



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

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Memorandum

From: Michelle Walter, Executive Assistant
to James M. Kreger, Director of Insurance and Risk Management

Re: ON-LINE TRAINING COURSES

WELCOME TO THE ARCHDIOCESE OF DENVER ONLINE UNIVERSITY!

Following please find the instructions you will need in order to complete your online training course:

1. Log on to the website

<http://www.firstnetlearning.com/offerings/archdenver/>

2. Once you follow the link to the site, **BOOKMARK THAT PAGE** so you can go back to it anytime you want.

3. After reviewing the course information, you'll need to register to take any classes by creating a user name and password.

Under the "Student Login" area on the right side of the page, click on the "Register Here" link under "First Time Users." This will take you to a Registration screen.

Once there, complete the form to register. **Your User Name should be the first initial of your first name followed by your last name.** For example, if your name is John Smith, your User Name should **JSmith**. You may create your own password.

4. ***IMPORTANT!*** Please be sure you correctly input your **LOCATION (for example, Light of the World, OR John Paul II Center)** and the correct address. This is how we will be tracking and giving credit to anyone taking a course online. ***If you do not input this information correctly, you may not get proper credit for taking the course.***

4. After you've registered, you'll come to a page that lists the courses available. Just click on the one you wish to take, and off you go! If you are not able to complete the course and have to leave before you're finished, remember to **Bookmark that page** so you can come back to it without losing what you've already done.

5. You must have an 80% or better to successfully complete the course. You will not be given credit for that course until you have completed it successfully.

Please read the FAQ on the site for common questions and issues you may have.