review your information and make any necessary updates.

First Name *	<input type="text" value="John"/>
Last Name *	<input type="text" value="Doe"/>
Primary Email *	<input type="text" value="Johndoe@mailinator.com"/>
Phone Number *	<input type="text" value="(333) 333-3333"/>
Job Title *	<input type="text" value="Administrative Staff -- All Titles - Financial"/>
Organization *	<input type="text" value="CCN PPS"/>

8) Your screen will show “Successfully Registered.” Click, “Start Course.”



Excel Exposure

Absolute Beginner's Introduction to Excel

Description

Content

Contact

Comments

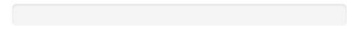
Successfully Registered

Start course

Course Details

Title: Absolute Beginner's Introduction to Excel

Your Progress



Content

▸ Lessons

Ratings

5 stars		0
4 stars		0
3 stars		0
2 stars		0
1 stars		0