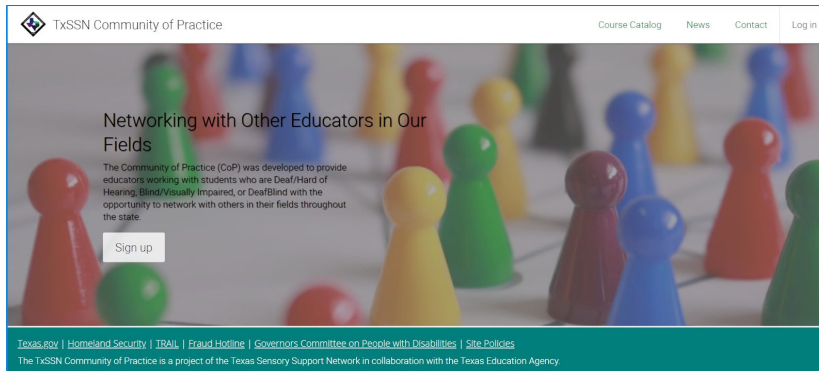# How to Join a Course in the TxSSN Community of Practice

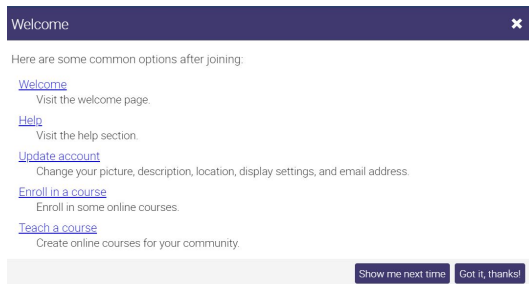1. Visit: www.TxSSN.org/CoP

2. Select the Sign up link (If you are already a member sign in)
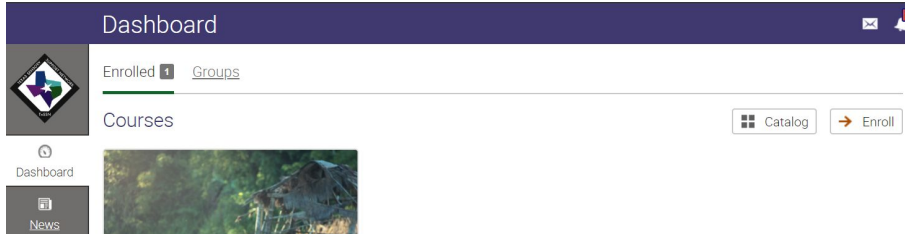3. Fill in the information on the form:

If a field does not apply to you, i.e. BEI Certificate Number; please leave it blank.

You may select the Role that you most closely identify with. Unfortunately, multiple roles may not be selected at this time.
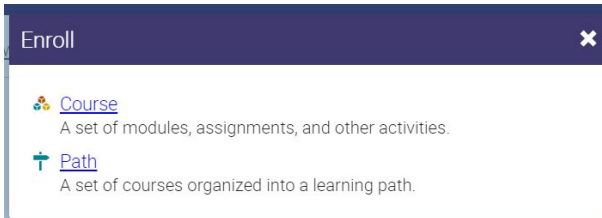
4. After sign on is complete, a welcome pop-up will appear. The close dialogue (x) button or the show me next time button may be used to move past this screen.
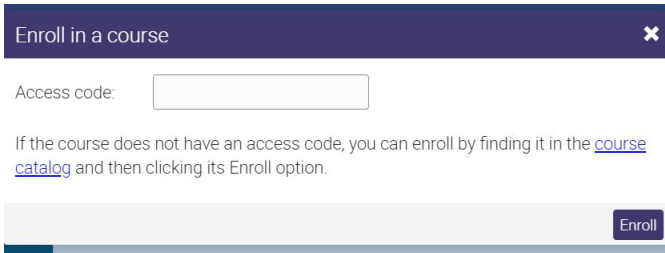
5. The dashboard will become visible. Every new member is automatically enrolled in a getting started course to familiarize yourself with the CoP at your leisure, but for now we are going to enroll in a new course.

6. Select the enroll button with the red arrow on the right hand side of the page.
7. The enroll dialogue box will appear; select course

8. The Enroll in a course dialogue box will appear and allow you to type in the access code.

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You must be enrolled in the course BEFORE the webinar in order to receive ACVREP credit.