

## **CARE ACADEMY INTRODUCES MORE THAN 150 NEW COURSES!**

### ***New Registration Required For All Students***

Effective immediately, CARE Academy is offering more than 150 staff development and information technology (IT) courses through its new online software platform.

**A new registration and enrollment process is required by all students** even if you have taken an online CARE Academy course before in Element K. Please refer to the instructions below to register, enroll and take a course.

### **ONE-TIME REGISTRATION INSTRUCTIONS**

1. **Go to [www.careacademy.org](http://www.careacademy.org) and click on “Student Registration”** located on the left side of the screen.

*Be sure to disable your pop-up blocker by holding down the “Control” key when you click the “Student Registration” link.*

2. **The CARE Academy Registration Profile will appear. Fill in the registration form** and submit by clicking on "Register Profile."

*A PIN is required to access a complete catalog of CARE Academy courses. **CARE's PIN for all staff was provided via e-mail.** Note that your e-mail address will be your login. For security purposes, please use a different password than the one used for CARE's e-mail system.*

3. **You will now see the message "Registration Successful."** Click on "Enroll in a course" and follow the instructions in Step 5 below.

*If you do not want to enroll in a course now, close the window by clicking the "X" on the top right corner of your screen and log in as a "Returning Student" later.*

### **ENROLLMENT AND RETURNING STUDENT INSTRUCTIONS**

After you complete the one-time registration process, you are considered a “Returning Student.” From now on, here is how to enroll and take a course:

1. **Go to [www.careacademy.org](http://www.careacademy.org)**
2. **Type your login** (e-mail address) and **password** (created during registration) in the “Returning Student” section on the left of the screen.

*If you do not remember your password, e-mail [careacademy@care.org](mailto:careacademy@care.org) to request it.*
3. **Click the “login” button. Be sure to disable your pop-up blocker as described above.**
4. **To take a course you have already enrolled in, click on the title of the course** you wish to take. You can always check the courses you are already enrolled in by clicking on “My Courses.”
5. **To add a course, click on the “Add Courses” link** on the left side of the screen and follow the online instructions.