

RTF Online Training Center Essentials

- The first time you sign up for a course, an account will be created for you.
- Bookmark the OTC homepage. <https://rtf.mykajabi.com/> .
- We strongly recommend using either Chrome or Firefox when accessing and taking courses on this site.
- Always *Login* into your OTC account before trying to resume your course. Failure to do so will result in the system trying to sell you the course again.
- Once logged in use the *My Library* menu item to access your course list.
- Our webhost Kajabi has very strict Marketing and Anti-Spam rules. If a trainee has unsubscribed from marketing emails, they will not receive ANY emails from the RTF Online Training Center and this includes *Completion Certificates*. Therefore if you wish to receive your Completion Certificates from courses you finish, you will need to log into your account, go to your profile (the picture of your Avatar) and then select Settings and subscribe to the marketing emails. Once you have done this follow the instructions listed below on triggering emails.
- The best way to ensure you receive your Completion Certificate email is to make sure that you complete every quiz in *order*, fully watch *all* videos, and *Mark as Complete* each lesson as you finish it. If you are certain you have done this, then go to the last lesson of the course and *Mark it as Incomplete*, then *Mark it as Complete* again (this will trigger an email if all requirements have been met).
- Each Course features a lesson dedicated to downloading the course materials (if available). Depending on the device and browser you are using, the download link(s) will be located either to the right of the text area or directly below it, under the heading **Downloads**. Download all files to your computer first, then open them from the downloaded location using Adobe Acrobat Reader DC.
- If you are using a PC or Mac computer you will need to download the free version of Adobe Acrobat Reader DC located [here](#). If you have an IOS or Android device, please go to the relevant App store and download Adobe Acrobat Reader. IOS [link](#). Android [link](#). Please only use the official Adobe products. The *basic* versions are all *free*. Please set Adobe Reader DC as the default program to open PDF files; Google how to do this for your device. If you are on a tablet or mobile device open the Adobe Acrobat Reader App first, *then* open the downloaded PDF file.
- For a complete overview of the RTF training process, visit <https://www.restoringthefoundations.org/training/>

- The Hope Healing and Freedom Online Seminar and the Issue-Focused Observation Course are the two courses that you need to complete and pass prior to attending your live Issue-Focused Training (Activation) Seminar. If you have attended a live Hope Healing and Freedom seminar in your local church or region then you don't have to retake the online version, but you still must complete the Issue-Focused Ministry Observation Course. You must provide your Seminar Leader a copy of your *Completion Certificate* at least one (1) week prior to attending - do not leave it to the last minute as you may be unable to attend.
- RTF online training courses are designed for individual use and study. Trainees that share online courses won't receive credit for taking the course nor will they be allowed to attend their Live RTF Seminar Training.
- Please read our [FAQ](#) for further answers to common questions.
- For help on any issue with our OTC please visit the [Contact Us](#) webpage and click the blue button [Click Here For a Little Help](#) or email: course.support@restoringthefoundations.org .