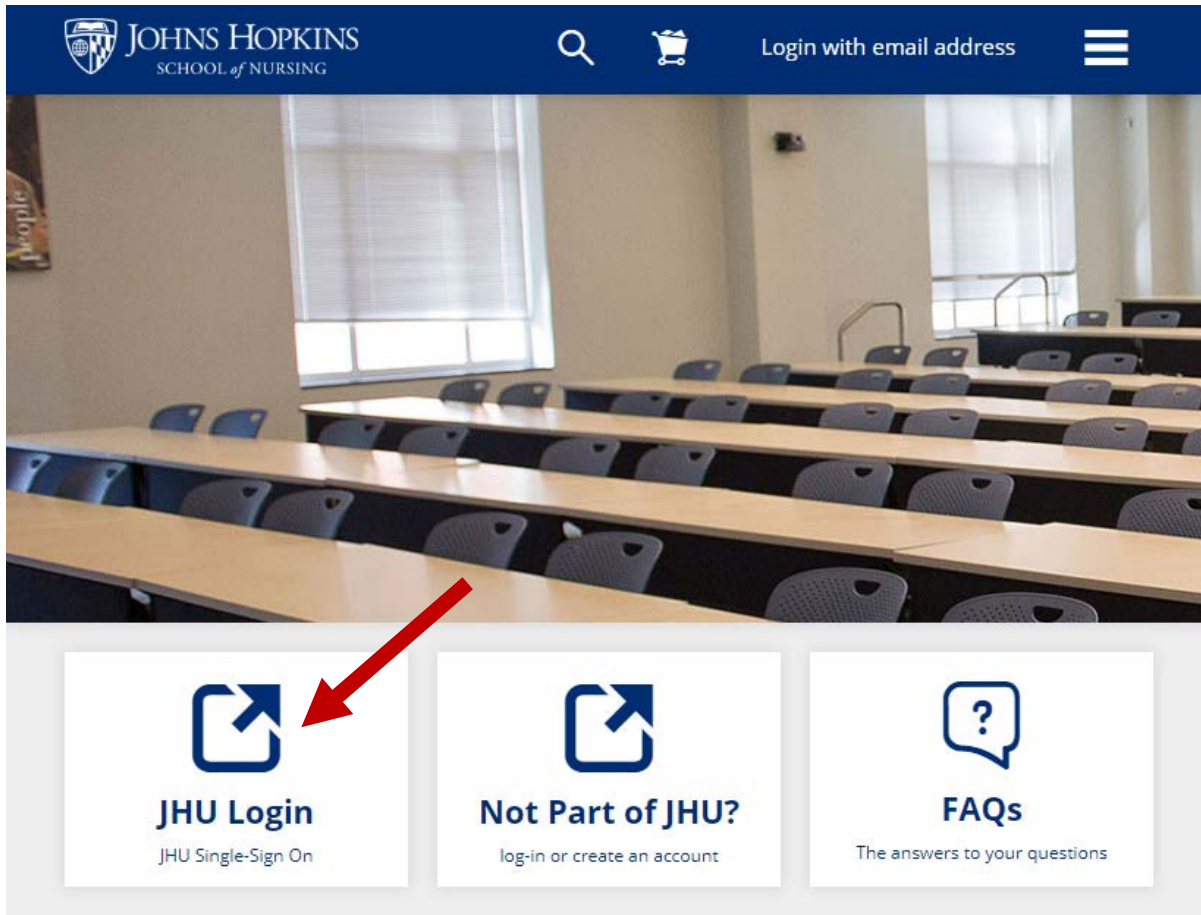
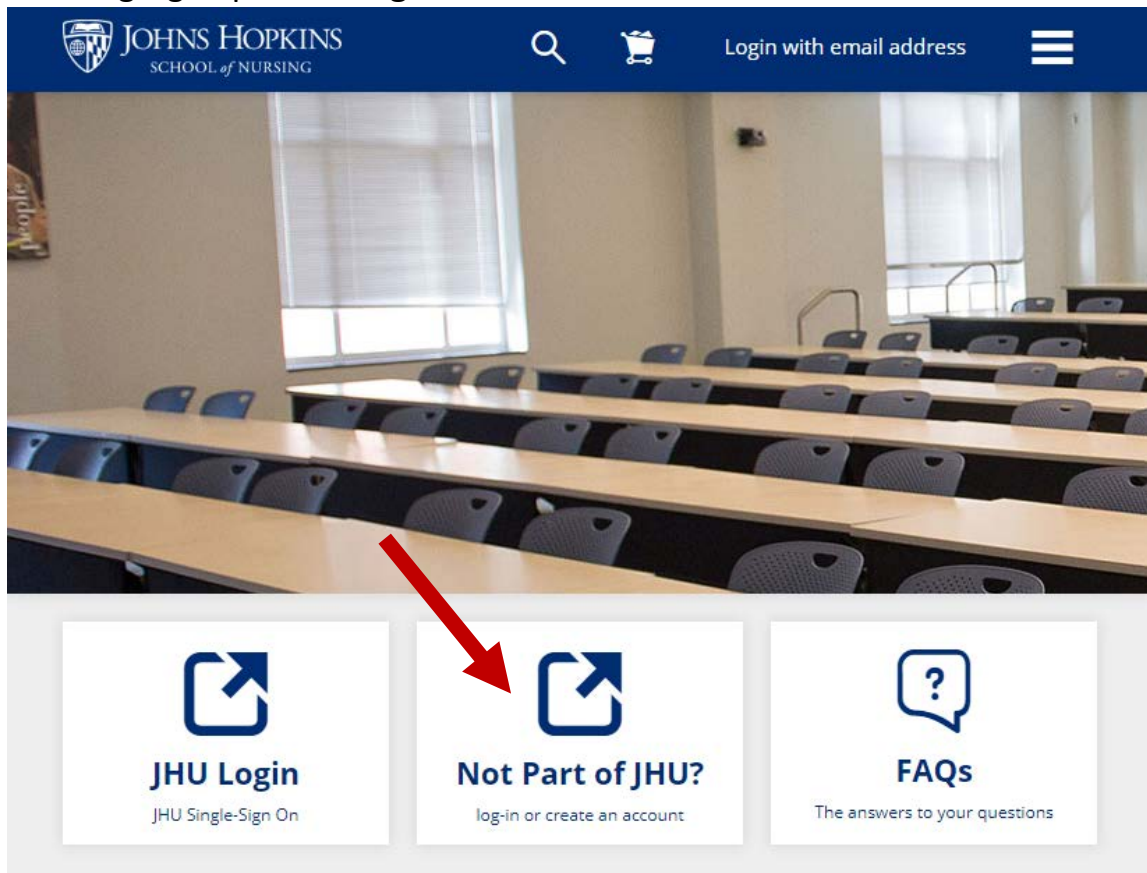


- 1) Browse to the site (<https://advance.nursing.jhu.edu/>) and log in.
  - a. If you have a **JHED ID** or Johns Hopkins email, click the login button under **JHU Login**.



b. If you do not have a **JHED ID** or Johns Hopkins email, create an account by clicking sign up under **Login**.



Completely fill in required (\*) fields and select signup to create an account.

The image shows a "Sign Up" form with the following fields and options:

- First Name \*
- Last Name \*
- Middle Name
- Email \*
- Password (8 Char. Min) \* (with a help icon)
- Re-enter Password (8 Char. Min) \*
- Phone \*
- Address \*
- Address 2
- Select a Country - (dropdown menu)
- Select a State/Province - (dropdown menu)
- City \*
- Postal/Zip Code \*

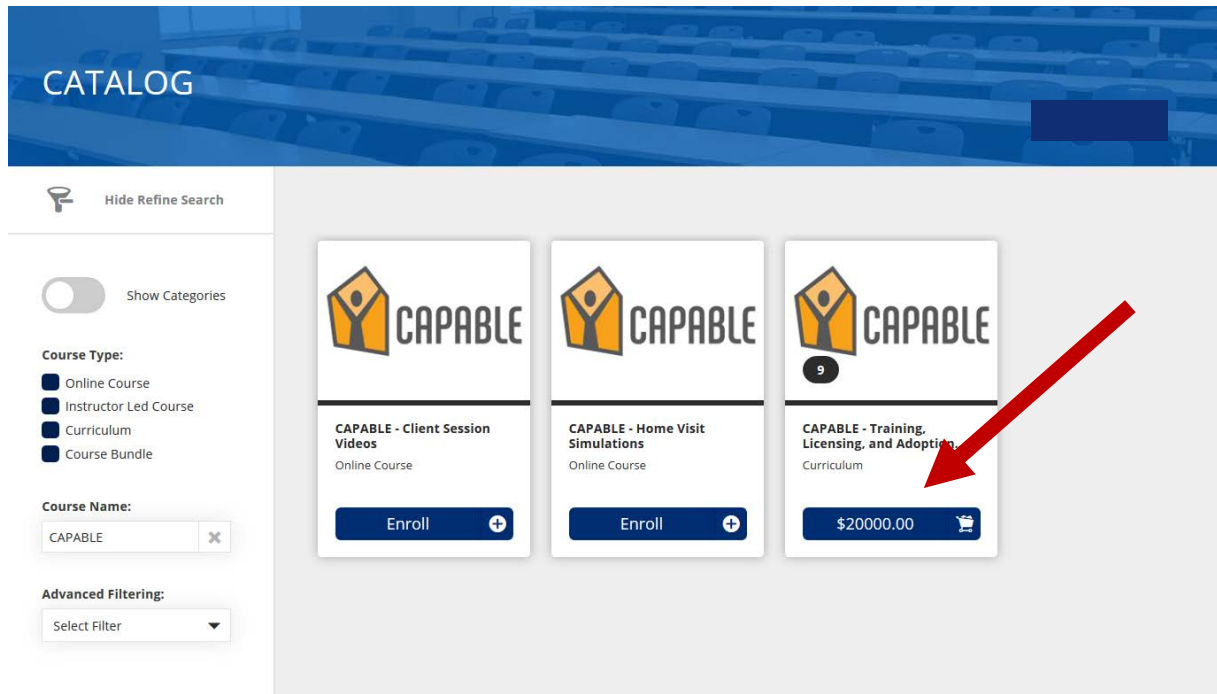
At the bottom of the form are two buttons: "Sign Up" and "Cancel".

2) Once you are logged in, go to the catalog to search for and enroll in the course.

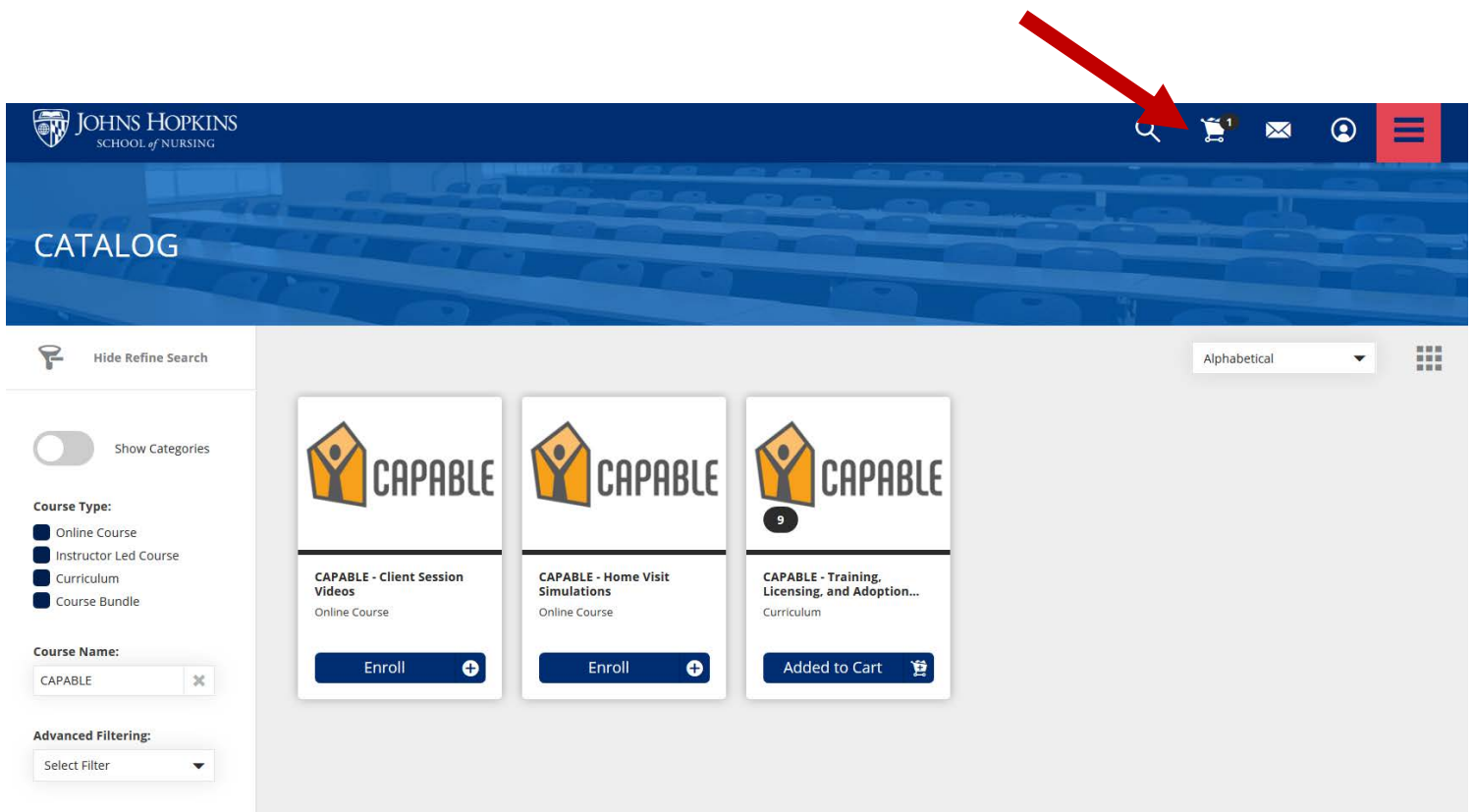
The screenshot shows the homepage of the Johns Hopkins School of Nursing. At the top, there is a dark blue header with the school's logo and navigation icons (search, mail, user profile, and menu). Below the header are three large banner images. The central banner features a photograph of the school building with the text "JOHNS HOPKINS SCHOOL OF NURSING" and "Delivering Nursing and Healthcare Education Worldwide". Below the banners is a grid of six white tiles with blue icons and text: "Resume" (New Ways for Better Days (TAP) - FOR REVIEWERS ONLY), "My Courses" (See courses you are enrolled in), "Inbox" (Your priority messages), "Resources" (Browse or download resources), "Catalog" (See a complete list of available courses), and "Calendar" (See your scheduled events). A red arrow points from the "My Courses" tile to the "Catalog" tile. The word "Catalog" is written below the grid.

The screenshot shows the "CATALOG" page. The header is dark blue with the school's logo and navigation icons. Below the header is a blue banner with the word "CATALOG" in white. The main content area is white and contains a search filter sidebar on the left and a grid of course cards on the right. The sidebar includes a "Hide Refine Search" button, a "Show Categories" toggle, and "Course Type" options: "Online Course", "Instructor Led Course", "Curriculum", and "Course Bundle". A red arrow points to the "Course Type" section. Below the "Course Name" field, there is a dropdown menu with "CAPABLE" selected. The "Advanced Filtering" section has a "Select Filter" dropdown. The course grid displays five cards: "Alcohol Screening and Brief Intervention (ASBI)" (Curriculum, 13 items), "Behavioral Interventions: An Online Program" (Online Course, \$800.00), "CAPABLE - Client Session Videos" (Online Course, Enroll), "CAPABLE - Home Visit Simulations" (Online Course, Enroll), and "CAPABLE - Training, Licensing, and Adoption..." (Curriculum, 9 items, \$20000.00). Each card has an "Enroll" button with a plus sign or a price tag.

- 3) Locate the course in the course catalog. Simply click the price button to add the course to your cart. Please note: you will be selecting the **CAPABLE - Training, Licensing, and Adoption Support Package**

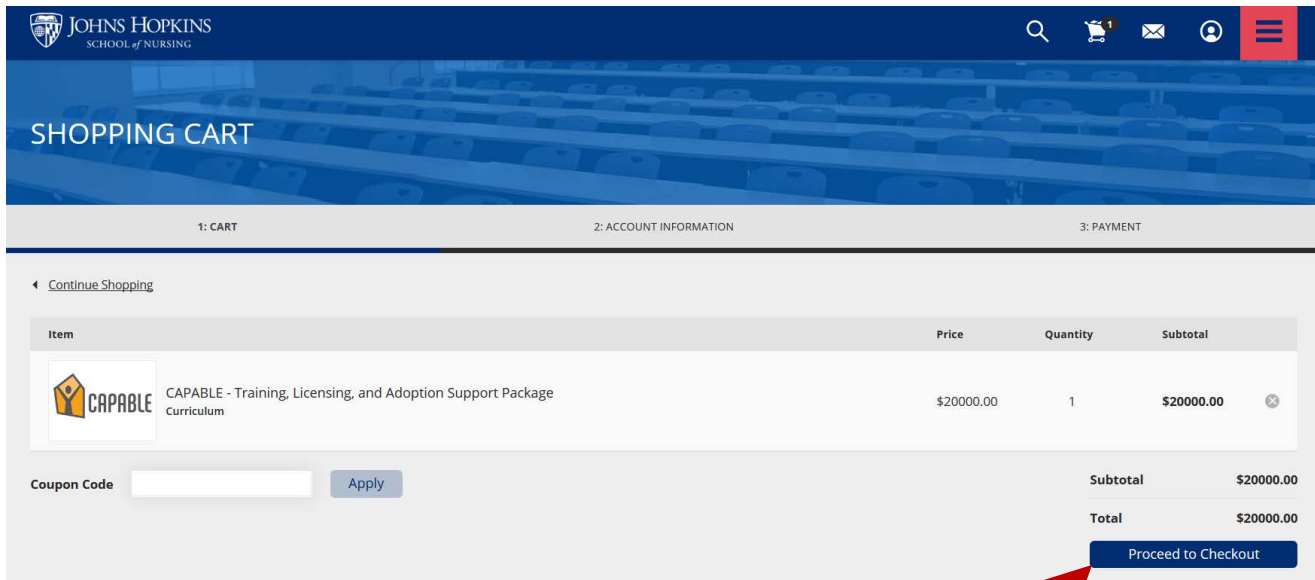


- 4) Scroll back up and click the "Cart" button to complete your enrollment.



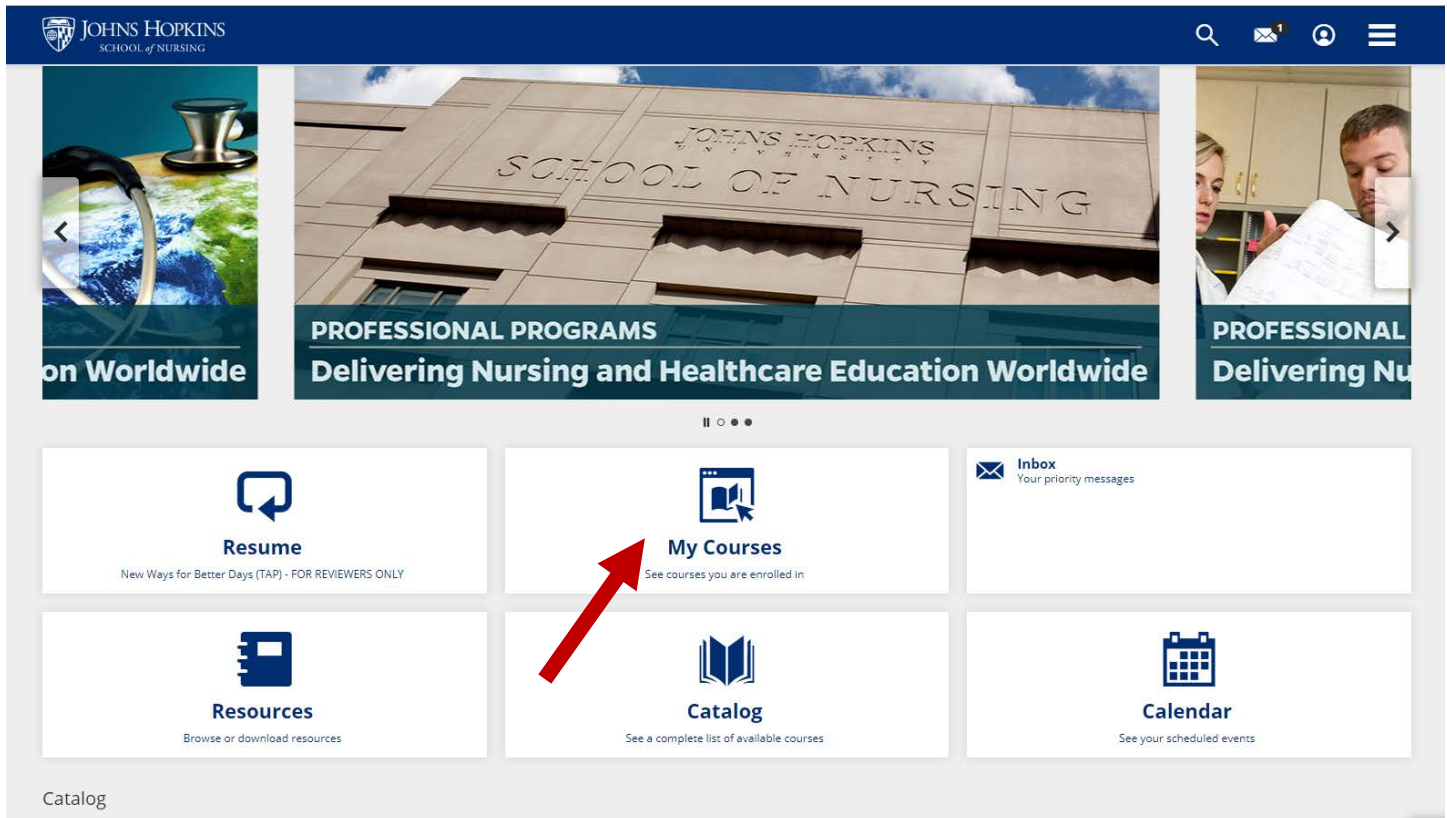


5) Select “Proceed to checkout”.



6) After completing your payment, browse back to your dashboard by clicking on the “Johns Hopkins School of Nursing” logo. Then select “My Courses” to view the course.





If you are experiencing technical difficulties with the online training:

Please make sure that your pop up blocker is OFF. Also, here are the different ways to enable the Adobe Flash Player for different browsers.

- For Internet Explorer, see [Enable Flash Player for Internet Explorer](#).
- For Internet Explorer on Windows 10, see [Enable Flash Player on Windows 10](#).
- For Edge on Windows 10, see [Enable Flash Player for Edge on Windows 10](#).
- For Firefox on any OS, see [Enable Flash Player for Firefox](#).
- For Safari on Mac OS, see [Enable Flash Player for Safari](#).
- For Google Chrome, see [Enable Flash Player for Chrome](#).
- For Opera, see [Enable Flash Player for Opera](#).

Please then, refresh the page, log-in and let us know if you are still unable to view the training at [SON-ExecEd@jhu.edu](mailto:SON-ExecEd@jhu.edu).

**For any additional questions or difficulty with your online training (i.e. access, troubleshooting, etc.), please contact Executive Education at [SON-ExecEd@jhu.edu](mailto:SON-ExecEd@jhu.edu).**