

Follow these steps to access the course, if you **DO NOT** have a MyLearning account:

1. Click **Register Now!**
2. Click the **Login** button
3. Click the **Employee Login** button
4. Click the **Add Course To Cart** button

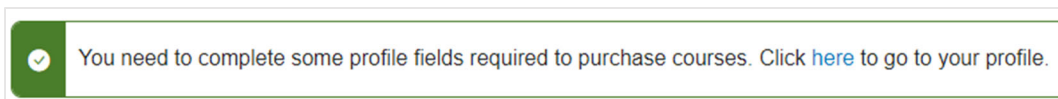
**NOTE:** A message highlighted in green appears at the top of the page indicating the course has been added to your cart.

5. Click the **cart icon**  next to your name

**NOTE:** The course should appear in your shopping cart.

6. Click the **Checkout** button

**NOTE:** If the Checkout button is not active, you may need to update missing information in your profile. Click the link provided in the message as shown below.



7. Click the **NEXT STEP** button
8. Select Cleveland Clinic Caregiver – No Charge and enter your employee ID

<b>Registration Category*</b>	
<input checked="" type="radio"/> Cleveland Clinic Caregiver - No Charge	
Employee ID*	<input type="text"/>

9. Click the **SUBMIT** button, the course displays