

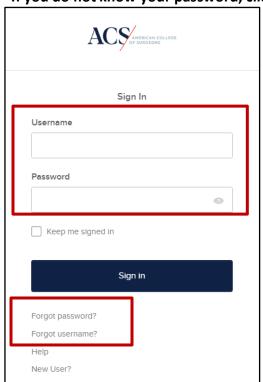
How do I register for a course that is hosted on https://learning.facs.org/?

Step 1: Click on the course link and the word "register". See below as an example.

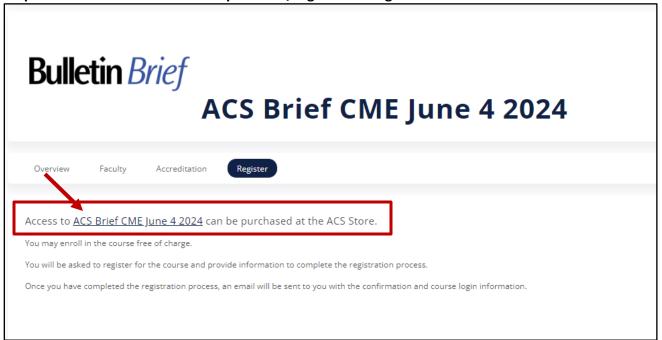


Step 2: Login using your ACS Membership ID and password. Your Membership ID has eight digits; use a leading zero if your number only has seven digits.

* If you do not know your password, click on the "forgot password" to reset.



Step 3: Click on the course link to purchase/register through the ACS eStore.



Step 4: Add the course to the cart.



You should that see the course has been added to the shopping cart. Click on the shopping cart icon at the





You can remove a course from the cart by clicking on the "remove" button on the left-hand side next to the course. If there is a need, you can update the number of products under "Quantity."

Make sure to hit "Update Shopping Cart" after you make any changes.

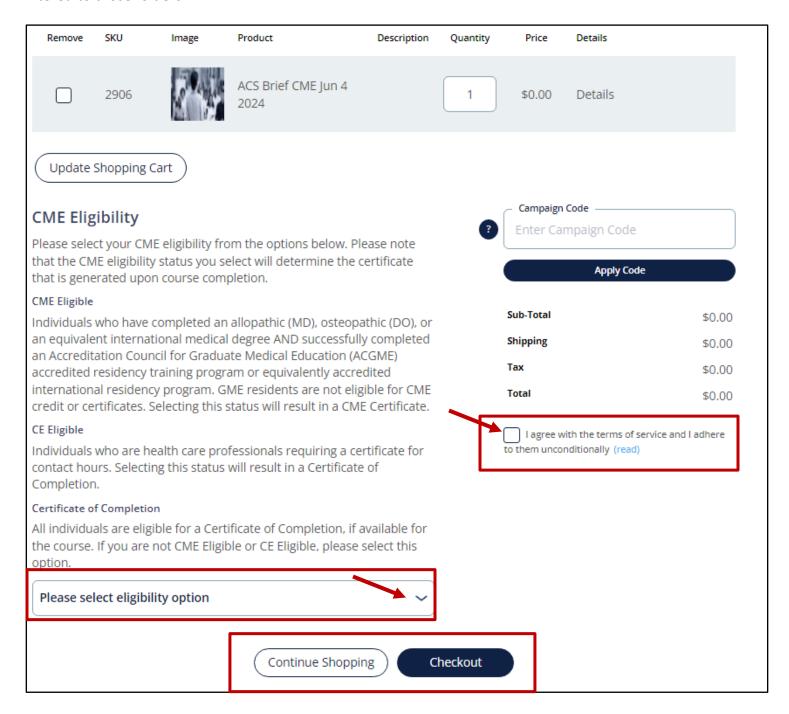


You can go back to the course catalog to add another course by clicking on the "Continue shopping" button.

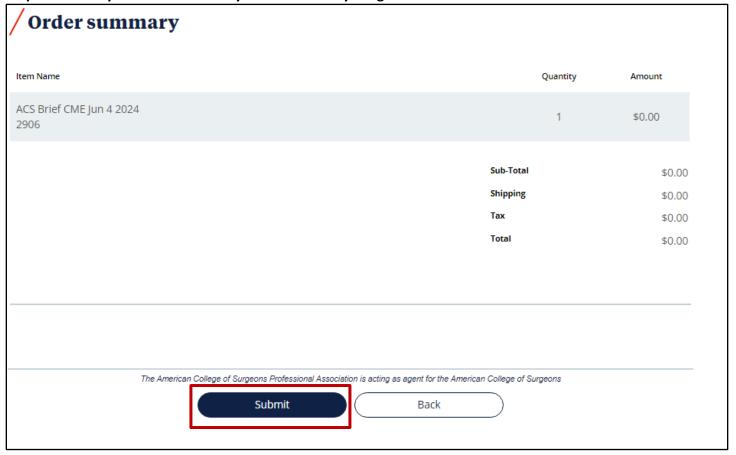


Step 5: Complete the CME Eligibility information (if applicable) and agree to the terms of service, then proceed to Checkout. You will be prompted to review your email and mailing address to complete the process.

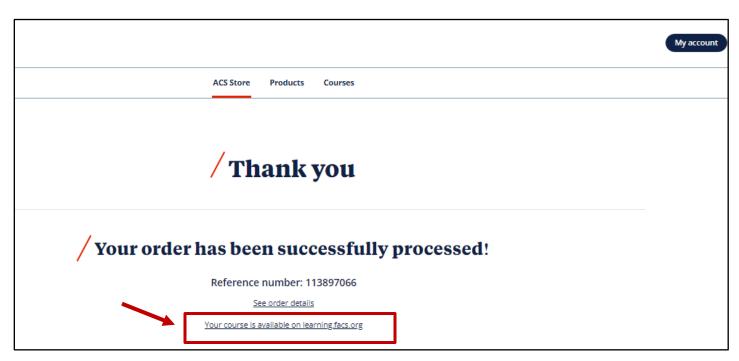
Upon completion of the checkout process, you will receive an order confirmation email with instructions on how to access your course. Make sure to check your spam and junk folders, in case the email may have been filtered to those folders.



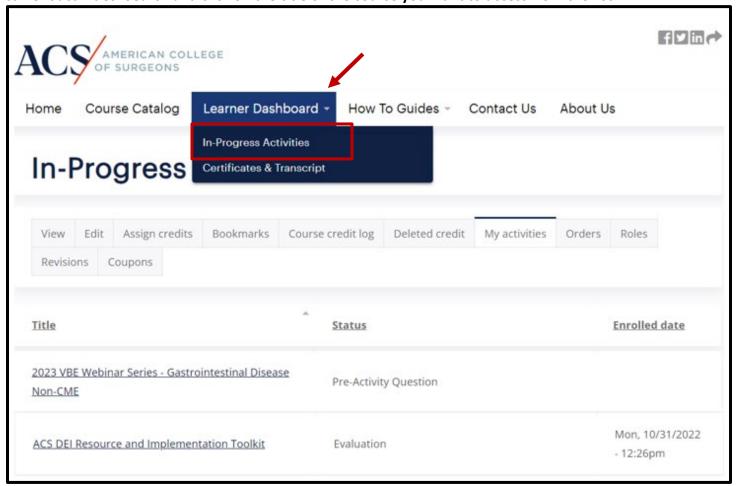
Step 6: Review your order summary to ensure everything is correct and hit "Submit".



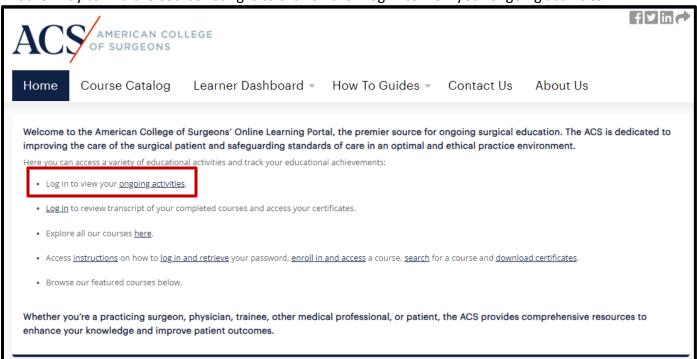
Step 7: Once you complete the checkout process, click on the link "Your course is available on learning.facs.org" to access the content.



Step 8: You will find the course that you registered for under the header "In-Progress Activities." Click on the "Learner Dashboard" tab, click on the "In-Progress Activities". There you will see the list of the current activities. Search and click on the title of the course you want to access from the list.



Another way to find the course listing is to click on the "Log in to view your ongoing activities".



Step 9: Click on course title and the "Take Course" button to begin.

