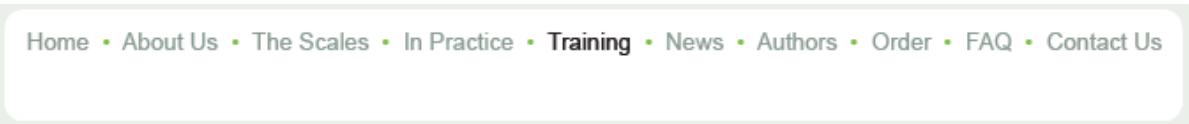


## Registering for the ERSI Training Portal

1. Go to [www.ersi.info](http://www.ersi.info)
2. Click **Training** in the menu at the top.



3. Select **I'd like to purchase online training for myself** link.

Select the training option that best fits your needs:

- [I'd like to attend a live training in Chapel Hill, NC](#)
- [I'd like to setup special training with the authors](#)
- [I'd like to schedule a reliability check](#)
- **[I'd like to purchase online training for myself](#)**
- [I'd like to purchase online training for my staff](#)
- [I'd like to register for online training that was pre-purchased](#)

4. Complete the registration form to create your account:
  - a. Required fields: First Name, Last Name, Email, User ID, and Password. The password must be at least 4 characters.

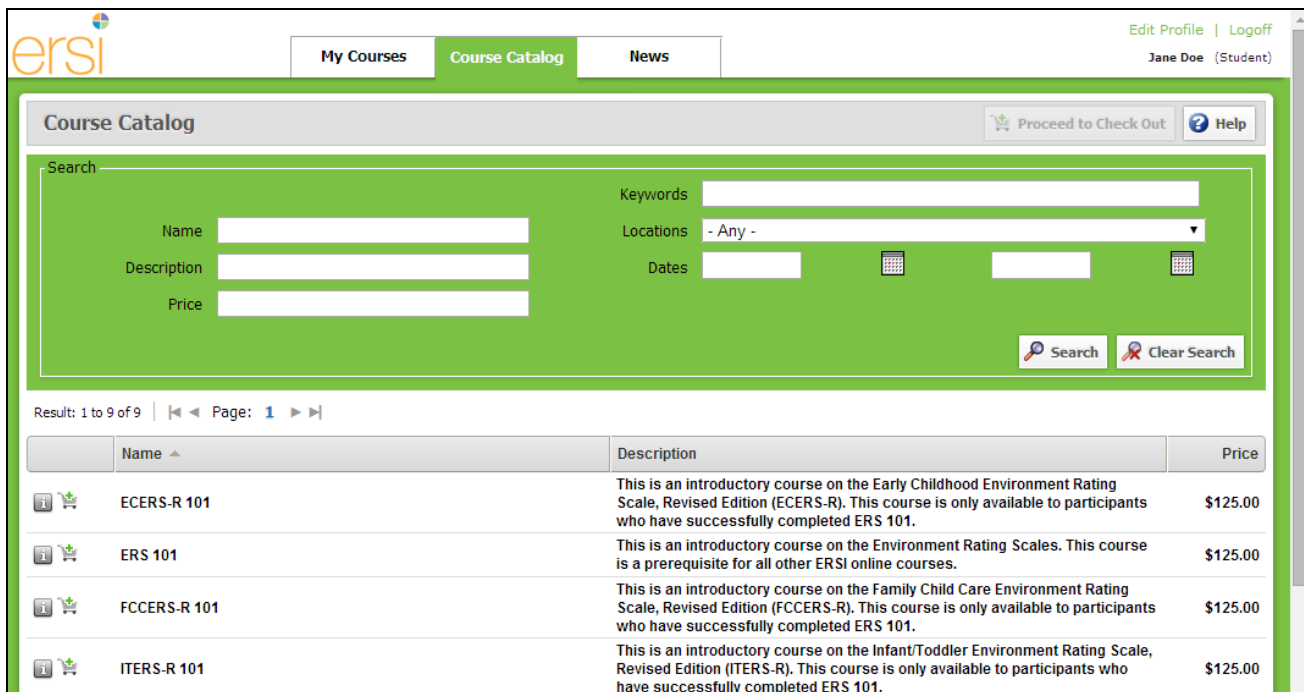
First Name\* Jane Last Name\* Doe  
Email\* janedoe@test.org  
User ID\* janedoe  
Password\* ●●●●●● Confirm Password\* ●●●●●●  
Address 123 Main Street  
City Chicago State/Province Illinois Zip/Postal 12345  
Country United States Phone 555-111-1234

\*required fields  
 I accept the [Terms of Use](#).

Register My Account Cancel



You must check this box in order to register

5. Click **Register My Account** button – you will now be logged into the Training Portal.
6. The News tab will be open. Here you will find the latest news relating to online training offerings from the Environment Rating Scales Institute (ERSI). Click the **Course Catalog** tab to view courses available.

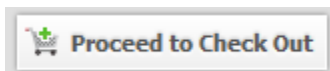


## Purchasing Course(s)

- Under the Course Catalog tab, click the **Shopping** Cart icon to add each course you'd like to purchase to your shopping cart. ERS 101 must be added first because it is the prerequisite for all scale-specific courses (e.g. ECERS-R 101, ITERS-R 101, FCCERS-R 101 and/or SACERS Updated 101).

Name ▲	Description	Price
 ECERS-R 101	This is an introductory course on the Early Childhood Environment Rating Scales, Revised Edition (ECERS-R). This course is only available to participants who have successfully completed ERS 101.	\$0.00
 ERS 101	This is an introductory course on the Environment Rating Scales. This course is a prerequisite for all other ERSI online courses.	\$0.00



- Click **Proceed to Check Out** button located in the upper right corner of the page.



- The total cost will appear. If you have a Discount Code, enter it in the box, then click Update Total button. Click **Purchase** to enter your credit card information.

**Check Out**

Shopping Cart Entries

Catalog ID	Name	Price
 ERS_101	This is an introductory course on the Environment Rating Scales. This course is a prerequisite for all other ERSI online courses.	\$125.00
 ECERS-R_101	This is an introductory course on the Early Childhood Environment Rating Scale, Revised Edition (ECERS-R). This course is only available to participants who have successfully completed ERS 101.	\$125.00
<b>Total</b>		<b>\$250.00</b>

Discount Code (Optional)

**Purchase**
Update Total
Close
Help

4. Fill out your payment information, and then click **Purchase**.

**Payment Information**


Credit Card Information		Billing Address Information	
Credit Card Type	Visa	<input type="checkbox"/> Use my registered address	
Credit Card Number	1234567890121234	Address	123 Main Street
Expiration Date	12 / 2012	City	Chicago
Security Code	123	State/Province	Illinois
Cardholder's Name	Jane Doe	Zip/Postal	12345
		Country	United States of America
		Phone	555-111-1234

**Purchase** **Close** **Help**

5. Confirm your purchase.

**Purchase Confirmation**

You've selected the following items to purchase:

 ERS\_101-This is an introductory course on the Environment Rating Scales. This course is a prerequisite for all other ERSI online courses.

ECERS-R\_101-This is an introductory course on the Early Childhood Environment Rating Scale, Revised Edition (ECERS-R). This course is only available to participants who have successfully completed ERS 101.


For a total price of \$250.00.







Select Yes to confirm the purchase of these items.


**Yes** **No**



6. You have successfully purchased the course(s)

## Launching a Course

1. Click the  icon to view the Chapters in the ERS 101 Course. Remember, you must successfully complete this course before taking any of the scale specific courses.

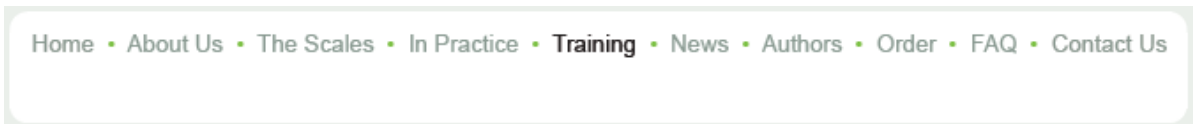
	Name	% Complete ▲	Status	Score	Enroll Date	Expiration	Prerequisites	
	ECERS-R 101	0%		0	2014-08-18		ERS_101	
	ERS 101	0%		0	2014-08-18			
Name								
	Name	% Complete	Status	Score	Prerequisites			
	ERS 101 Chapter 1	0%		0				
	ERS 101 Chapter 2	0%		0	ERS_101_1			

2. Click the launch button  to launch ERS 101 Chapter 1. You must view the chapters in order.

Name	
	ERS 101 Chapter 1
	ERS 101 Chapter 2

## Logging into Training Portal once you have already registered

1. Go to [www.ersi.info](http://www.ersi.info)
2. Click **Training** in the menu at the top



3. Enter your User ID and password under Training Portal Login

A login form titled 'Training Portal Login' in a green header. Below the title, there are two input fields: 'User ID:' with the text 'janedoe' and 'Password:' with a masked password of ten dots. Below the password field are two links: 'Not registered?' and 'Forgot User ID/Password?'. At the bottom of the form is a blue 'Login' button.

4. Click **Login** button
5. You can continue viewing the course where you left off.

## Help and Support

If you need technical support during registration or training please email:  
[techsupport@ersi.info](mailto:techsupport@ersi.info)

If you have any questions about the content of the training please email:  
[contenthelp@ersi.info](mailto:contenthelp@ersi.info)