



TRAINING CENTER INSTRUCTIONS

1. Visit www.CardinalConsultingandTraining.com
2. Click “Student Registration” in top right corner of webpage
3. Fill out ALL information boxes in signup form
4. Check email for account activation link
5. Click link within confirmation email to be taken back to webpage
6. Sign into the page now using the “Login” button in top right corner of webpage
7. Click “Courses” in top right corner of webpage
8. Click “Enroll Course” next to the desired course you wish to take
9. Select “Start Course” to being taking the training
10. Read all the course introductory instructions if applicable
11. Click “Start Course” button at the bottom of the training module
12. **If it is a course with video trainings:** Press play to watch the training segment.
Follow along below the video with a provided script if needed.
If it is a course with slides: Please make sure to click through each slide to continue within the course.
13. Once you complete the segment, click the “Mark as Complete” button at the bottom of the training module to start the next section
(You can always go back to a previous segment by either using the Course Navigator on the right of the module or by selecting the “Previous” button at the bottom left. You cannot skip to future lessons until all lessons previous are completed.)
14. When you reach the Final Exam of the course, click “Start Quiz” at the bottom of the training module (You must get 80% of answers correct to complete the course. You will be able to retake the quiz if needed.)



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15. Select your answer and hit the "Next Question" button to continue the quiz
(You may go back to any previous question by using the quiz navigator on the left)
16. Once you've finished the last question, click "Submit Quiz" at the bottom of the training module
17. **If you have passed:** Click the "Submit Course" button at the top right of the training module
If you have failed: Click the "Redo Quiz" button at the bottom of the training module to start the Final Exam over
18. Once you have submitted the course it will take you to your dashboard. Select "Achievements" in the Dashboard Navigator on the left
19. You will see all your course completion certifications here. Click download under the name of the course you just completed to save your completion certificate for your records.
20. **If you have left a course unfinished:** Login, hover over your username in the top right of the webpage and select "My Dashboard", select "My Courses" in the Dashboard Navigator on the left, and select the "Continue Course" button to the right of the course you wish to finish.



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To view current courses, certificates, and more about your trainings, you can hover over your username in the top right of the webpage and select "My Dashboard". Use the Dashboard Navigator on the left to select what you need.

If you have any troubles with these instructions or the website in general, please contact the Website Admin at the provided info below.

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Available Monday – Friday

8:00am – 5:00pm CST