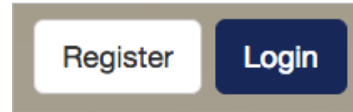




SIGNING UP FOR AN ONLINE OR LIVE COURSE

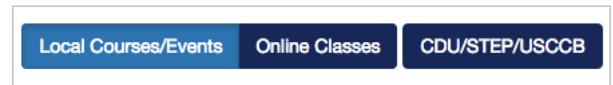
1 Go to the School of Evangelization home page

- Go to www.bqonlineformation.org
- Click **Register** to register for a live or online class
- Click **Login** to log into your account



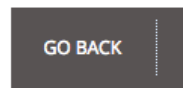
2 To register for a live or online course

- Click **Live Courses** to view the library
- Click **Online Classes** to view the library
- For other options click **CDU/STEP/USCCB**



3 The Shopping Cart

- Select the Course and click **Add to Cart**
- To add another Course click **Go Back**
- When done click **Checkout Now**
- If everything is correct on the verification page, click **Checkout Now** again



Checkout Process - **New Members**

- **If you Do Not have an account:** fill in the **Account and Contact Info** information fields.
- Fill in Address and Payment information

Account & Contact Info Already registered? Click here to sign in.

Your Account & Contact Information is used to login to the site. Please

*Your First Name:

*Your Last Name:

*Your E-Mail:

*Create a Personal Password: (1 special ch

*Re-Enter Your Password:

*Phone:

*Please send me email updates: Yes No (Can we contact you v

Checkout Process - **Existing Members**

- **If you Have an account:** click the **Already registered?** link above.
- Enter your email address and password, and enter the security code
- Fill in Address and Payment information

Account & Contact Info Already registered? Click here to sign in.

Your Account & Contact Information is used to login to the site. Please

Login Information:
Enter your e-mail address and password below:

*My e-mail address is: Please enter your e-mail address.

*My password is: Please enter your password.

*Enter security code below:

Remember Password:

4 Complete the Checkout process

- Click **Complete Now** to finish transaction. You will see a confirmation screen and receive an email receipt





ACCESSING YOUR COURSES

1 Log into your account

- Go to www.bqonlineformation.org
- Click **Login** to log into your account
- Enter in your email address and password, click **Sign In**

NOTE: If forget your password or you see a message saying you already have an account, click the **Forgot Password?** link to receive an email to reset your password. If you still can't log in contact Christine Georgi: cgeorgi@diobrook.org

2 Access your online course or view your live event

- Click on the **Learn** button in the top menu
- Select your course or event



Meeting Event

Start Date: Friday, 17 April 2015 07:00 PM

[View Event](#)

3 Navigating your online course

Foundations

Foundations presents the teachings of the faith in an interactive format that presents the information of the lesson through video presentations which draw heavily from scripture. Using a mix of personal stories, prayers and discussion questions, this course makes it easy to learn and understand the Church's teaching about topics such as the Bible, Mary, Prayer, the Mass and the Sacraments.

Course Progress: 9% [Go to Report](#)

- The Trinity and Creation
- Original Sin and Its Consequences
- The Incarnation
- Ecclesiology
- Ecumenism
- Revelation

- Lessons are easy to navigate. From your **Courses** screen under **Learn**, you will see a vertical list of your lessons and course progress.
- Once in a lesson, you can navigate pages using the **Menu** to the left as well as using the **Next** and **Previous** buttons. When entering a lesson, you will be taken to the last page you left off on.



YOUR REPORTS AND CERTIFICATIONS

1 View your Reports

- Click on the **Reports** button in the top menu and click **My Reports**.

Choose your course and view your progress and results by lesson.

Course:

Lessons

Name	Completed	Total Time	First Score	Best Score	Status	Notes
RCIA Course - Welcome	8/15/2014	77.8m			100%	
25th Sunday in Ordinary Time	8/9/2015	144.7m	20%	20%	100%	

2 View your Transcript / Certificate

- Click on the **Reports** button in the top menu and click **My Transcripts** to view a history of all of the courses you have been enrolled in.
- Click on the **Reports** button in the top menu and click **My Certifications** to view any Certifications and download Certificates for the courses you have completed.

Course	Start Date	End Date	Status
Prayer	09/18/2012	12/03/2014	✓
Faith Foundations (Public)	01/02/2013	12/15/2014	✓
1st Grade: Our Heavenly Father (Rv4)	09/21/2015	09/08/2015	✓
1st Grade: Our Heavenly Father (Rv4)	08/22/2012	09/08/2015	✓
3rd Grade: Our Life with Jesus (Rv4)	08/22/2012	12/03/2014	✓

3 Send Certification Requests to receive past credit

Send Approval Request

- Click on the **Reports** button in the top menu and click **My Certifications**.
- To request credit, select the Certification with a requirement you want to fulfill. When you find the requirement, click **Send Approval Request**.

Fill out the **Approval** item name, the date it was completed, description, and add a file to document proof of completion.

Requirements < Approve Requirement

Requirement: Prayer (LLF)

Approval Item Name:

Date Completed:

Description:

drop files here to upload