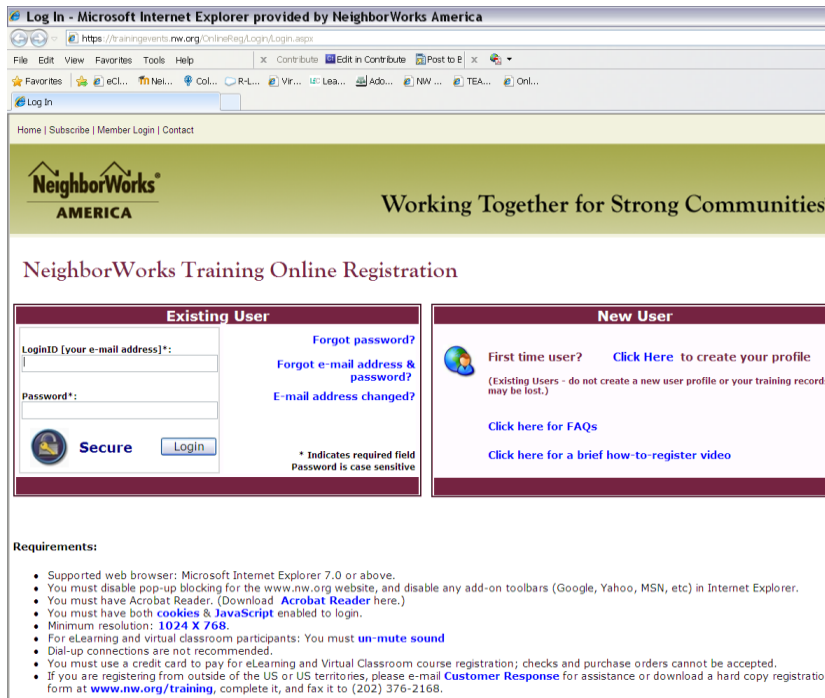


eClassroom How To:

These instructions will help you navigate your eClassroom Express Training.

Internet Explorer 8 or higher is the supported browser. The course may not run properly if using Google Chrome or Firefox as your browser (if using these browsers, disable pop-up blockers).

After you have logged into NeighborWorks Training Events with your email and password...



The screenshot shows the login page for NeighborWorks Training Online Registration. The browser is Microsoft Internet Explorer. The page header includes the NeighborWorks America logo and the tagline "Working Together for Strong Communities". Below the header is the title "NeighborWorks Training Online Registration".

There are two main login options:

- Existing User:** This section contains a form with fields for "LoginID (your e-mail address)*:" and "Password:". There are links for "Forgot password?", "Forgot e-mail address & password?", and "E-mail address changed?". A "Login" button is present. A "Secure" icon is also visible. A note at the bottom states: "* Indicates required field Password is case sensitive".
- New User:** This section is for first-time users. It includes a globe icon and the text "First time user? Click Here to create your profile". A note says "(Existing Users - do not create a new user profile or your training records may be lost.)". There are links for "Click here for FAQs" and "Click here for a brief how-to-register video".

Below the login forms, there is a "Requirements:" section with a list of instructions:

- Supported web browser: Microsoft Internet Explorer 7.0 or above.
- You must disable pop-up blocking for the www.nw.org website, and disable any add-on toolbars (Google, Yahoo, MSN, etc) in Internet Explorer.
- You must have Acrobat Reader. (Download [Acrobat Reader](#) here.)
- You must have both [cookies](#) & [JavaScript](#) enabled to login.
- Minimum resolution: **1024 X 768**.
- For eLearning and virtual classroom participants: You must **un-mute sound**
- Dial-up connections are not recommended.
- You must use a credit card to pay for eLearning and Virtual Classroom course registration; checks and purchase orders cannot be accepted.
- If you are registering from outside of the US or US territories, please e-mail [Customer Response](#) for assistance or download a hard copy registration form at [www.nw.org/training](#), complete it, and fax it to (202) 376-2168.

Go to the eClassroom tab and click on the course title that you are registered for to open the course homepage.

NeighborWorks Training Online Registration - Microsoft Internet Explorer provided by NeighborWorks America

https://trainingevents.nw.org/Home.aspx

File Edit View Favorites Tools Help x Contribute Edit in Contribute Post to E x

NeighborWorks Training Online Registration

the tab, click on "Register Now" and follow the prompts. There are different features available depending on where you are within the registration process. Registrants for eLearning and Virtual Classroom courses can only pay using a credit card – checks and purchase orders cannot be accepted for these courses.

Note: Scholarship applicants cannot register online using this system; to apply for a scholarship, please go to nw.org/scholarships.

Training Events (In-Person) **eLearning (Module-Based Courses) and eClassroom Express (Webinars)** **Virtual Classroom (Faculty-Led)**

Note: If you see a security warning system prompt, "Do you want to view only the webpage content that was delivered securely?" please select "No" to begin your course.

Click on "Register Now" to register for an eLearning course. Upon selecting your course, you will be taken to the payment page to pay via credit card. Once completed, you will receive a payment confirmation and registration confirmation, including instructions and a link to access your course, by email.

How-to Purchase and Access Courses

Course
To access course, click here: AM001WT: To Self Manage or Not to Self Manage Your Property? What is the Answer? - eClassroom Express Webinar Training
To access course, click here: HO004WT: Financial Management: Building Competency in Housing Counseling - eClassroom Express Webinar Training

Must be completed by: 04/12/14

Full Tuition: 79

Date Registered: 03/26/14

Course Status: Registration Activated

This eClassroom Express webinar training will take place Thursday, March 27 @ 1:00pm ET.

The Dodd-Frank Wall Street Reform and Consumer Protection Act requires counselors at HUD-Approved counseling organizations to be certified by HUD as

The course site will open in a new browser window. An example homepage is shown here.

NeighborWorks AMERICA **HO003WT: Fair Housing: Building Competency in Housing Counseling**

Your eClassroom Express Training will be on: Thursday, March 20th-- 1:00pm EDT

eClassroom Express Training Description:

The Dodd-Frank Wall Street Reform and Consumer Protection Act requires counselors at HUD-Approved counseling organizations to be certified by HUD as competent to provide counseling services. A standardized exam will require that counselors demonstrate competency in six major areas of housing counseling including fair housing. This 90-minute eClassroom Express course will help counselors refresh their knowledge and skills in explaining how the federal Fair Housing Act affects renting, lending, appraising and selling of residential homes and which transactions are exempt. By taking this course, counselors will be better able to identify acts of discrimination in housing and assist clients to file complaints and

Approximate Session Length: 90 minutes

eClassroom Live Session

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The icons will take you to different parts of the course.



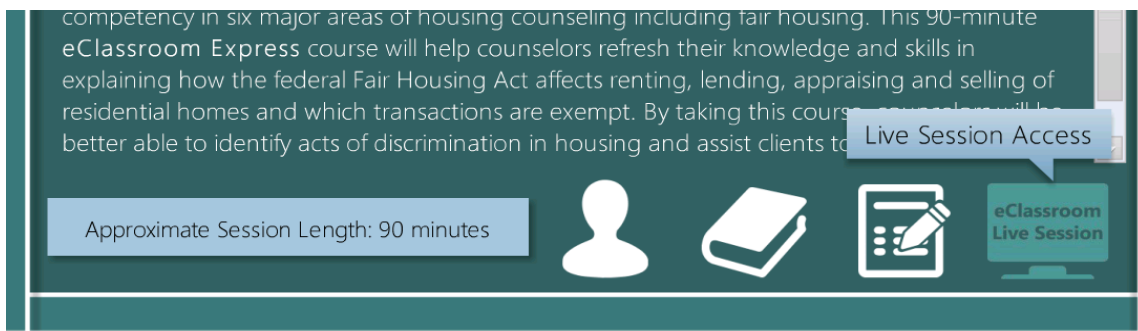
↑
Instructor Bio

↑
Resources

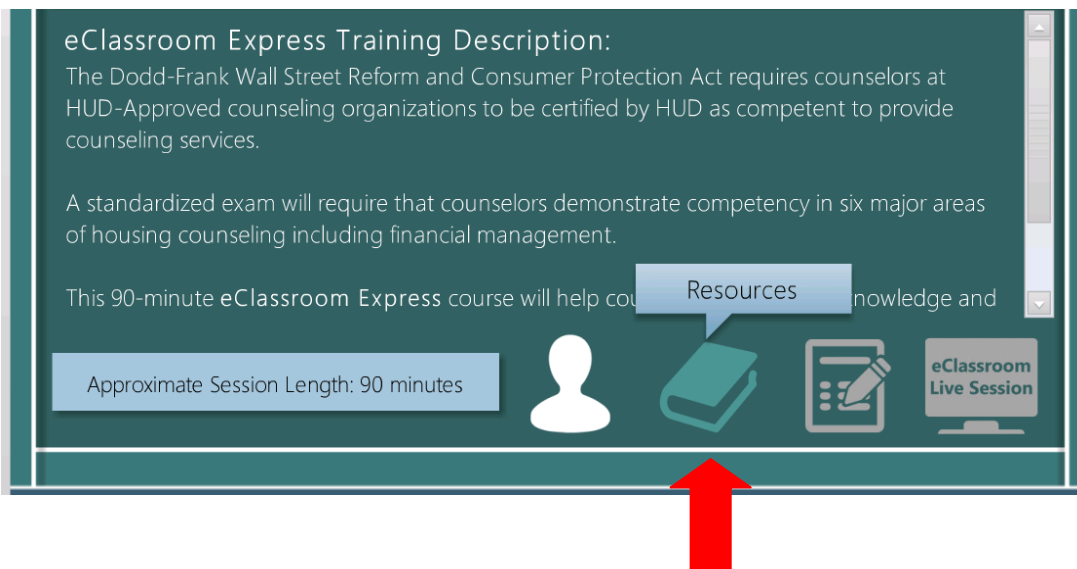
↑
Quiz Access

↑
Webinar Sign-in

Use the eClassroom Live Session icon to open the webinar on the day of the live webinar training session. You will need to sign in with your name and email address to launch the webinar.



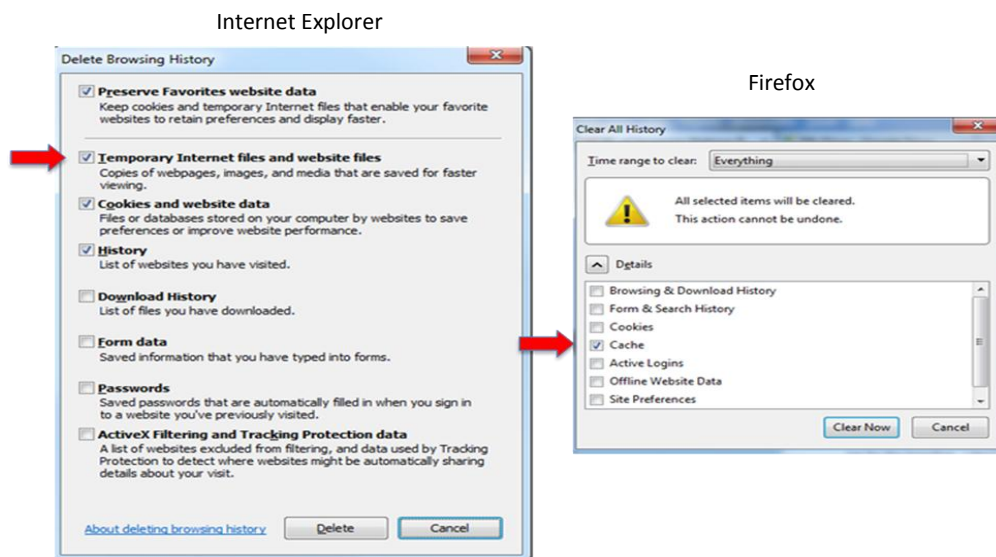
Resources can be opened, saved and printed from the book icon – this can be done at anytime between the date of your registration and the course offering date.



At anytime click on the home button to return to the course homepage

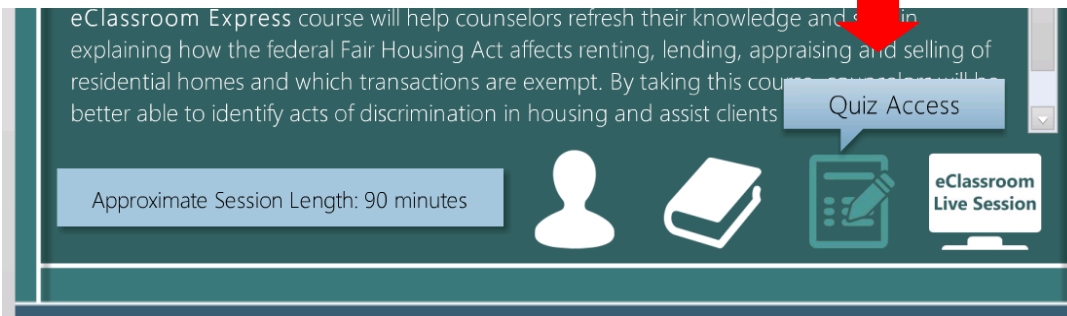


Once the live webinar training session has ended, return to the course page and clear your “cache” to enable the quiz button. Click on the CTRL and SHIFT and DELETE buttons to bring up one of the following windows. In Internet Explorer, choose to delete “Temporary Internet and Website files” – in Firefox, choose “Cache”.



NOTE: If the quiz icon does not enable after this step. Close the course page, log completely out of NeighborWork training events page. Then log back in and re-open the course.

Click on the quiz icon to open and complete the quiz



Once the quiz is passed you will see your results, and a link to the course evaluation to complete. You will see a certificate notification on the left and a certificate button at the top. If these don't appear right away, close and re-open the course.

You will also receive an email from Collabornation that you have been granted a certificate. It contains a link to your certificate as well. Check you junk mail/spam folder if you don't see the certificate email.

