



Online LEAD Program User Guide

Contents

- A. First Time Users
- B. Returning Users
- C. How to Enroll in the online LEAD class
- D. How to print your LEAD Certificate
- E. How to review modules after completing the course or retake the entire course
- F. How to reset your password

A. First Time Users:

Access the online LEAD Training Program [website](#).

The "Returning Users" login form is displayed on a dark blue background. It features a title "Returning Users" at the top. Below the title are two input fields: "Username" and "Password". The "Username" field has a user icon on the right, and the "Password" field has a lock icon on the right. To the right of the "Password" field is a yellow "LOGIN" button. Below the input fields, there is a link for "[Forgotten your username or password?](#)" and a checkbox labeled "Remember username".


The "First time Users" registration form is displayed on a dark blue background. It features a title "First time Users" at the top. Below the title, there is a message: "For full access to this site, you first need to create an account." Below this message is a light blue button labeled "REGISTER NOW".



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 


State 

County 

City/town 

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:

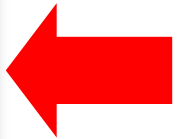
Access the online LEAD Training welcome page.

Returning Users

Username Password

Username Password LOGIN

[Forgotten your username or password?](#) Remember username



First time Users

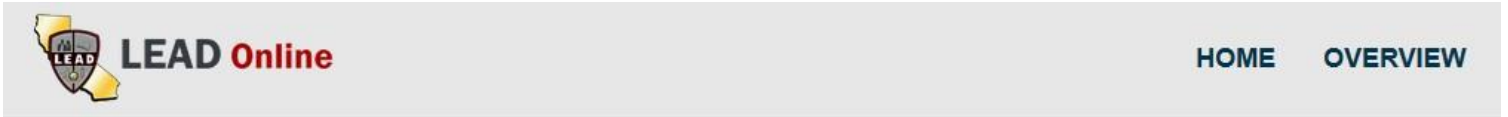
For full access to this site, you first need to create an account.

REGISTER NOW

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.



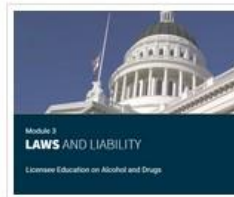
Available Courses



Module 1



Module 2



Module 3



Module 4



Module 5



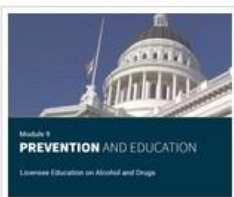
Module 6



Module 7



Module 8



Module 9



Module 10

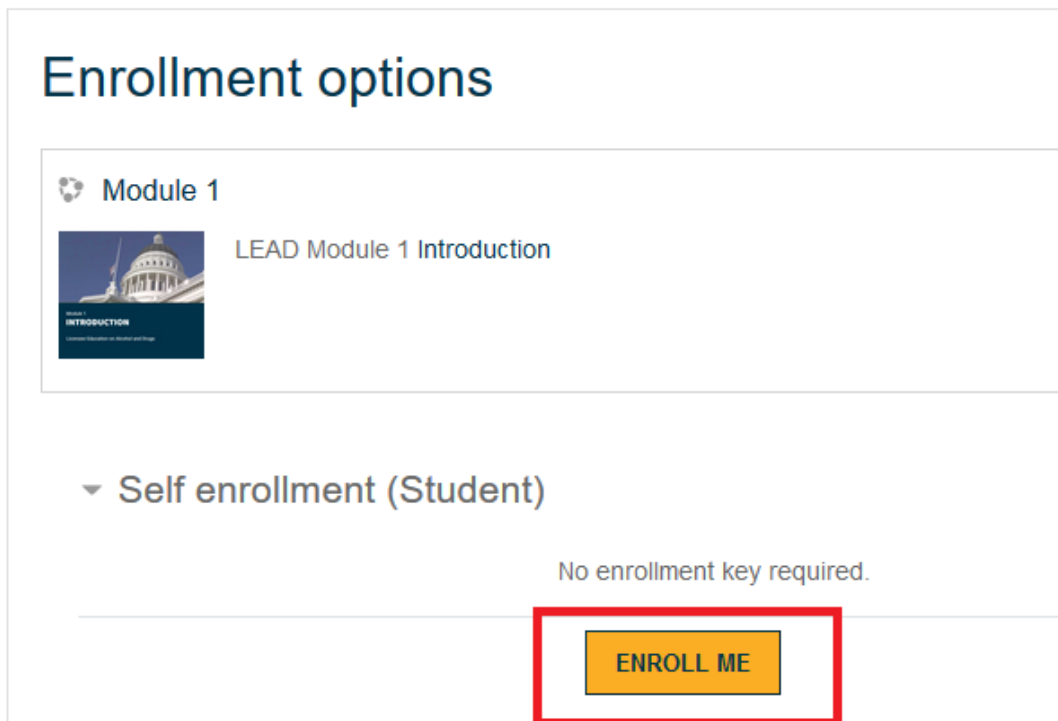


LEAD Certificate

2. Select Module 1 to begin the online LEAD Training Program.



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



- 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

- To resume the course after logging off, sign into your account and click the “Overview” tab on the welcome page.



HOME OVERVIEW

Course Overview

▼ ALL (EXCEPT REMOVED FROM VIEW) ▼

☰ COURSE NAME ▼

☰ CARD ▼

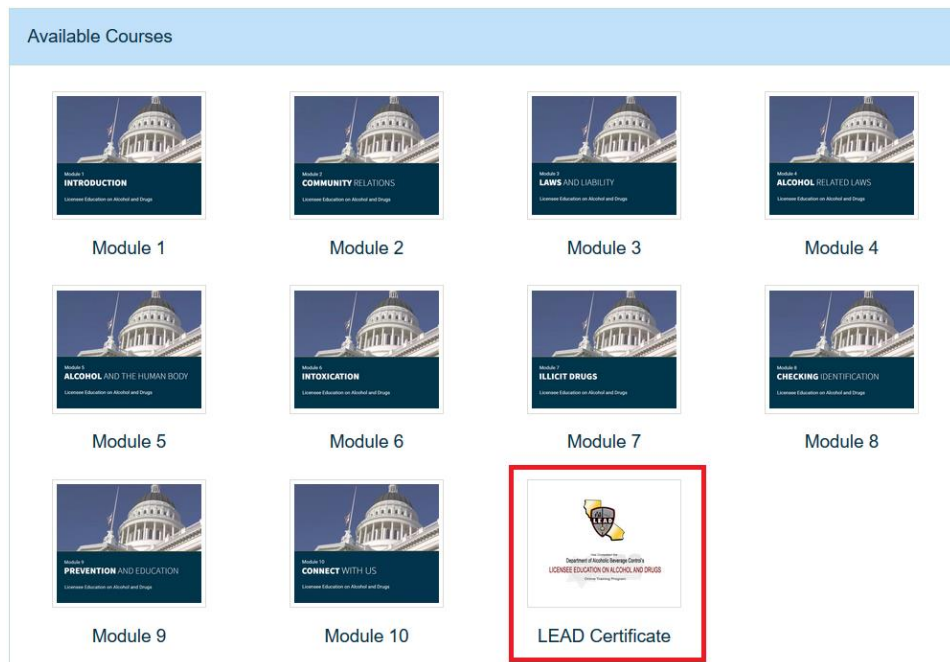
 Module 1 INTRODUCTION Lead *** Module 1  Passed	 Module 2 COMMUNITY RELATIONS Lead *** Module 2  Incomplete
---	--

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

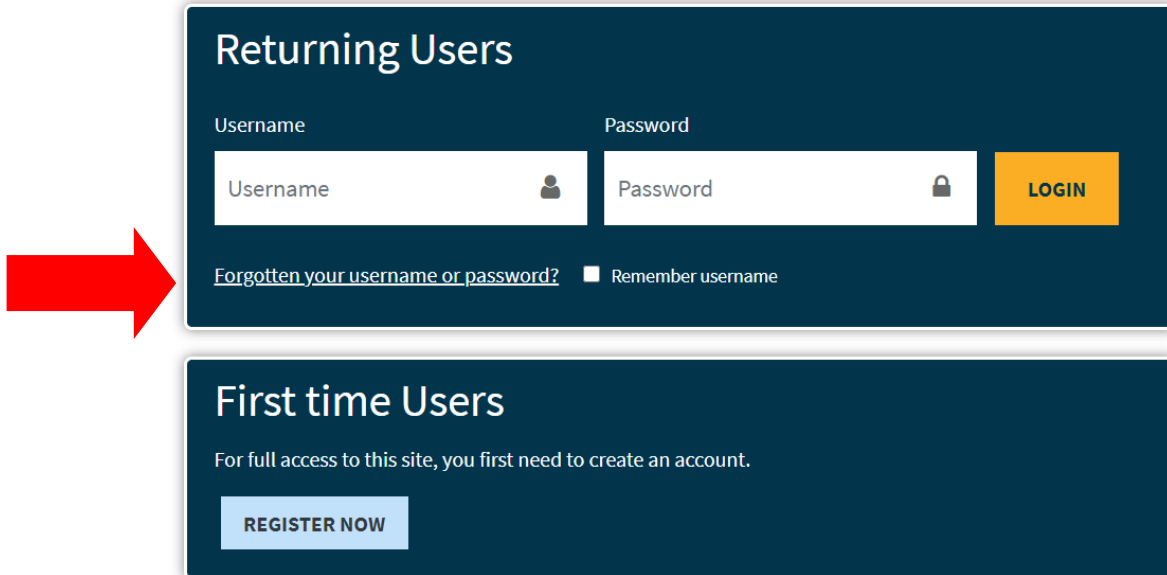
Note: The highest-grade attempt will be used for reporting (no matter how many other attempts made).

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:

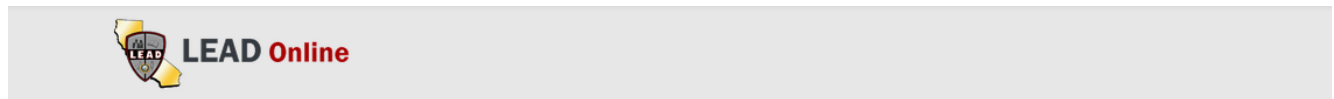
1. If you do not recall your password or username, click the “*Forgotten your username or password*” link.

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.



The screenshot shows a login interface with two main sections. The top section, titled "Returning Users", contains input fields for "Username" and "Password", a "LOGIN" button, and a link for "Forgotten your username or password?". A red arrow points to this link. Below it is a section for "First time Users" with a "REGISTER NOW" button.

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.



To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

SEARCH

Search by email address

Email Address

SEARCH