1. You will receive 2 emails from <u>admin@nfhslearn.com</u> with the subject "You Have Been Sent [course title] via NFHSLearn.com". You will need to click "Accept Course" in both emails.



2. In the first email that you click "Accept Course", you will be asked to either register, or sign in if you already have an NFHS account. When it asks for "School/Organization Name" you can put Music for All. When it asks for "Sport" you can leave that section blank.



3. Follow the steps to create your account. On the "Additional Information" page, you can select "Coach".

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CENTED		DASHBOARD	COURSES	NFHSLEARN FOR YOU $\sim$	USER LOOKUP	HELP	Q	
CENTER								
Additional Information								
	In order to betier serve you and personalize your experience, we need information about you and your upcoming course taking activity							
	What name should appear on all completion certificates for this account?			Completion Certificate				
	Name on Printed	Certificate	Name on Printed Certificate Instances/by compiled					
	Please enter a certificate name. Understand that I cannot change this to another person's name once a course has been taken.			tar haaft aar bilin to Caatan				
	What is your primary position?							
	Parent	Official						
	Coach	Performing Arts						
	Administrator	Other						
	Student							
	Will you be taking courses in Indiana?							
	Yes							
		Finish						

4. You will then select the "My Courses" drop down on the left side, and click "Courses". You should only see one course listed.

Dashboard	My Courses	
🗐 My Courses 🧄 🔨	Implicit Bias	
$Courses \rightarrow$	Elective Courses	Begin Course
Distribution	0% Completed	Active until: 01/02/2025
Redeem a License		
My Staff		
↔ My Certificates		
⊟ My Credentials		
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5. You will need to go back into your email and select "Accept Course" in the second email you received as described in step 1.

6. You will be taken back to the dashboard page, and both courses should now show up in the "My Courses" drop down on the "Courses" page.

B Dashboard	My Courses	
🗐 My Courses 🔨 🔨	Implicit Bias	
$Courses \rightarrow$	Elective Courses	Begin Course
Distribution	0% Completed Ac	tive until: 01/02/2025
Redeem a License		
My Staff	Protecting Students from Abus	e
My Certificates	Elective Courses	Begin Course
μ ´	0% Completed Ac	tive until: 04/02/2024
∃ My Credentials		

7. Select "Begin Course" to complete.