

INSTRUCTIONS FOR ONLINE COURSES

To access the courses, learners will need to follow a web link to UE's EduRisk System and enter a registration code that validates their eligibility to take the course. Once the registration code is accepted, learners can register for and take any of the courses. Please provide your learners with these instructions to access UE's online course:

1. Click on the link, <https://www.edurisklearning.org> (If you have trouble getting into the website, type this in the address bar.)
2. First-time users should select the Register Now link to create a new account on the right side of the screen. Use this institution registration code:
0469-UN37-XY12
 - a. Provide specific information (including your 991- number) about your role at ISU, and then create a username and password.
3. Use your username and password each time you log in to the EduRisk portal using the link provided in step 1.
4. Begin the course with Module 1, "Introduction."
5. Once completed with all the Modules, please select the "certificate" link (this can be found under the final Module.)
6. Print the certificate or completion page and keep a copy for your records. Completion records should be maintained within each department as well.
7. If the **Driver Safety** course is taken, you must print the "certificate" page and send it to sherry.oneal@indstate.edu along with your complete name, driver's license number, state of issue, and date of birth to be an approved driver.