

Training For Independent Living Counselors (1025139) Online Course Navigation Instructions

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KS-TRAIN at <http://ks.train.org>

1. Use high speed internet service and Internet Explorer as your browser.
2. Be sure you sound is turned up
3. Turn **OFF** your Pop-Up blockers.
4. This course includes handouts, 3 videos, reviews, a post-assessment and an evaluation. Allow 2 hours to complete.
5. Be sure that your computer has the latest version of Adobe Reader by clicking on the image below.



6. Be sure that your computer has the latest version of Java by clicking on the image below.



7. **Important!** Check the compatibility of your computer with this online course!
 - a. Click **Help** in the TRAIN taskbar on the homepage
 - b. In the left-hand menu, click '**Test Your Environment**' **RUN TEST**
 - c. All of the checkmark buttons must be **Green**.
 - d. If any of the links are **RED**, click the link and follow the prompts.
8. To exit, or 'Quit', any web-based/on-line course posted to TRAIN click the '**Quit**' button located in the Kansas Train banner above the course and to the left of Kansas.gov.
9. To return to the course, login to TRAIN at, <http://ks.train.org>
 - a. Click '**My Learning**' on the right hand side of the homepage
 - b. Select the **course title**
 - c. When returning to the course there will be a popup box with the following language: **You have previously been in this lesson. Would you like to return to the last visited location in the lesson? You must click OK.** This will ensure that the previous information you completed is recorded.
10. After completion of the course evaluation a certificate of completion will be available via the 'Certificate' link located in the 'My Learning Record' folder below the Seal of Kansas.

11. Course Contact:

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