Online LEAD Program User Guide

Contents

A. First Time Users:

Access the online LEAD Training Program website.

To create a user profile, click the "*Register Now*" button, and complete the required fields on the registration page*."*

CREATE NEW ACCOUNT

First Name ❗ [   ]

Last Name ❗ [   ]

Email Address ❗ [   ]

Confirm Email ❗ [   ]
Address

Username ❗ [   ]

Country [United States ⬍]

State [Select a state ⬍]

County [Select a county ⬍]

City/town [Select a city ⬍]

The password must have at least 15 characters

Password ❗ [   ]

Confirm ❗ [   ]
Password

[CANCEL] [CREATE A NEW ACCOUNT]

There are required fields in this form marked ❗ .

B. Returning Users:

Access the online LEAD Training welcome page.
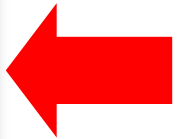
Enter your username and password. If you do not recall your password, click the "*Forgotten your username or password*".

C. How to Enroll in the online LEAD class:

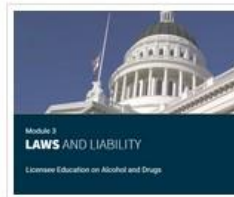1. Log in to the online LEAD Training Program to see all available courses.
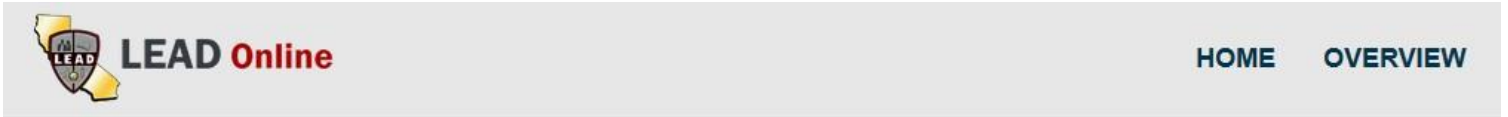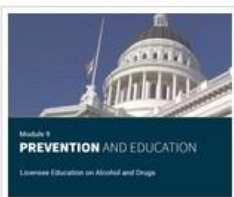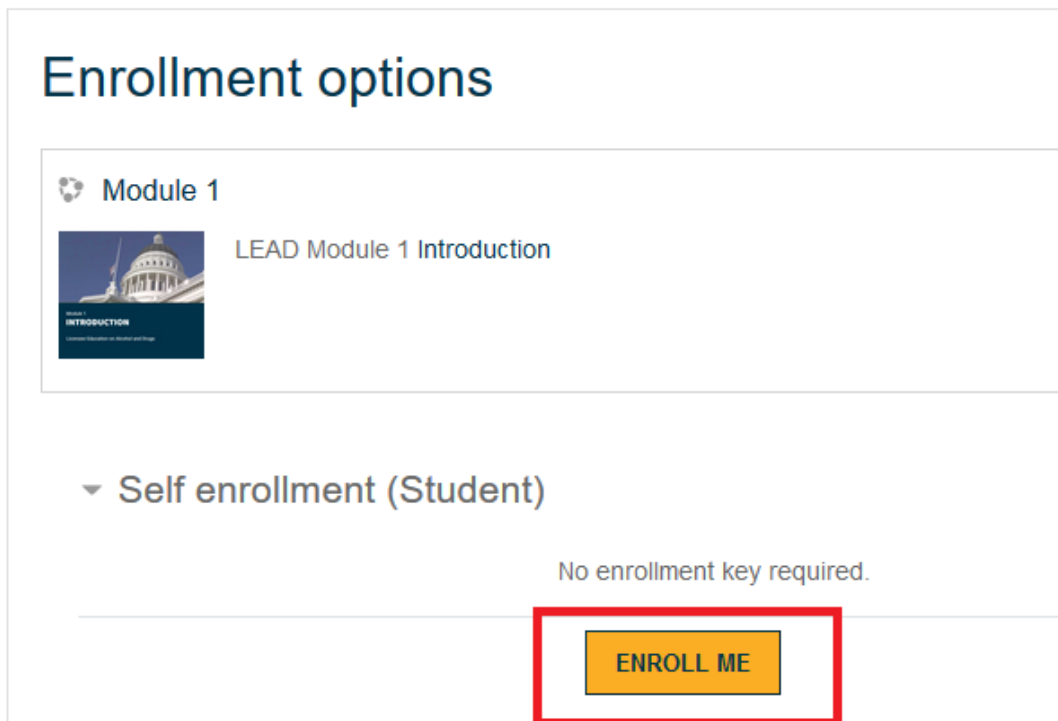
2. Select Module 1 to begin the online LEAD Training Program.

3. Next, click the "*Enroll Me*" button.

4. Click the "*Enter This Course*" button to begin the LEAD training.

You are enrolled in the course.

Introduction

LEAD Module 1 Introduction

Number of attempts allowed: Unlimited
Number of attempts you have made: 0
Grading method: Highest attempt
Grade reported: None

Note: If you have just completed this course, please allow up to 1 minute for the NEXT COURSE to be available.

ENTER THIS COURSE   **GO TO COURSE OVERVIEW**   **NEXT COURSE**

5. To resume the course after logging off, sign into your account and click the "*Overview*" tab on the welcome page.

LEAD Online   **HOME**   **OVERVIEW**

Course Overview

▼ ALL (EXCEPT REMOVED FROM VIEW) ▼   ↓≡ COURSE NAME ▼   ▦ CARD ▼
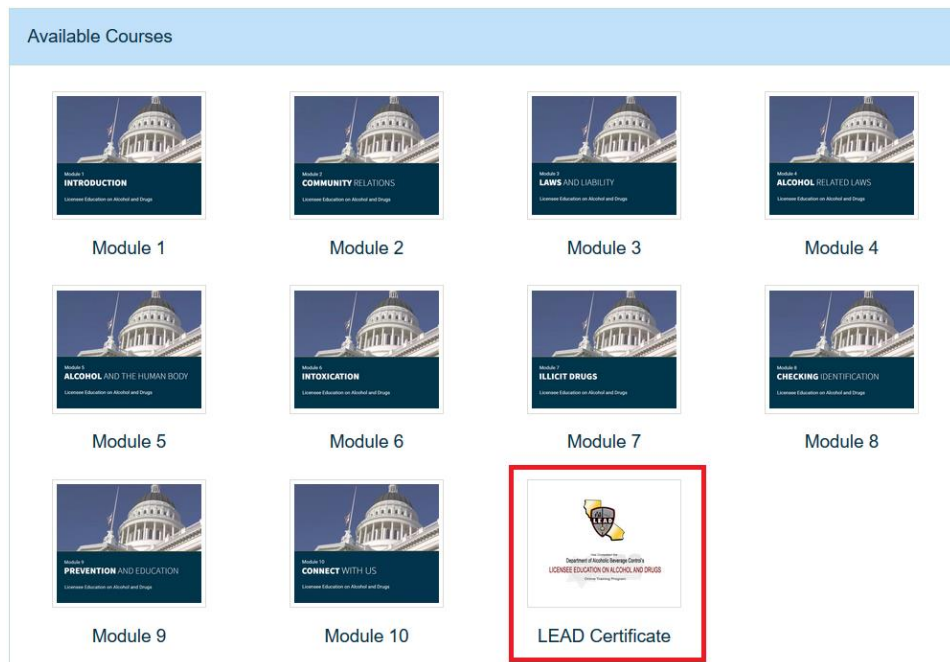
Module 1
INTRODUCTION

Lead   •••
Module 1

Passed

Module 2
COMMUNITY RELATIONS

Lead   •••
Module 2

Incomplete

D. How to Print your LEAD Certificate:

After completing the training course, you will now have access to the LEAD Certificate Module. It is highly recommended that you save a copy of your certificate in your personal records.

To access your certificate through the online LEAD Training Center:

1. From the Available Courses page, go to the "LEAD Certificate" Module

2. Select "*View Certificate*" button at the bottom of the page.

E. How to Review Modules after Completing the Course or Retake the Entire Course.

1. From the *"Home"* page, click on the course you wish to review and/or retake.
2. Select *"Enter This Course"* on the desired module to review the information.

Checking Identification

LEAD Module 8 Checking Identification

Number of attempts allowed: Unlimited
Number of attempts you have made: 2
Grade for attempt 1: 60%
Grade for attempt 2: 90%
Grading method: Highest attempt
Grade reported: 90%

Note: If you have just completed this course, please allow up to 1 minute for the NEXT COURSE to be available.

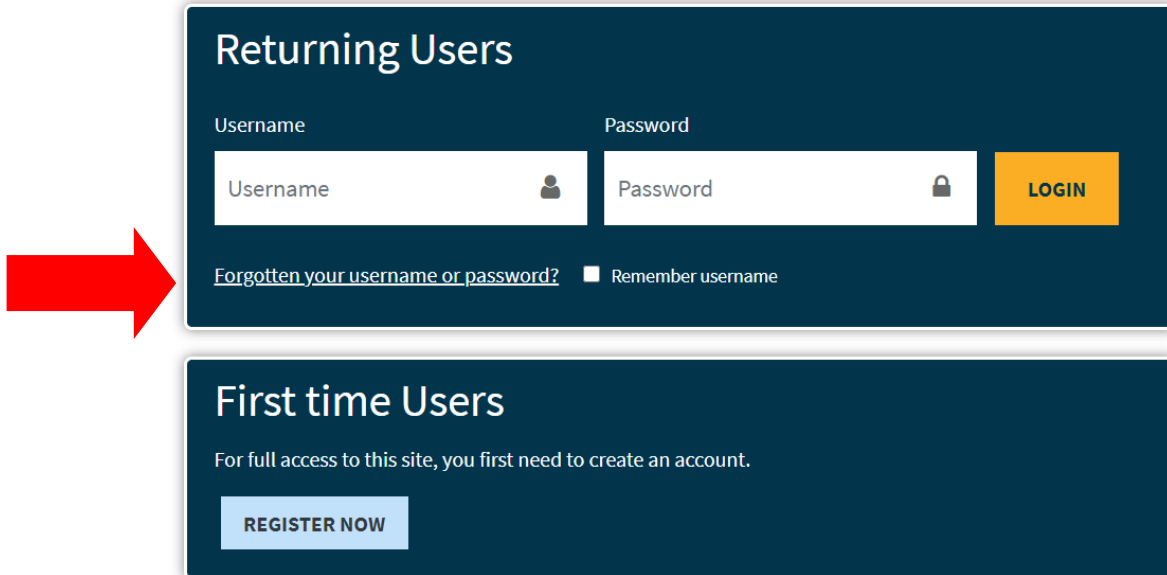| ENTER THIS COURSE | GO TO COURSE OVERVIEW | NEXT COURSE |

Note: The highest-grade attempt will be used for reporting (no matter how many other attempts made).

For example, if the first attempt has score of 60% in the Module shown above, the grade reported will still be 90%.

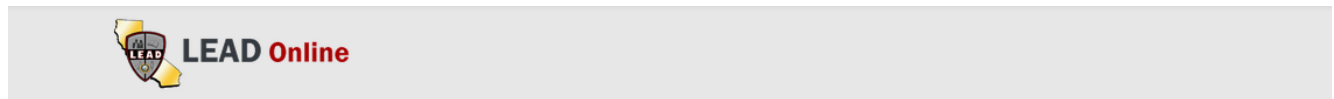**F. How to reset your password or recall your username:**

1. If you do not recall your password or username, click the "*Forgotten your username or password*" link.

   Your account will be locked if you exceed the acceptable number of attempts to log in. It is recommended that you use the "*Forgotten your username or password*" link if you suspect that you do not recall the correct password.

2. You can reset your password by either entering your username or email address. The "Search by email address" will also provide your username and require you to reset your password.