1. Select "Your Learning"

2. Select "Your Training Plans"

3. Select "Johnson County MRC"

4. Select "Psychological First Aid: A Minnesota Community Supported Model

5. Click "Go to Step 2 of Registration"

6. Click "Register"

7. Click the "+" sign

8. Click "Add to Cart"

9. Click "Checkout"

10. Click "Checkout"

11. Select "Create Account", unless you have an existing University of Minnesota account. (If you've already completed the training "NIMS and ICS: A Primer for Staff and Volunteers", you should have an existing University of Minnesota account.)
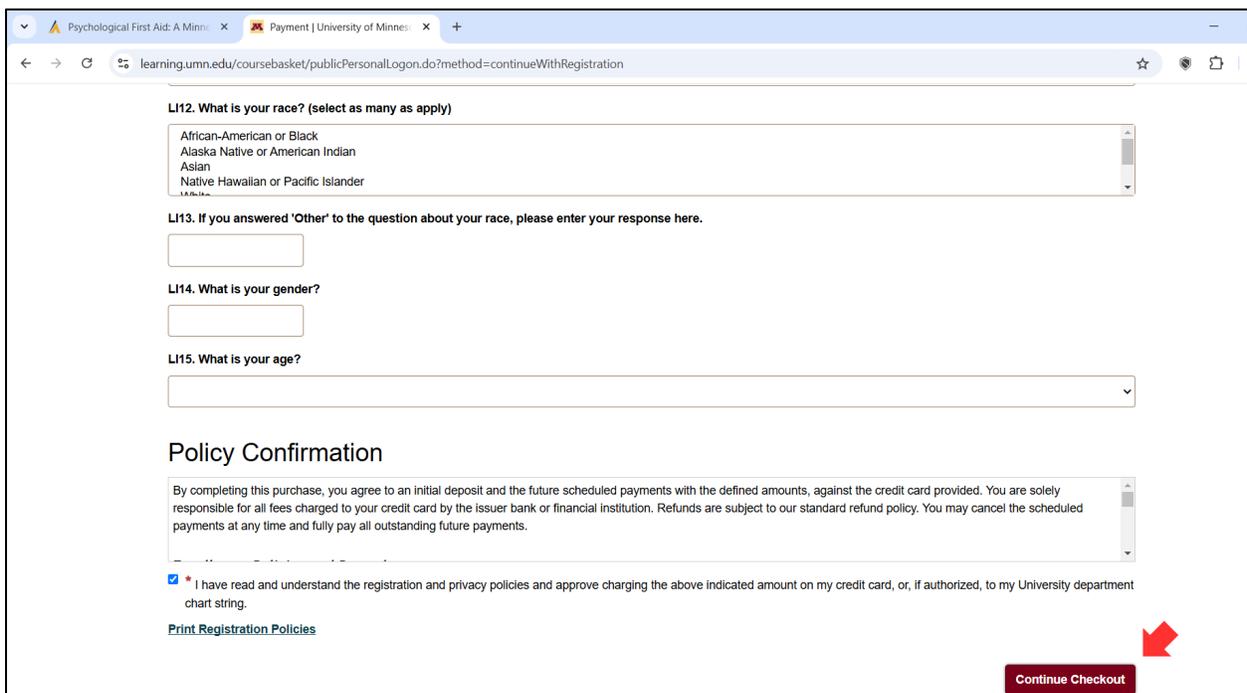
12. Click "Continue Checkout"
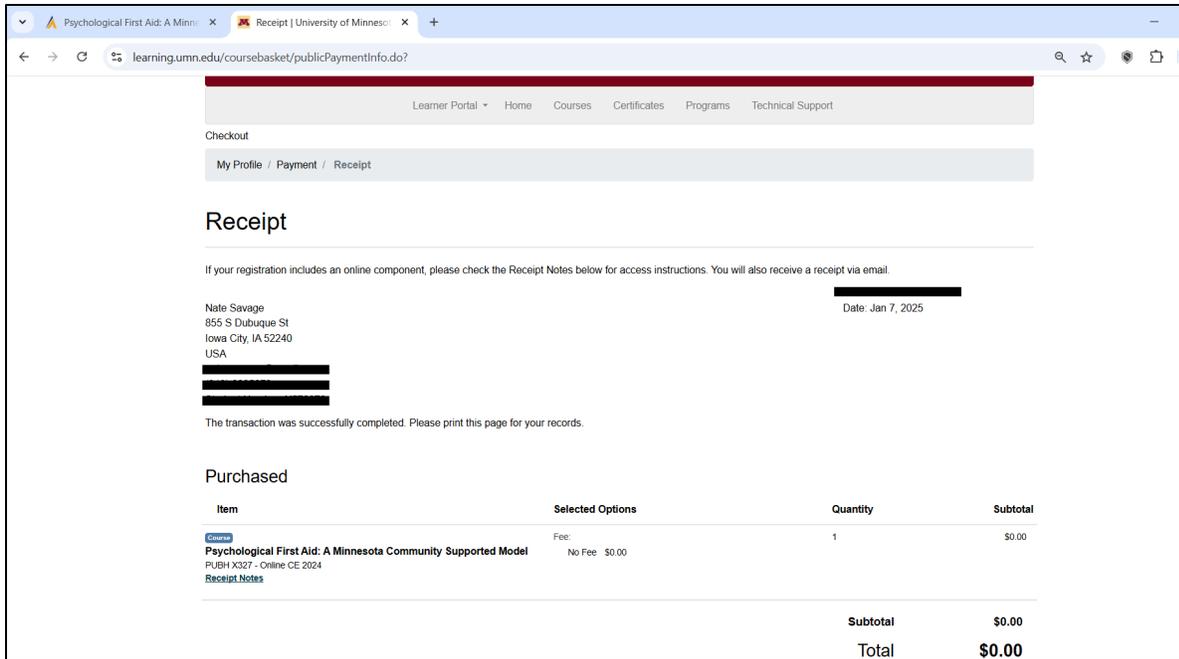
13. After completing the checkout process and creating a guest account or signing in to an existing account, you will receive a receipt of the no-cost course you've enrolled in, similar to the picture above.
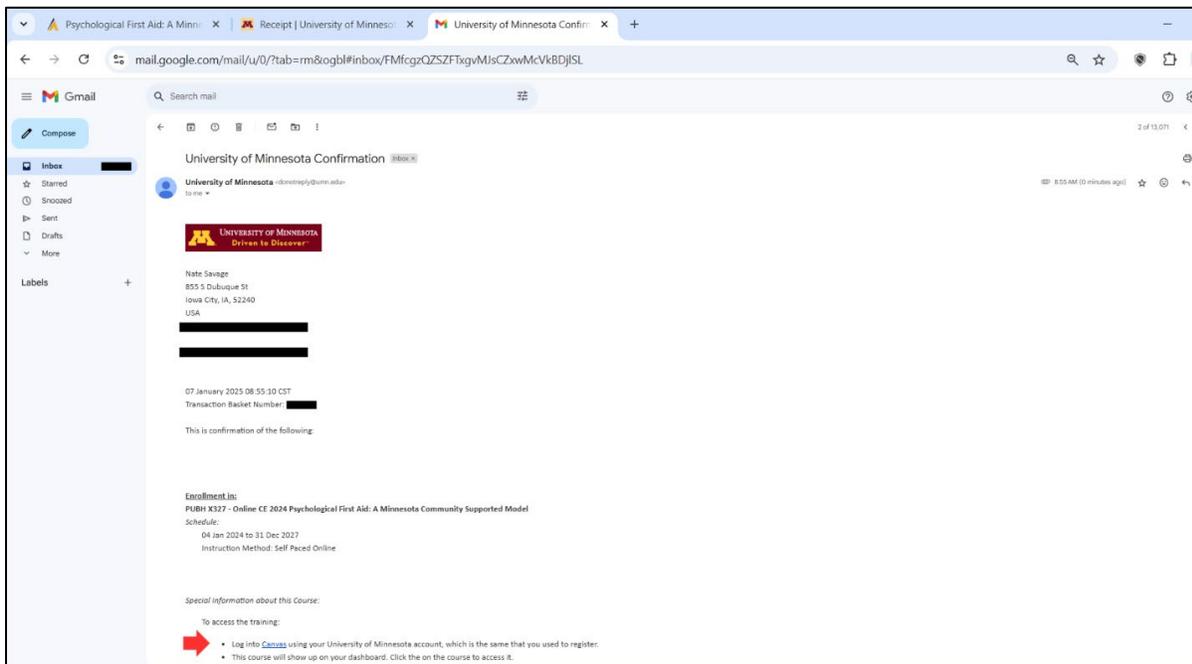
14. Open your email inbox you've listed with your University of Minnesota account, and select the email titled "University of Minnesota Confirmation". Click the "Canvas" hyperlink within that email.
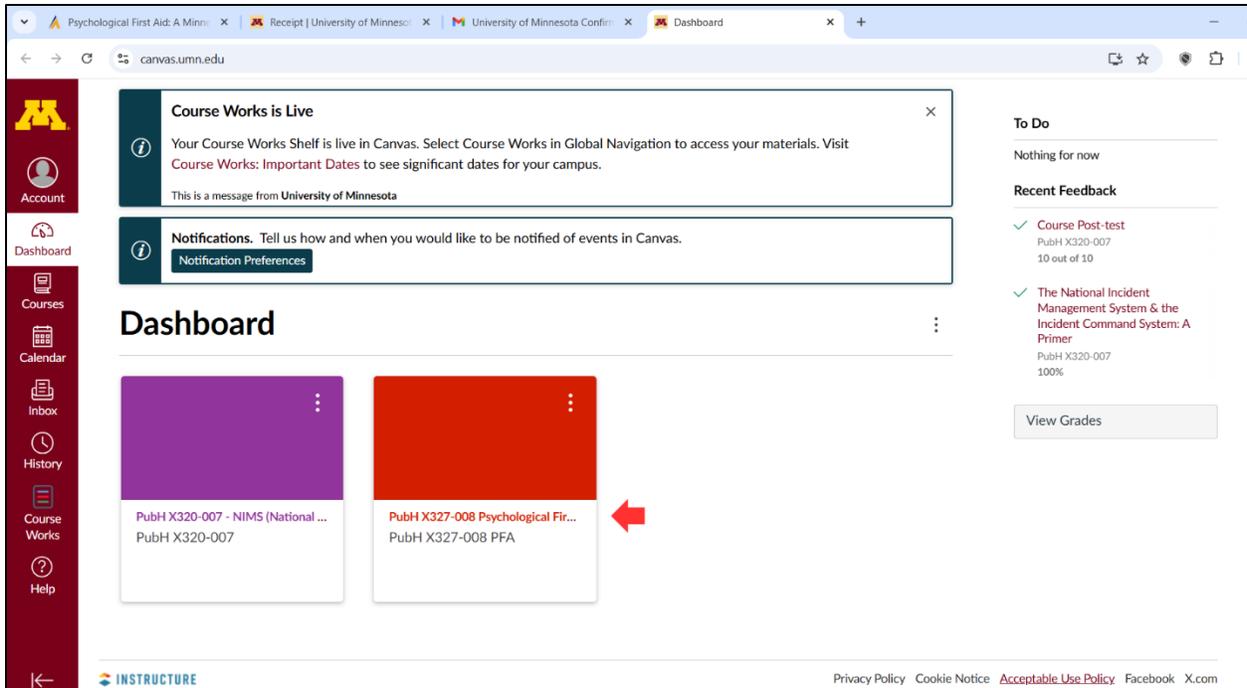
15. After you've clicked the Canvas hyperlink, a new tab should appear, similar to the picture above. Click the hyperlink "PubH X327-008 Psychological First Aid: A Minnesota Community Supported Model"
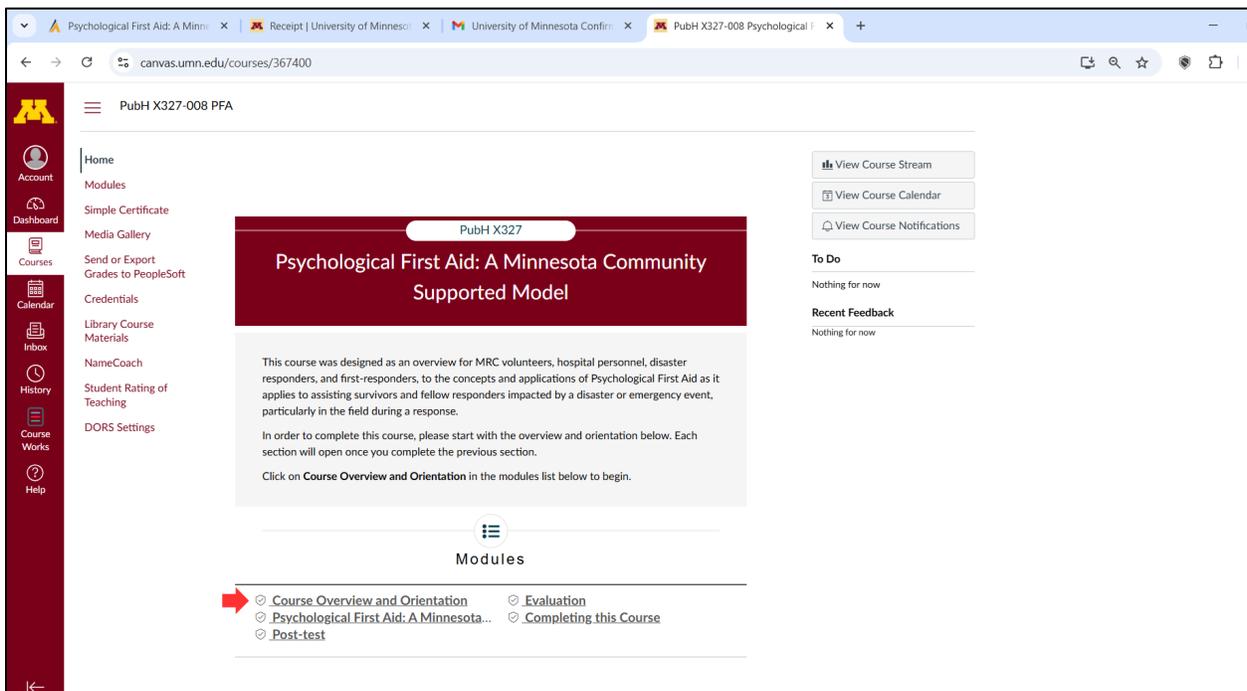
16. Select the "Course Overview and Orientation" module
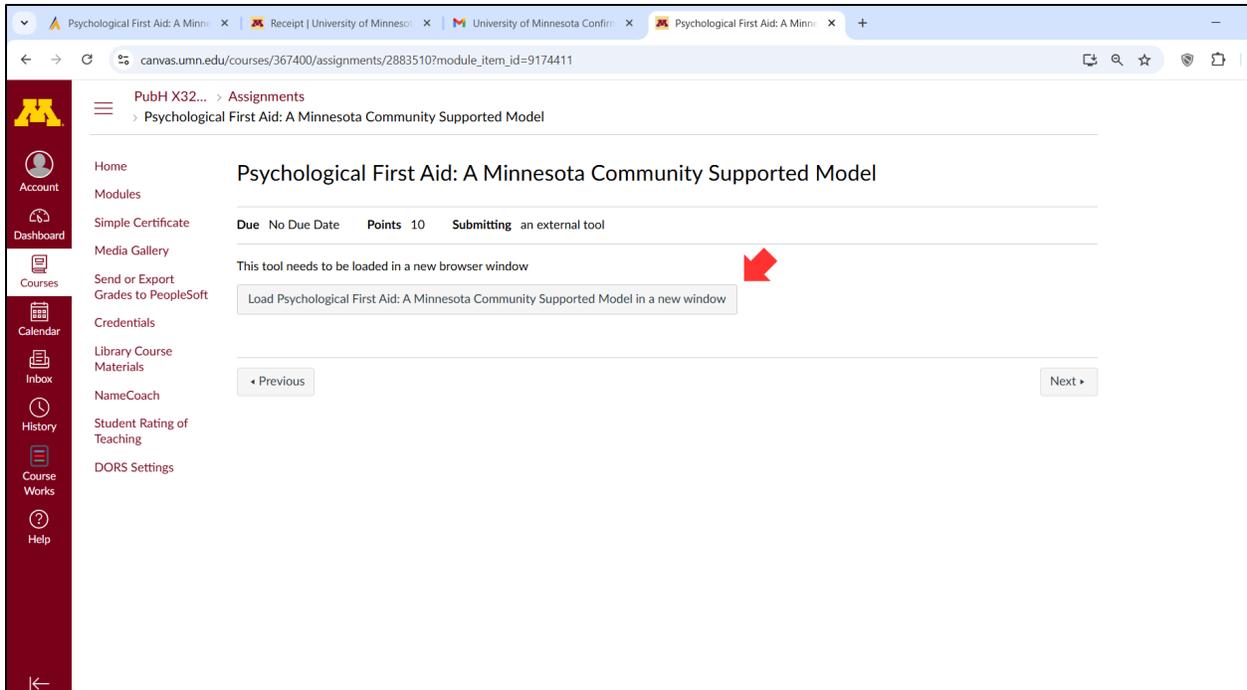
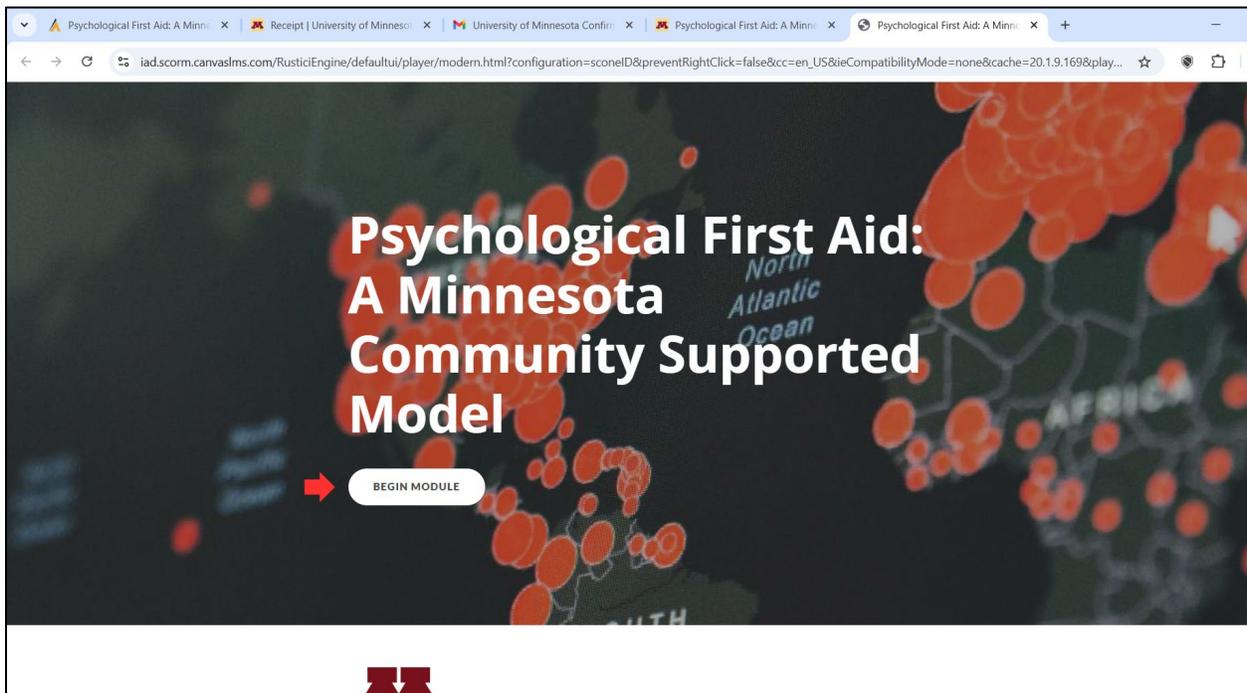17. Click "Load Psychological First Aid: A Community Supported Model in a new window"

18. Click "Begin Module"

19. Complete all modules until you receive "Congratulations" prompt. Then close the tab.

20. Click the "Resources" hyperlink and view the materials.
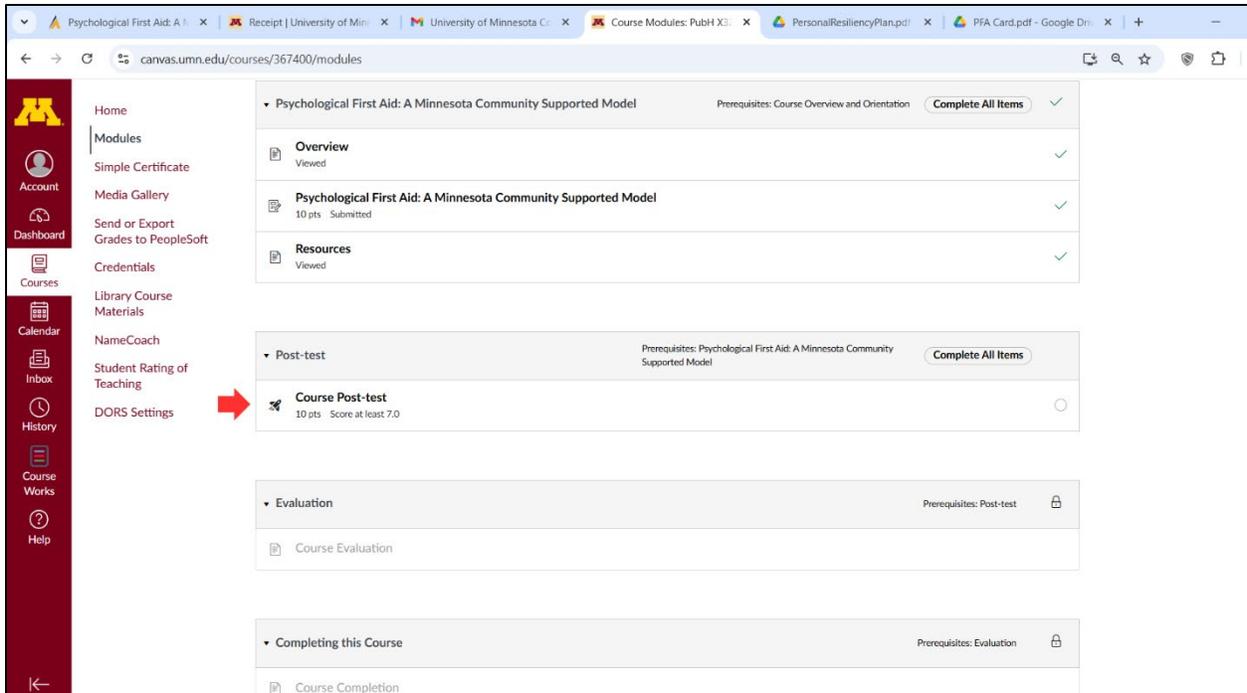
21. After viewing the resource materials, take the Post-test.
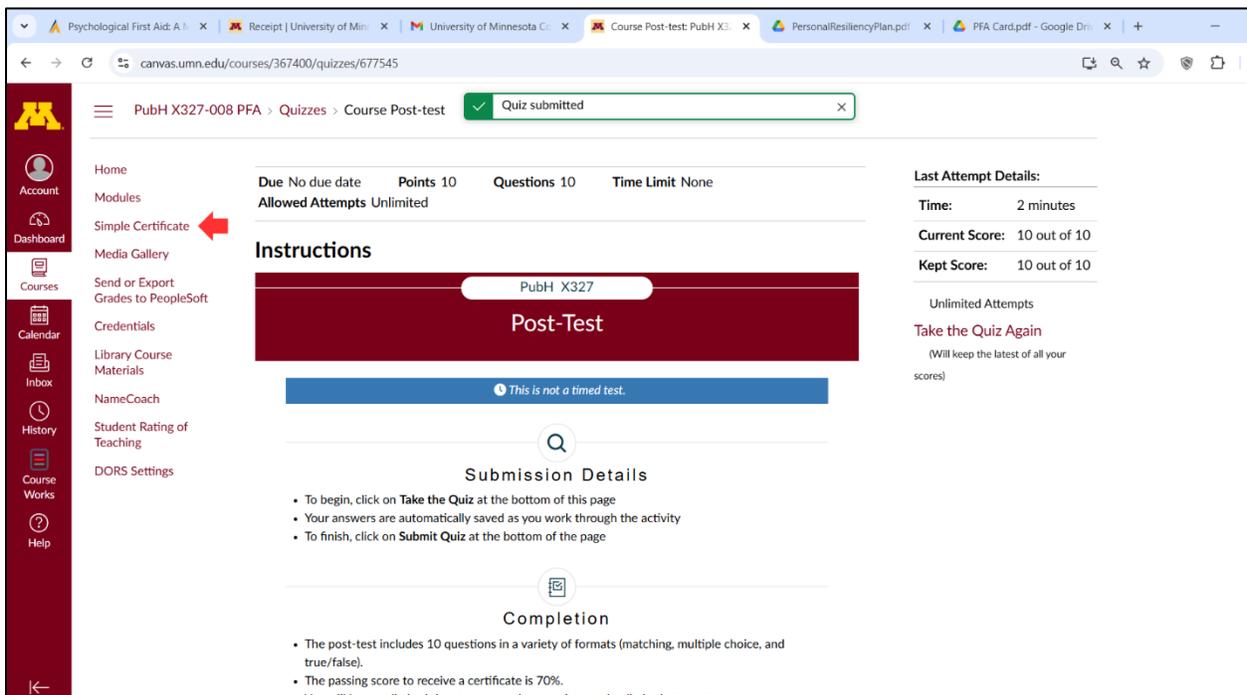
22. After Post-test completion, click "Simple Certificate" to view your new certificate.
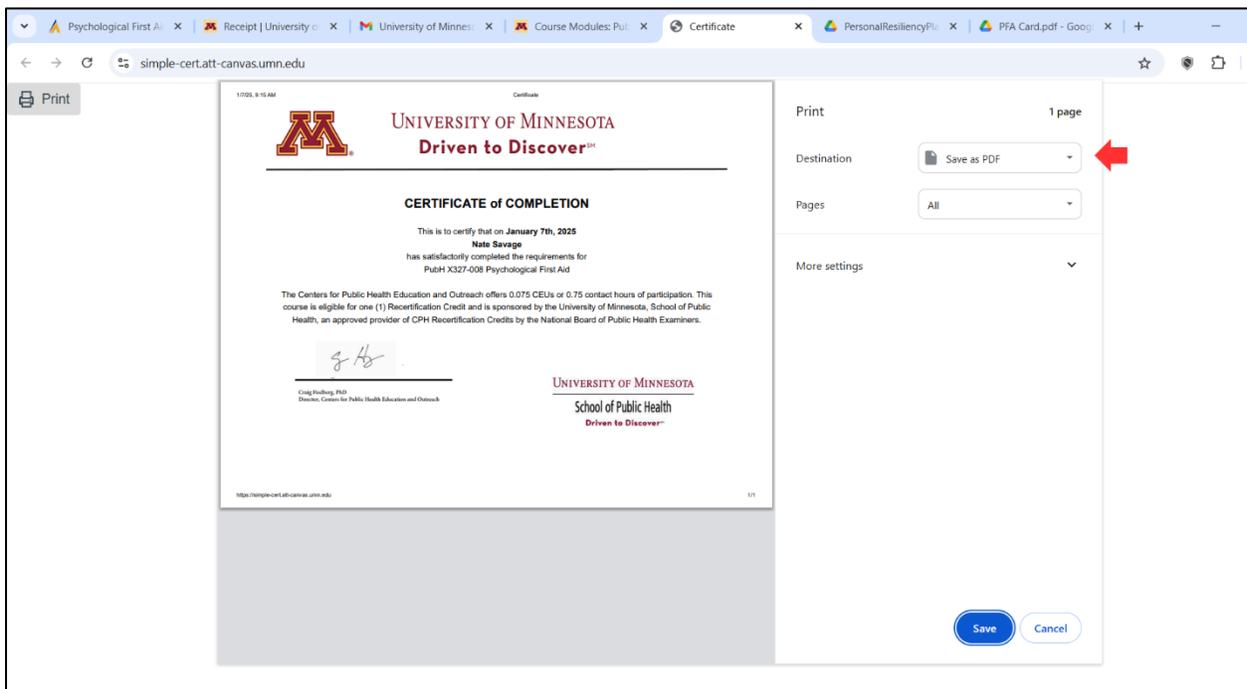
23. Click "Print"

24. Select "Save as PDF", and email your new certificate to the MRC Unit Coordinator.