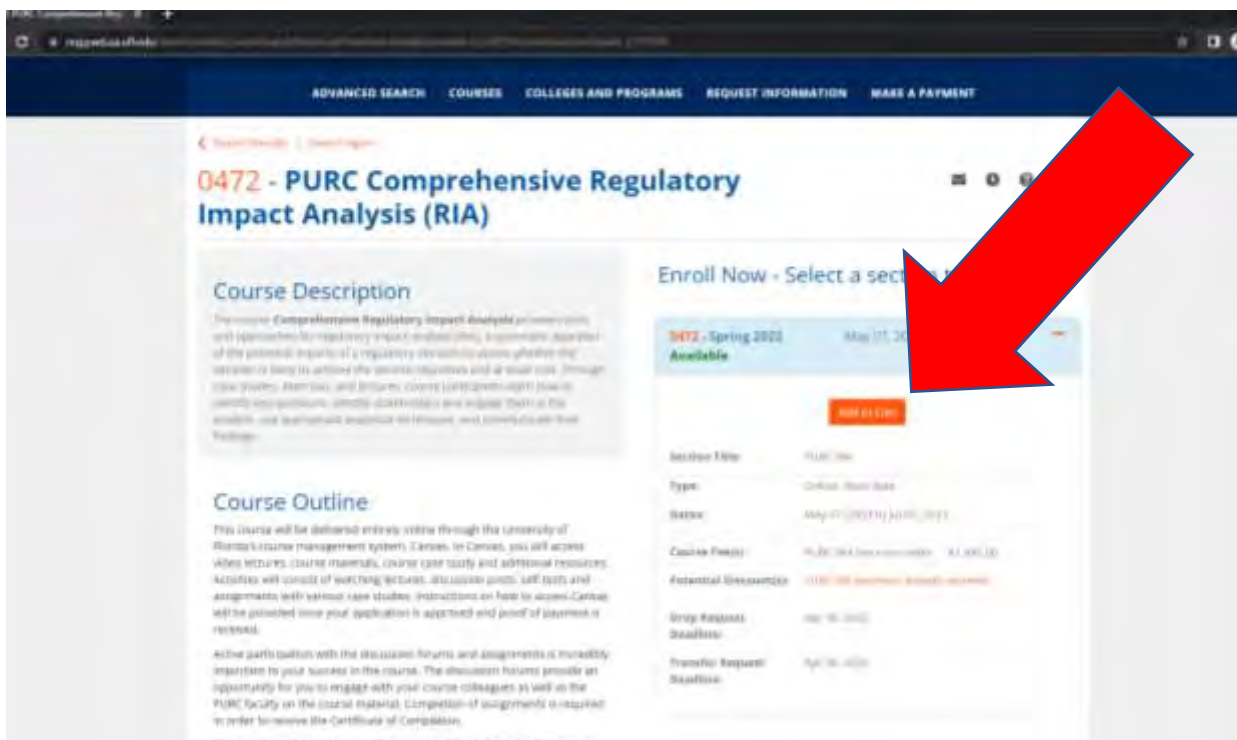
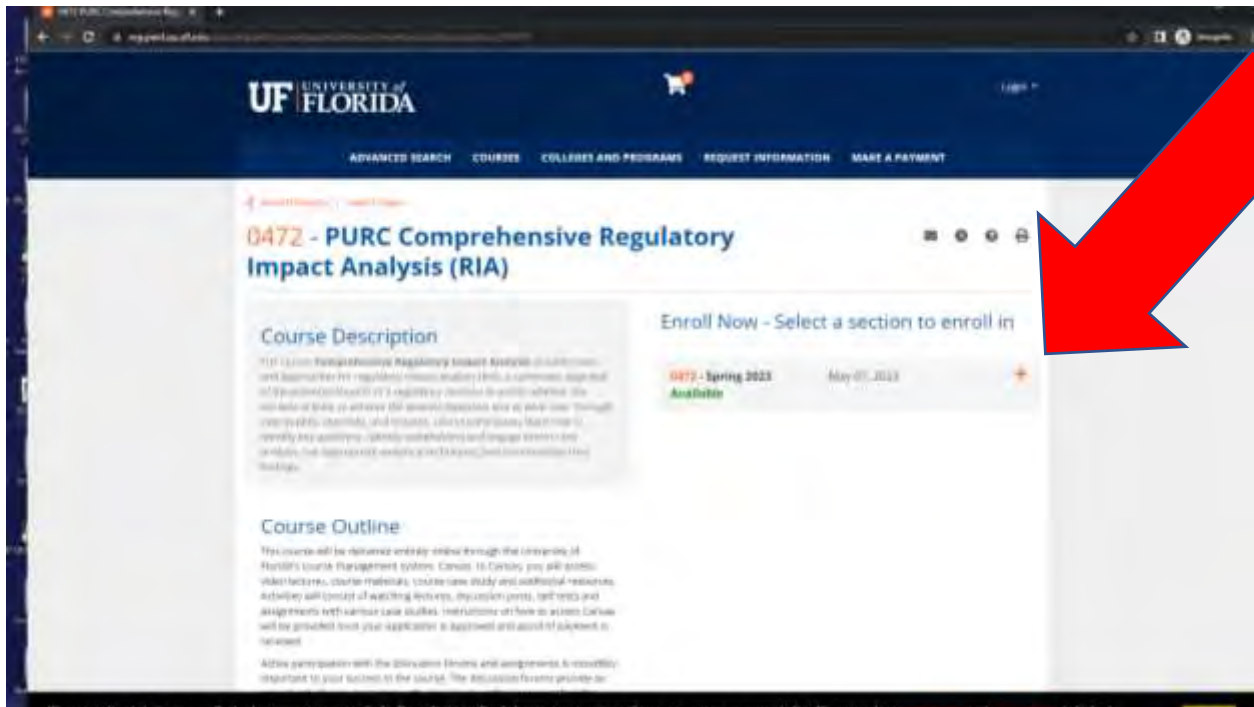


You need a Google, LinkedIn, or Microsoft account. You will need to know your account and password information. If you do not have any of these, creating and verifying a Google account is the quickest. To create a new google account, you would visit www.google.com. In the top right, there is a blue “log in” button. Click that link and then on the sign-in page you will find “create account.”

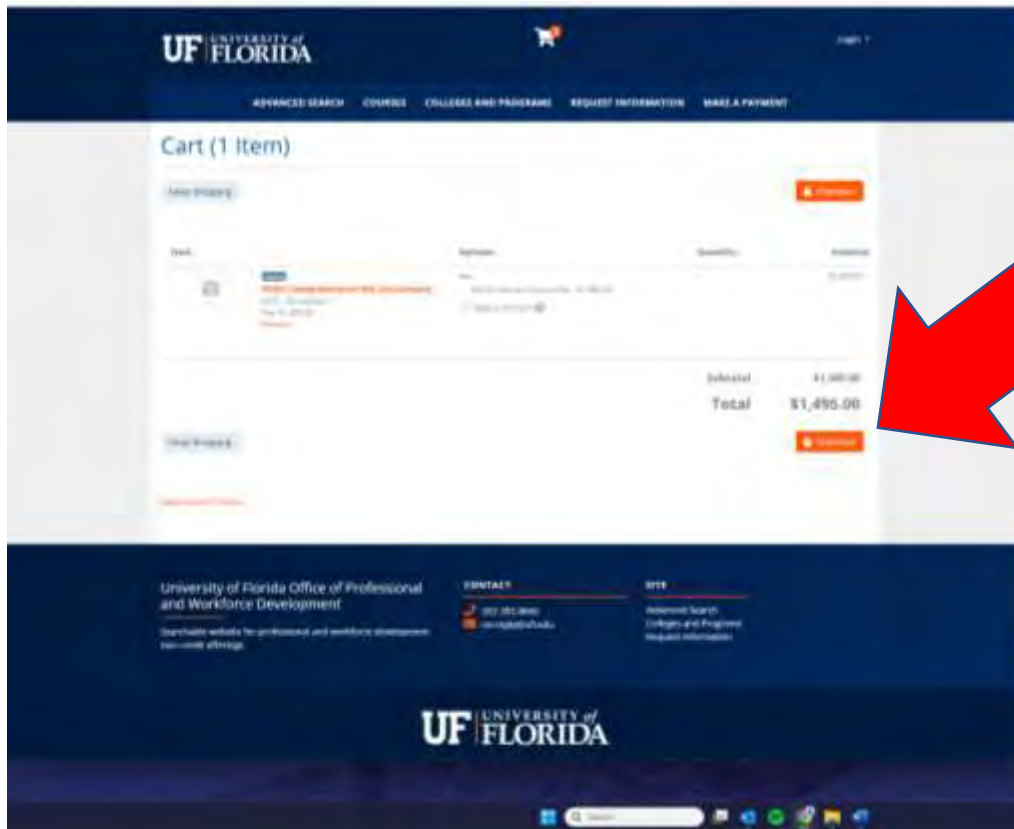
Registration link:

<https://reg.pwd.aa.ufl.edu/search/publicCourseSearchDetails.do?method=load&courseId=2216973>

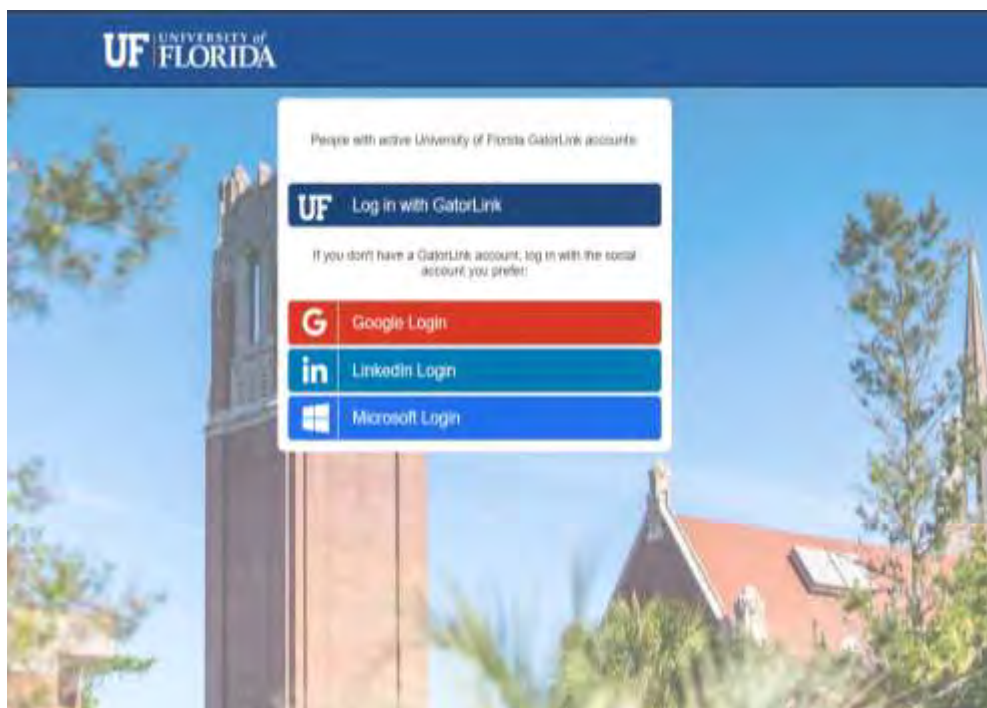
Under the Enroll Now heading, click on the small orange plus sign next to course name and then add the course to your cart.



You will proceed to check-out.



You will be prompted for your Google, LinkedIn or Microsoft account information.

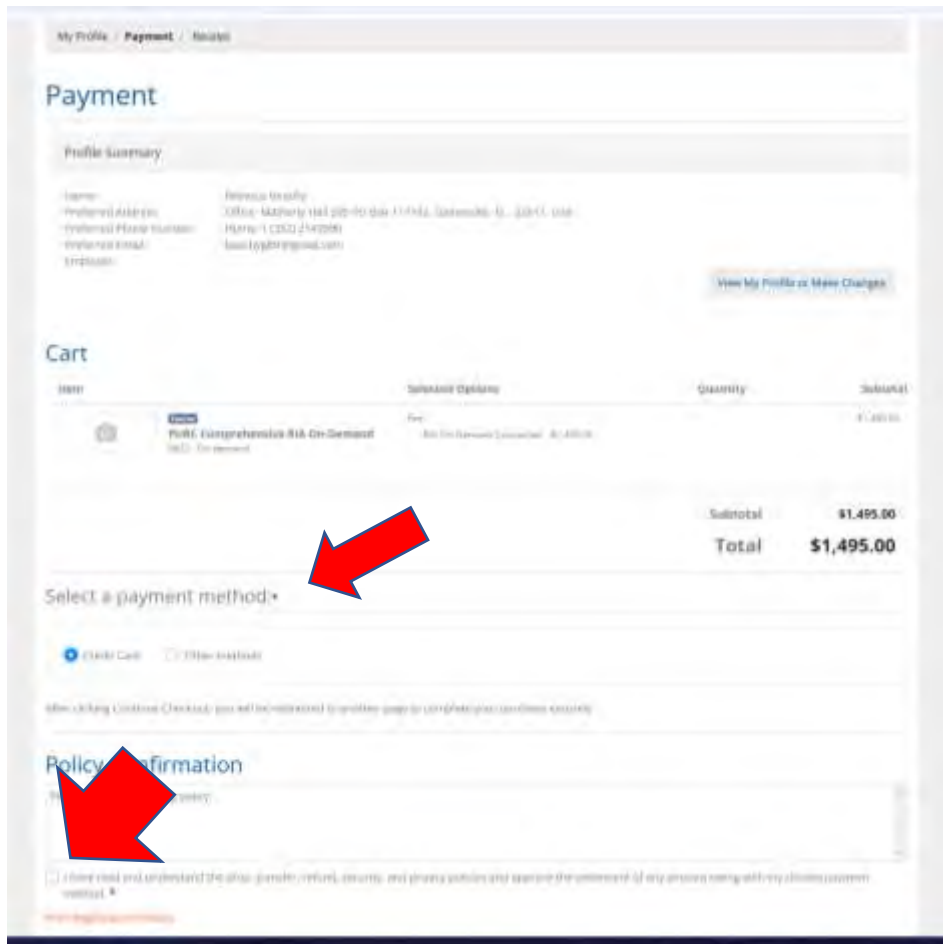


You will be asked to complete profile information. You only need to complete the items with a red asterisk. Date of birth, marketing preferences, and initials in the Privacy boxes are required. It is not necessary to submit license or employer information.

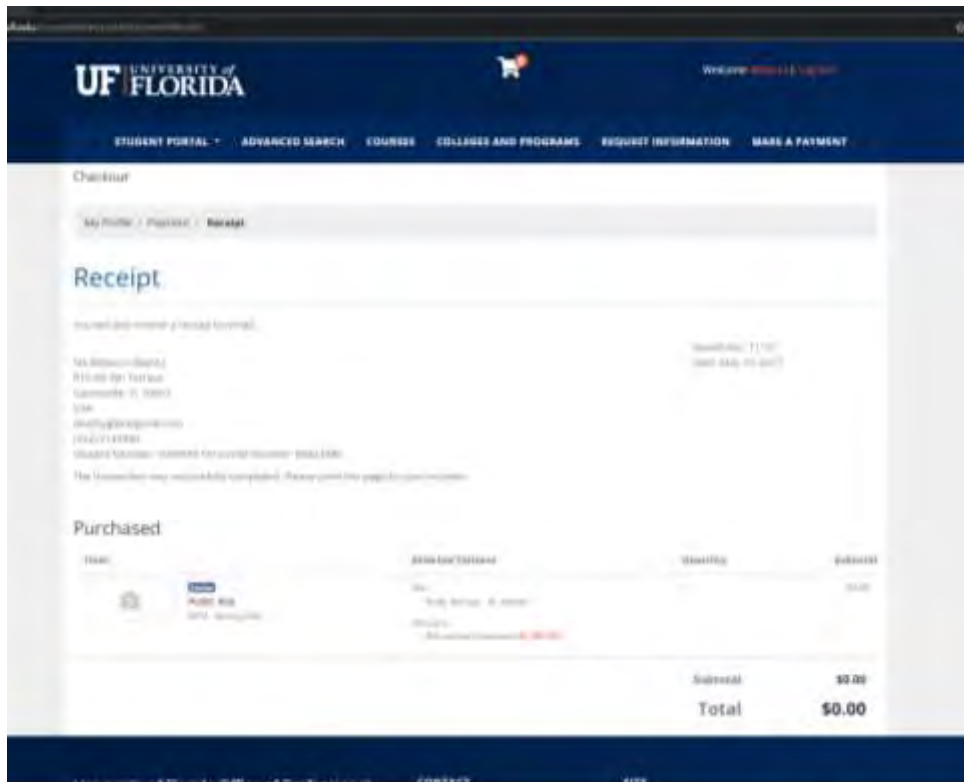
The screenshot shows the 'My Profile' page on the University of Florida website. The page is titled 'Confirmation' and includes a green banner stating: 'You have 30 minutes to complete the transaction. Your reservations will expire at 2:54.' Below this, there is a 'Name and Email' section with input fields for 'First Name', 'Last Name', 'Email', and 'Phone Number'. A 'Preferred email for contact*' section is also present with a dropdown menu. A 'Continue' button is visible on the right side of the page.

The screenshot shows the 'Marketing Preferences' and 'Privacy' sections of the 'My Profile' page. The 'Marketing Preferences' section includes checkboxes for 'No, do not contact me', 'No, but only by the following methods (please select the methods that you wish to be contacted by)', 'Phone', 'Email', and 'Yes, please do not contact me!'. The 'Privacy' section contains text explaining the University of Florida's FERPA policy and asks the user to type their initials into two boxes to indicate they have read and understood the privacy policies. A red arrow points to the 'Continue' button at the bottom right of the page.

Complete payment. Credit card would be taken here if payment had not already been made.



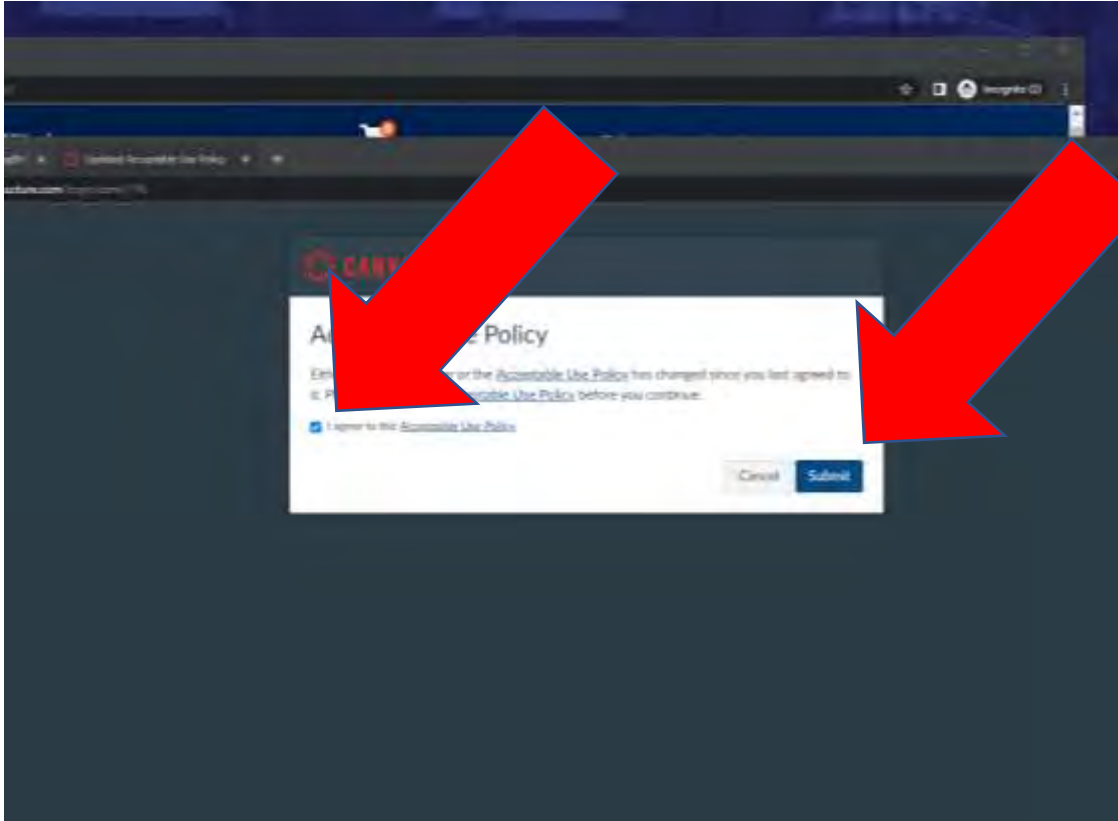
Success! You will be directed to a receipt and also receive email copies.



Once you've completed the registration process, you will be able to access the course here: <https://elearning.ufl.edu/>. Use the blue box "Log In to Continuing Education."



You might have to accept the use policy.



You'll navigate the course using the tool bar on the left side of the screen. Start by updating your profile with a picture:

- Select "account" from the left side tool bar
- Select "profile"
- Select "edit profile"
- Update your profile accordingly

To access the course material, again use the left hand tool bar.

- Select "courses"
- Select "Comprehensive Regulatory Impact Analysis (RIA) on-demand"
- Navigate to the modules. Modules are broken into smaller units for easier viewing.
- Page through module. There are videos to watch and articles to read.

Lastly, assignments will be submitted in the assignment link located on the left side tool bar within the course.

If you have any questions as you navigate the course or registration process, please reply to this email. There is also a mail feature within canvas - you will find your inbox on the left-hand tool bar. Messages sent within the canvas mailbox are copied to your regular email account.