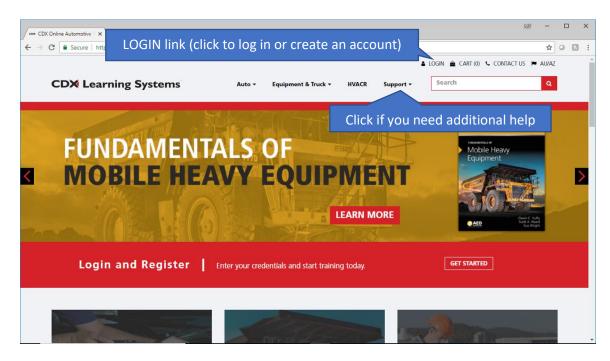
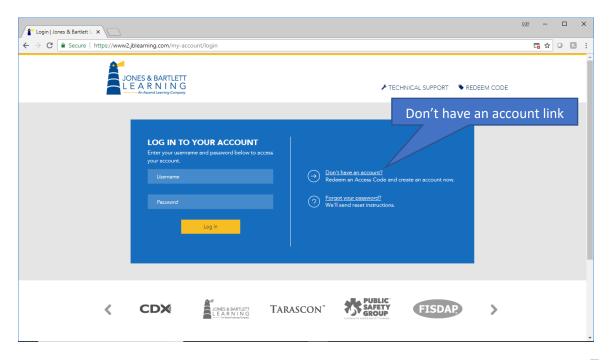
In order to access a CDX course, you must have an account on CDXLearning.com. Creating an account requires you to enter an access code and provide basic contact information.

1. Navigate to www.cdxlearning.com. The CDX Learning Systems home page opens.



2. To create an account, click the **LOGIN link** in the upper right corner of the CDX home page. The account login page opens. From this page, you can create a new account on CDXLearning.com.



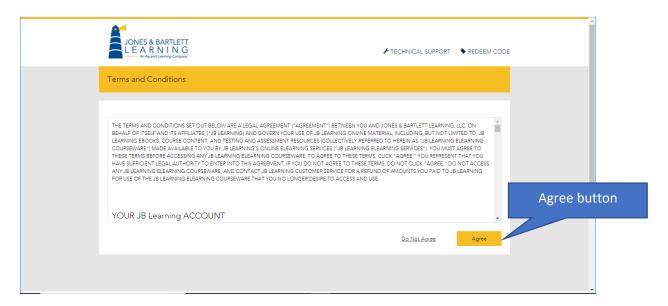
Updated: July 19, 2018

www.cdxlearning.com/support/library Email: support@cdxlearning.com Phone: 1-866-244-4CDX (4239)

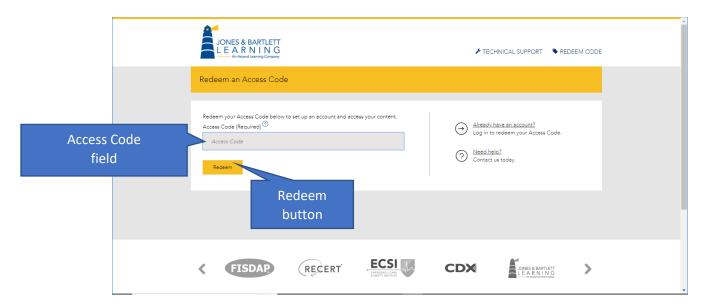




3. Click the **Don't have an account link**, then read the Terms and Conditions page that opens. Scroll down as necessary, then click the **Agree button** to continue.



4. The Redeem an Access Code window opens, as shown here.



5. Enter your access code in the **Access Code field**, then click the **Redeem button**. The code is processed, and a Course ID field opens. If you know your course ID, enter it in the **Course ID field**, or if not, leave this field blank for now. Note that you will need to enter the course ID before launching the course, because this code completes your enrollment in the course.

Updated: July 19, 2018

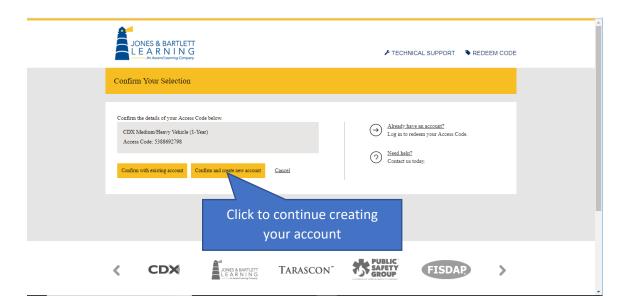
Email: support@cdxlearning.com
Phone: 1-866-244-4CDX (4239)

www.cdxlearning.com/support/library

Page 2



6. To finish creating your account, click the **Continue button**. A confirmation screen opens, so you can confirm your course and access code.



7. Review the information, then when you're ready, click the **Confirm and create new account button**. The Create an Account page opens. Complete the fields, scrolling down as necessary. Note that all fields under the **Account Information** heading and the **Contact Information heading** are required, so you must complete those in order to finish setting up your account.



Updated: July 19, 2018

www.cdxlearning.com/support/library Email: support@cdxlearning.com Phone: 1-866-244-4CDX (4239)

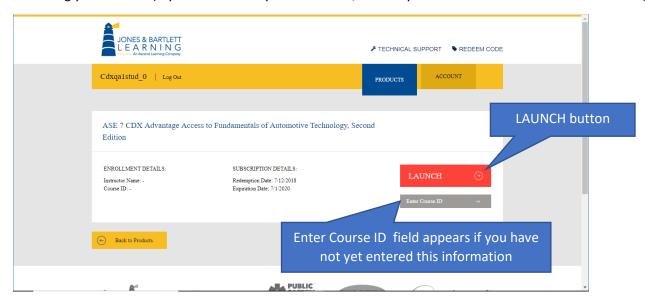
Page 3



8. When you're ready, click the **Create Account button** at the bottom of the page. Your My Account page opens, listing the new course and the Course ID if you have entered it.



9. To access the course, click the **course name**. A Launch screen opens, displaying a **LAUNCH button**. If you have not yet entered a course ID, the Launch screen also displays an **Enter Course ID field**, which you must complete before accessing your course. (If you don't know your Course ID, consult your instructor or course administrator.)



10. If necessary, click the **Enter Course ID button**, enter your course ID code, and click the **Enroll button**. then click the **LAUNCH button** in the Launch screen.

Updated: July 19, 2018

www.cdxlearning.com/support/library Email: support@cdxlearning.com Phone: 1-866-244-4CDX (4239)

Page 4

