

Enrollment Code Instructions

What is an Enrollment Code?

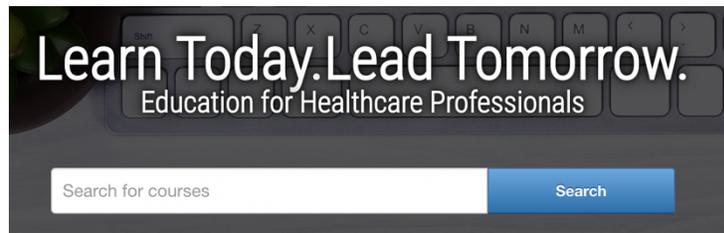
An enrollment code can be provided to you by your team leader or in some cases provided by us. An enrollment code is tied to a specific course and waives the fee associated with it when entered. With enrollment codes you will be prompted to enter one when enrolling in a course as usual. Once you do you, will be enrolled in the course with no charge made to your account.

How do I use an Enrollment Code?

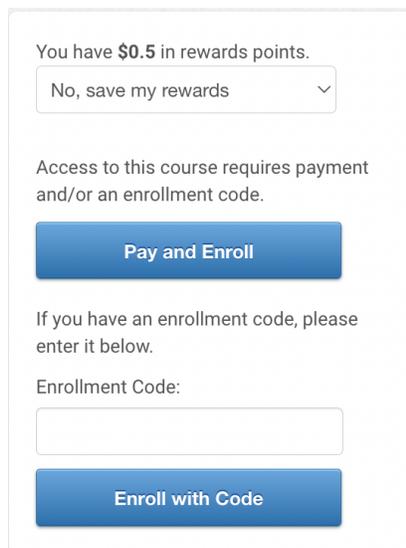
The Steps

1. Log in to your AltusLearn account or create an account on the AltusLearn website:
<https://altuslearn.com/>
 - a. To create an account, you will be asked to provide the following
 - i. Name on Certificate
 1. This name should match the name on your licensure.
 - ii. Username
 - iii. Email Address
 - iv. Verify Email
 - v. First Name
 - vi. Last Name
 - vii. Country
 - viii. Address
 - ix. City
 - x. State
 - xi. Zip/Postal Code
 - xii. Phone Number
 - b. After you have completed filling out the fields mentioned above, you will be asked your credit and notification preferences.
 - i. Please fill out your preferences and continue.

2. After you have accessed your account, please navigate to the course your team leader has assigned to you by searching for the course's name in the search box on the home screen.
 - a. If your team leader has provided you a direct link to the course, please use that link rather than using the search box.



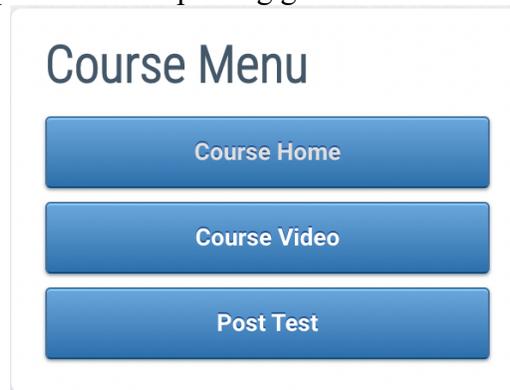
3. Once you have found your designated course, you will notice a white box labeled "Enrollment Code"
 - a. Please enter the code provided by your team leader and click the "Enroll with Code" button

A screenshot of a white enrollment form. At the top, it says 'You have \$0.5 in rewards points.' followed by a dropdown menu with 'No, save my rewards' selected. Below this, it states 'Access to this course requires payment and/or an enrollment code.' and features a blue 'Pay and Enroll' button. Further down, it asks 'If you have an enrollment code, please enter it below.' and has the label 'Enrollment Code:' above a text input field. At the bottom of the form is a blue 'Enroll with Code' button.

4. After clicking the Enroll with Code button, you will be brought to a confirmation page. To return to the course, please click on the "Here" text in the following sentence
 - a. In order to start viewing the course material, click [here](#).

You have successfully enrolled in **Advanced MRI Safety 2022 (CE)**.
In order to start viewing the course material, click [here](#).

5. After returning to the course page, you will notice that the “Enrollment Menu” has changed into a “Course Menu”
 - a. From here, you have access to the course content:
 - i. The Course Video which is the lesson you are designated to take.
 - ii. And The Post Test which gives you access to your certificate upon completion with a passing grade



6. Once you have completed the post test, an orange button that states “Get my certificate” will appear. Please click on that button to receive your course completion certificate!

Thank you,

The Altus Team