Registration Directions to Search by Zip Code

Please carefully follow the step by step directions to successfully register for American Red Cross Training. DCS requires that all parents attend a Live instructor led training to meet the requirements for First Aid and CPR. Parents can not register for Online Training/Blended Learning courses for First Aid or CPR. Parents are to complete Blood Borne Pathogens Training online even if a live training includes this component.

Training to be successfully completed to meet DCS Requirements
  ❖ A **Live instructor led training** course that includes:
       Adult and Pediatric (Child, Infant) CPR with Standard First Aid
  ❖ **Online training** course:
       Blood Borne Pathogens also know as Universal Precaution Training
Please contact your DCS Specialist for the coupon codes if you haven't received them along with these directions. The Coupon Codes are REQUIRED during the registration process and are needed for verification purposes.

These directions will aid in the registration process, please follow carefully.
Each individual is required to have their own User Profile.

Step 1: Go to the following website → **http://classes.redcross.org**
Step 2: Click **View the Catalog**, under the New Users section

Step 3: 1) **Select the Offerings Tab**. Please adjust the search options in the following way:

A) Type in your **Zip Code**
B) Adjust **Radius**; the range is 5, 10, 25, 50, 100 miles from the Zip Code you have entered.
C) **Course Format**: *Classroom Only* (While searching for Live Instructor Led training courses) and *Online Only* (While searching for online courses such as Blood Borne Pathogens Training)
D) Set your **Start Date** and **End Date**. The search results will return training dates that fall between the dates you have selected.

Then select **Search Learning Catalog**

2) The search results will return training that is on the schedule according to the search options you select. Adjust your search options for various results.

3) After you have found a course that meets your needs, click **Register**

Learning Offerings

Course Title	Course Format	Start Date	End Date	Session	Facility	City	State	Language	Price	Actions	Map
Adult and Pediatric First Aid/CPR/AED	Classroom	11/12/2011	11/12/2011	Sa 8a-5p (9 Hrs)	Elkhart County Chapter	Elkhart	IN	English	110.00 USD	Register	
Adult and Pediatric First Aid/CPR/AED	Classroom	11/19/2011	11/19/2011	Sa 8:30a-5p (8 hrs 30 mins)	St Joseph County Chapter	South Bend	IN	English	110.00 USD	Register	Map

For Steps 4 and 5: You may simply log in with your existing Username & Password if you have created one in the system. If you have not please follow Steps 4 and 5. Please DO NOT create a new profile if you have already created one with the ARC Learning Center

Step 4: You will be required to create a New User profile. Click **New Users** to begin this process.
*****If you already have created a User profile, simply log in to continue.*****

Welcome to the
American Red Cross Learning Center

- If you are new to this site, click on New Users to register and create an account.

- To Browse Catalog as a Guest, click on View the Catalog.

- For Returning Users, enter your User Name and Password and click "Log In."

For assistance, please contact our IT Service Desk at 866-272-6312.

New Users

New Users
View the Catalog

← **New Users**

If you have created a Username, please log in to continue →

American Red Cross

Returning Users Please Log In:

Username: [   ]

Password: [   ]

Locale: [User's Default ▼]

[Log In]

Forgot your password?

Forgot Your Username?

Step 5: You will be required to complete all areas that are highlighted in red. Keep a record of your username and password for future use. After filling in all required areas, click **Save**.
Skip this step if you have already created a User Profile!

Title [-Select One- ▼]   First Name* [   ]
Middle Name [   ]   Last Name* [   ]

Address 1* [   ]   Address 2 [   ]
City* [   ]   State/Province* [   ]
Zip/Postal Code* [   ]   Country/Region* [-Select One- ▼]
Main Phone No.* [   ]   Alternate Phone [   ]
Email* [   ]   TimeZone* [-Select One- ▼]

Username (email)* [   ]
Password* [   ]
Confirm Password* [   ]

Passwords must be a m... part of your username... and three alphabetic ... include at least one up...

Secret Question [-Select One- ▼]
Your Answer [   ]
Confirm Your Answer [   ]

Save → [Save] [Cancel]

Only continue creating a User Profile if you have not created one yet. If you have a Username & Password, Skip this Step!
DO NOT create more than one User Profile for Registration!

Step 6: You will be redirected to your order once you have created your profile or have logged in with your existing Username and Password.
Review the information and click **Confirm** to move forward in the payment process.

Create Order

Payment is required at the time of registration and will be processed upon receipt. You can review the cancellation and refund policies by selecting the link of the course name or by contacting your local American Red Cross chapter.

Coupon information will be entered along with payment information on the next screen.

1.Review Learning Items ···❯ 2.Enter Billing Information ···❯ 3.Print Receipt

Order Contact	Stephanie Forsberg
Billed To	ARC of Greater Indianapolis
Merchant Organization	National Headquarters
Merchant Organization Number	00000

Title	Learner	Status	Actions	Price
Adult and Pediatric First Aid/CPR/AED	Stephanie Forsberg	Confirmed	Remove From Cart	110.00 USD

Order Total	110
Discount	0
Total	110

Confirm ➡ [Confirm]

Step 7: In the Coupon Code area **please type in the coupon code** that matches the Chapter where training will occur and click **Apply Coupon**. This will adjust the pricing accordingly.

1.Review Learning Items ···❯ 2.Enter Billing Information ···❯ 3.Print Receipt

Billing Information

Order Contact	Stephanie Forsberg
Billed To	ARC of Greater Indianapolis
Merchant Organization	National Headquarters
Merchant Organization Number	00000
Total Payments Due	110
Coupon Code	14328DCSCPR

Note: This is only an example-Training will be held at the St. Joseph Co. Chapter and the coupon code that matches that Chapter has been entered in this example.

⬅ **Enter Coupon Code**

Select Method of Payment

Method Of Payment   -Select One-
◉ Full Payment

Payment Details

No items found

Total Payment Received   0.00 USD

Apply Coupon ➡ [Apply Coupon] [Place Order]

Step 8: Once the coupon is applied the screen will show the coupon has been accepted. Click **Place Order** to complete the registration process.

Billing Information

Order Contact	**Stephanie Forsberg**
Billed To	ARC of Greater Indianapolis
Merchant Organization	National Headquarters
Merchant Organization Number	00000
Total Payments Due	0
Coupon Code	14328DCSCPR

Select Method of Payment
⦿ Full Payment

Payment Details

No items found

Total Payment Received	0.00 USD

Place Order ⟹ [Back] [Place Order]

Step 9: This is the final screen. This screen will appear once registration has been completed. An email will be sent to the email address you have listed within your User Profile as another Registration Confirmation. **Print** for your records.

Registration Confirmation

1.Review Learning Items ⋯⟩ 2.Print Receipt

Printer Friendly Version

Order Contact	Stephanie Forsberg
Billed To	ARC of Greater Indianapolis
Order Status	Confirmed
Order Number	09107197

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions	Price
Adult and Pediatric First Aid/CPR/AED	Stephanie Forsberg	Classroom	Confirmed	11/19/2011	Sa 8:30a-5p (8 hrs 30 mins)	IN-South Bend	St Joseph County Chapter [3220 E Jefferson Blvd, South Bend, IN 46615]	Notes	0.00 USD

Note: All of the details for the training will be listed: Title of course, Date, Time, and Address of where training will take place.

Registration for Online Bloodborne Pathogens Training

Complete Steps 1 & 2. There are key details to confirm prior to registration to meet the Bloodborne Pathogens requirement per DCS.

Step 3: 1) **Select the Offerings Tab**. Please adjust the search options in the following way:
- E) Type in your **Zip Code**
- F) Adjust **Radius**; the range is 5, 10, 25, 50, 100 miles from the Zip Code you have entered.
- G) **Course Format**: *Online Only* **(While searching for online courses such as Blood Borne Pathogens Training)**
- H) Set your **Start Date** and **End Date**. The search results will return training dates that fall between the dates you have selected.

Then select **Search Learning Catalog**

Please view the details for this training by clicking on the <u>Course Title</u> as highlighted in the blue box
These are the details you will look for at the bottom of the screen in the overview of the course.
Under Content Modules: **Version r.2011**
Once you have found this detail Select **Launch** to continue the Registration Process which will redirect you to Log In.

You will then be redirected to complete the Registration Process in the same way you completed registration for your live training as listed above.

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