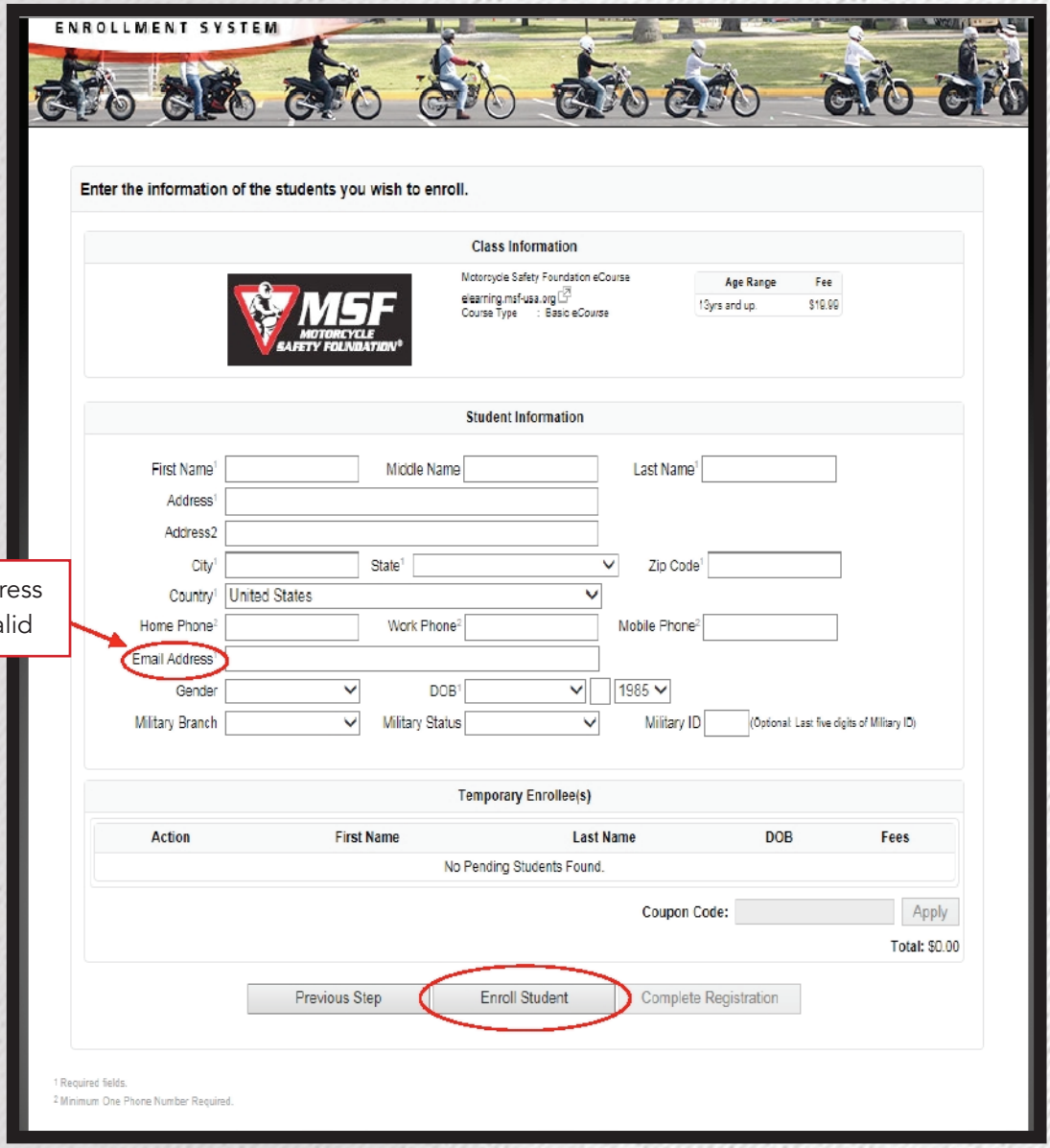
Directions for the eCourse segment of your Basic Rider Course

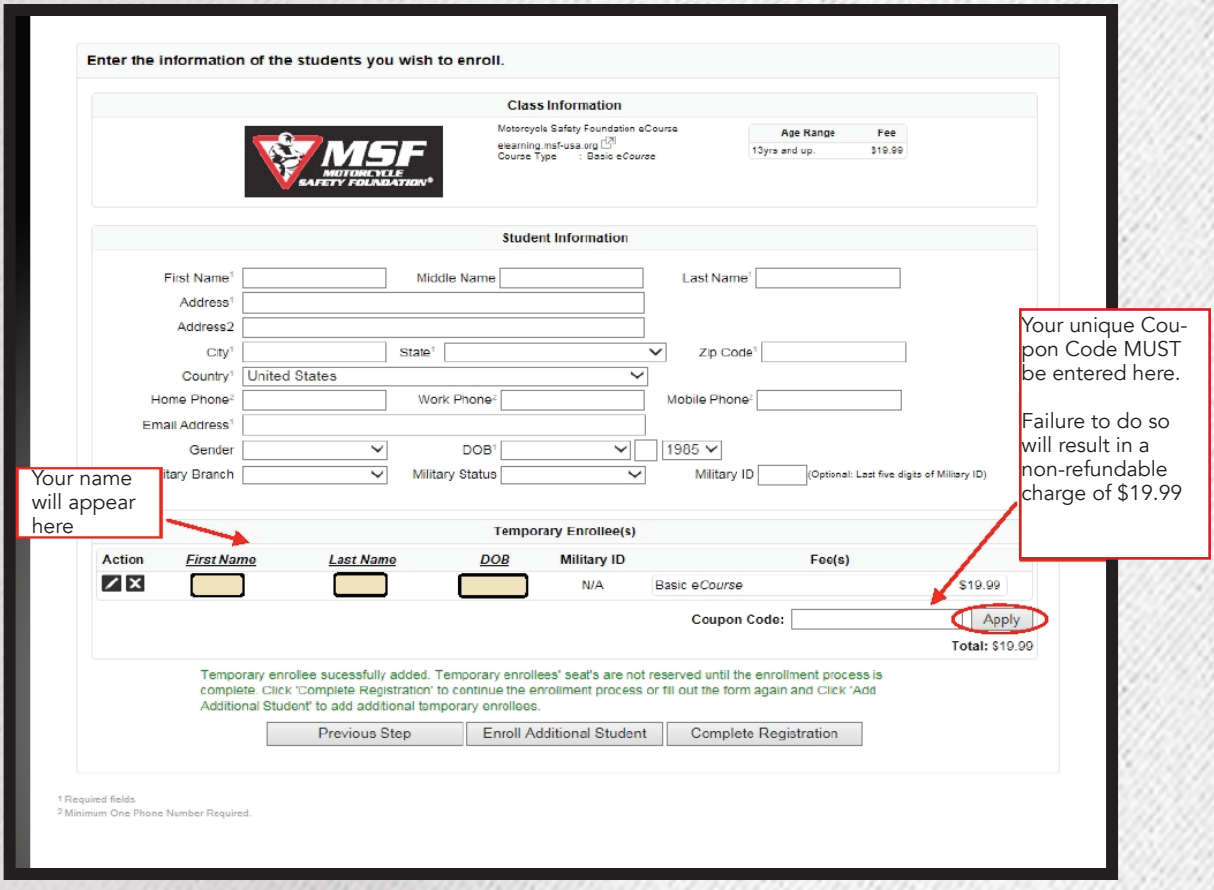
www.nmu.edu/ce



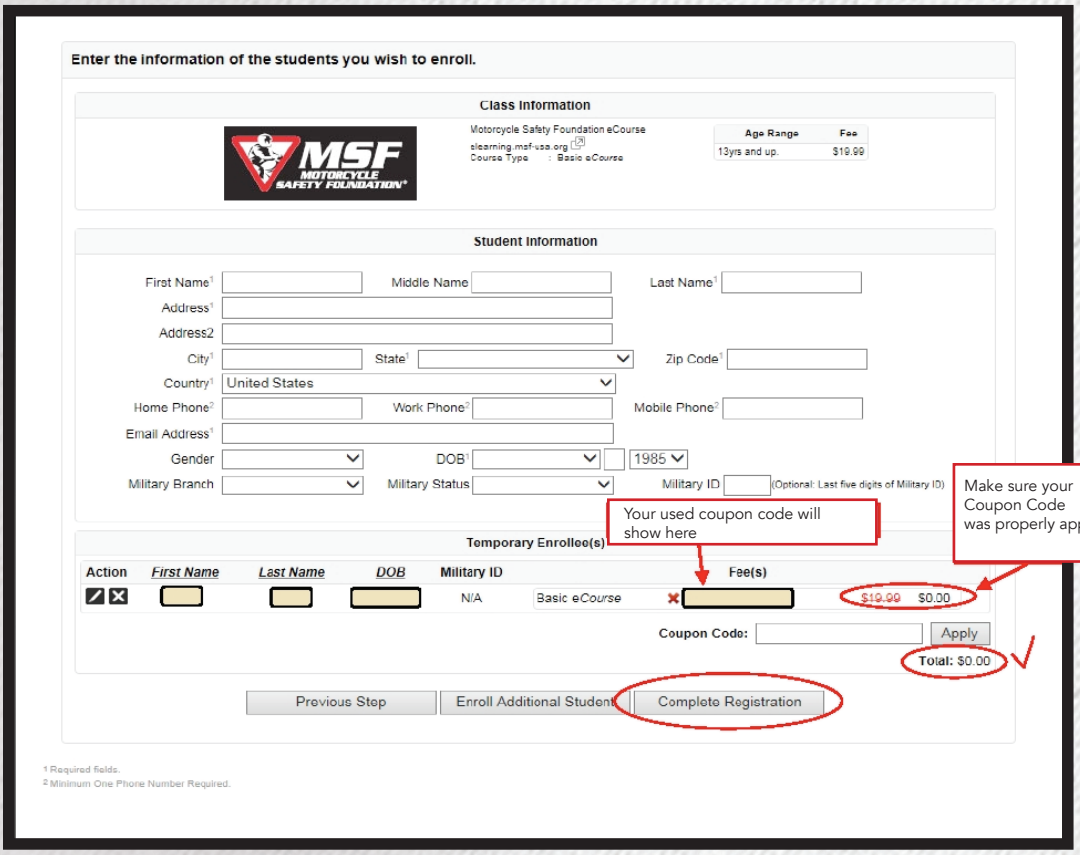
Email Address must be valid

Welcome to the eCourse segment of your Basic Rider Course!

- Prior to the start date of your class, an email will be sent to you NMU/CEWD with a link & unique Coupon Code to access your eCourse. Please be sure to read this email in its entirety.
- Click the link/URL emailed to you—you will then be directed to the Motorcycle Safety Foundation's (MSF) enrollment system for the online eCourse.
- Fill out your personal information (note: you will enter your Coupon Code on the next step)
- Once all required fields are complete, click "Enroll Student."

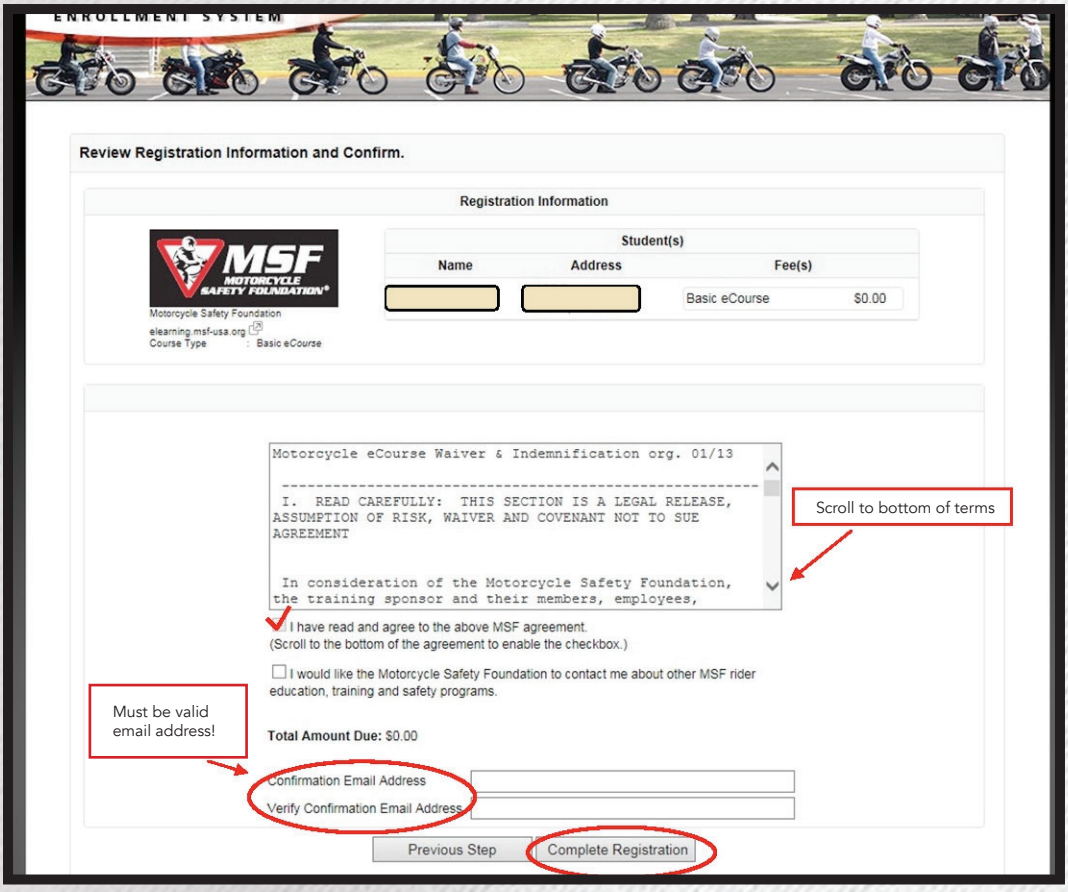


- Your name will now appear under the "Temporary Enrollee(s)" heading.
- You may now enter your unique, 12-digit Coupon Code that was included in the email sent to you by the College. It is suggested that you copy it directly from the email and paste it into the box.
- Failure to enter your Coupon Code will result in a non-refundable charge of $19.99.
- Click "Apply."

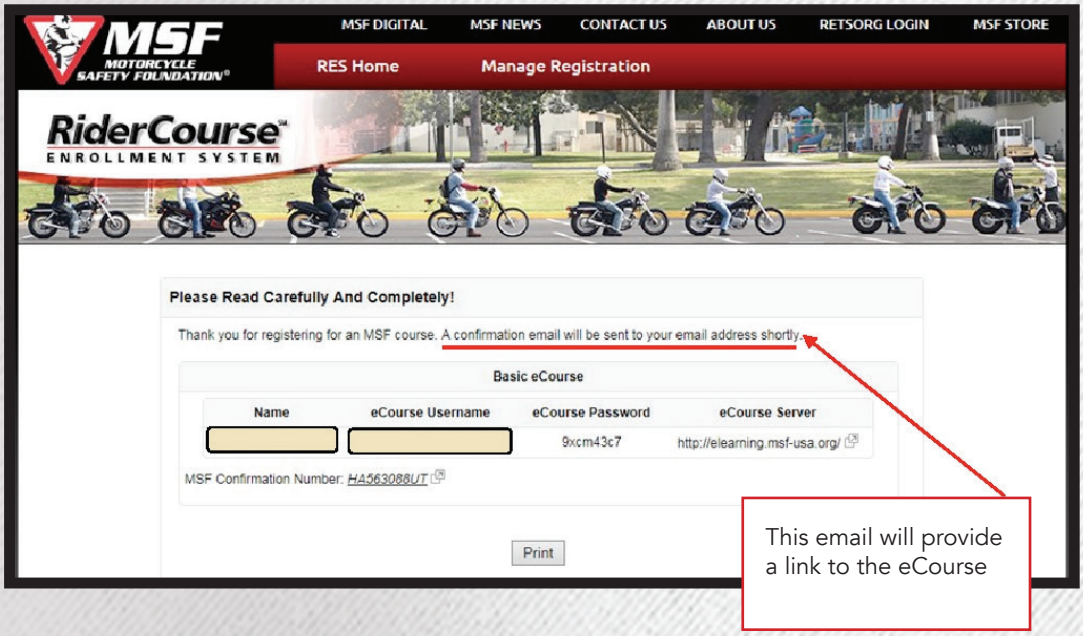


- If properly applied, you will see your Coupon Code under the "Fee(s)" heading, along with a new Total of "$0.00."
- Click "Complete Registration."

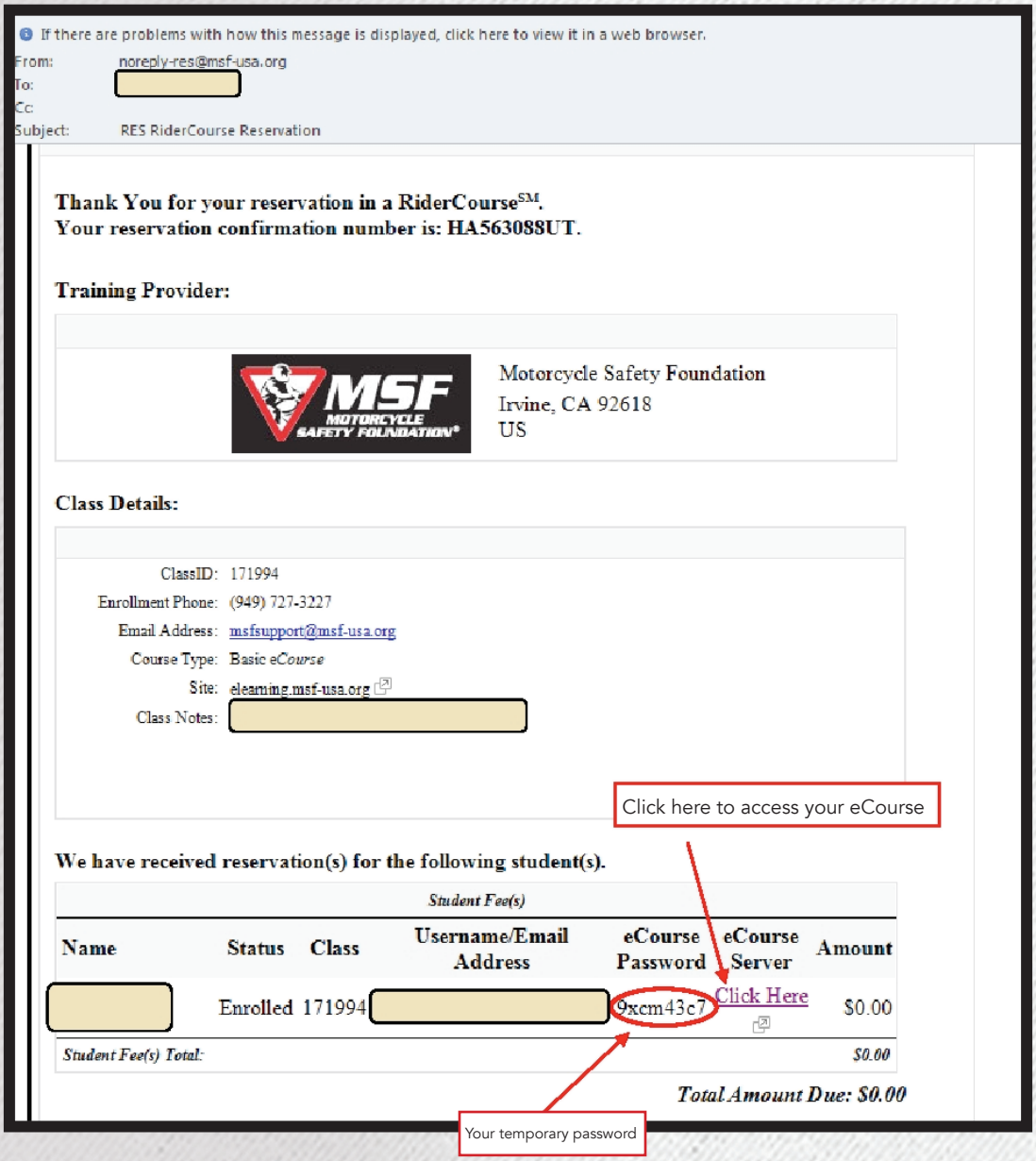
If you still see a $19.99 charge, click the "X" button to the left of your name, and try enrolling again. There may have been an issue with the Coupon Code entry.



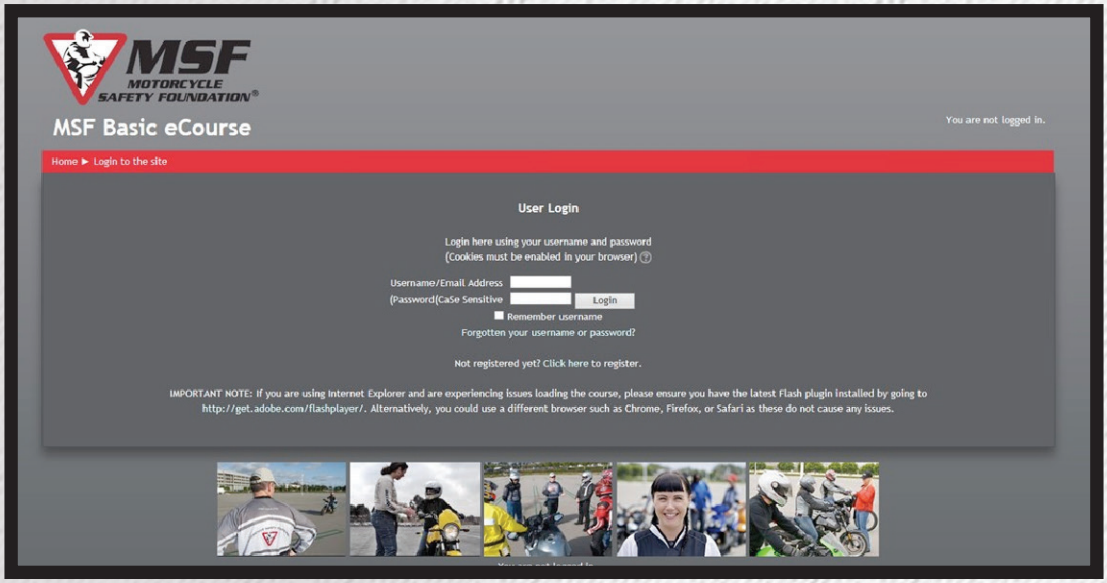
- To proceed, you will need to read through and agree to the MSF terms.
- Please note that the checkboxes will not be clickable until you have scrolled to the bottom of the agreement terms
- Enter your valid email address twice and click “Complete Registration.”



- You have successfully registered on the MSF website!
- As it states on the page, a confirmation email will be sent to the email address you entered on the previous screens. Access to the eCourse will be given through this email.

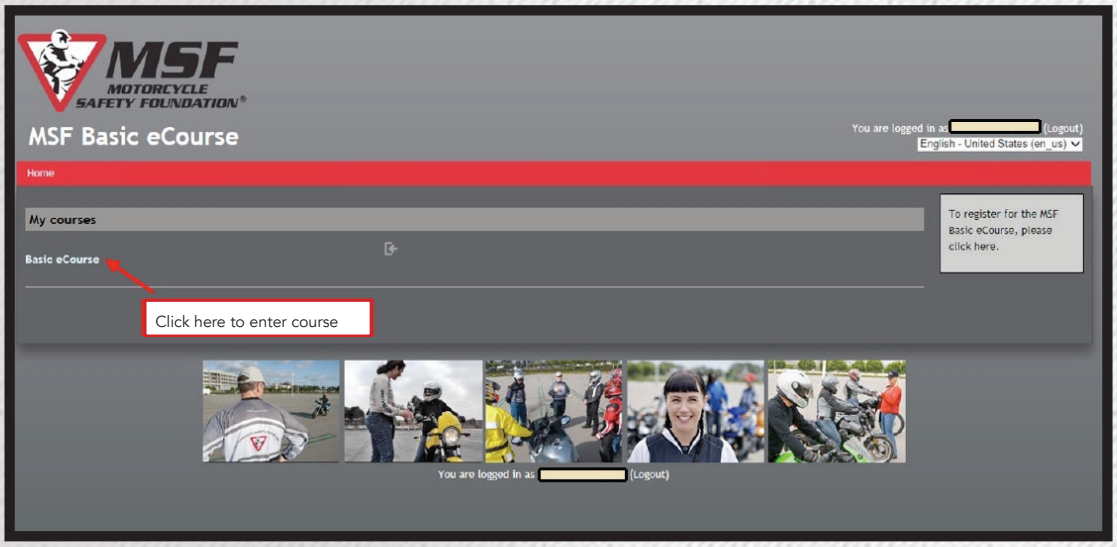


- This is an example of the email confirmation you will receive with the link to the eCourse as well as your temporary password.
- Click on the "Click Here" link.

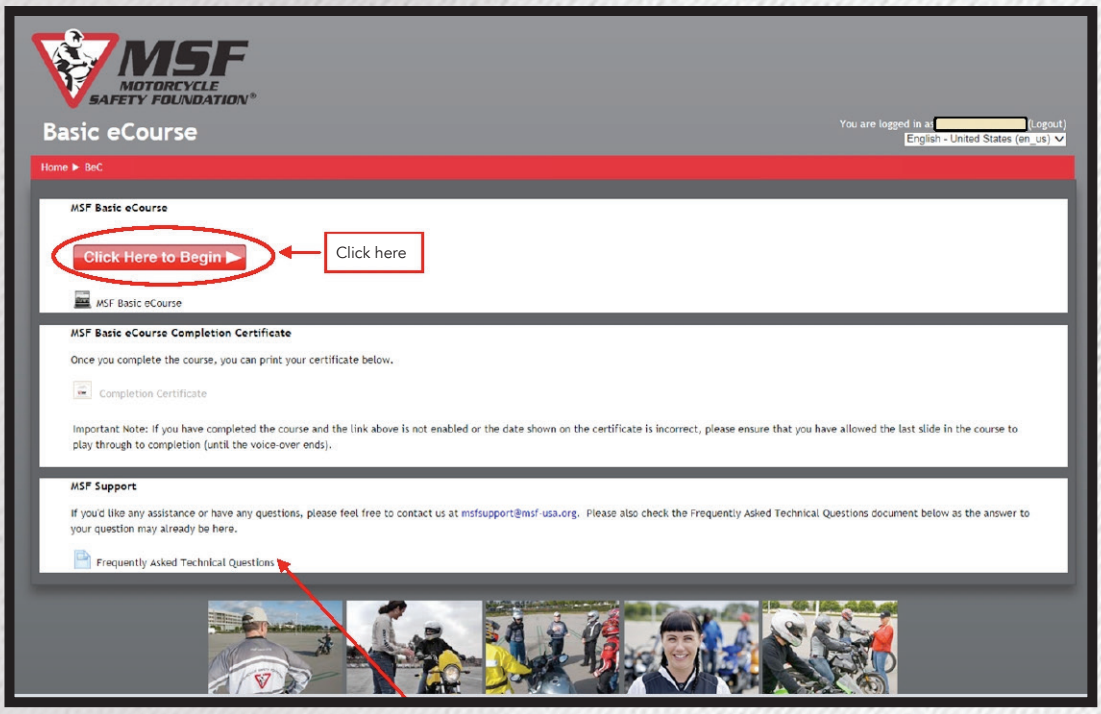


- You will be directed to the online eCourse.
- In order to access the eCourse, you will need to log-in. Please enter the email address you registered with and the temporary password found in the confirmation email.
- Click "Login."

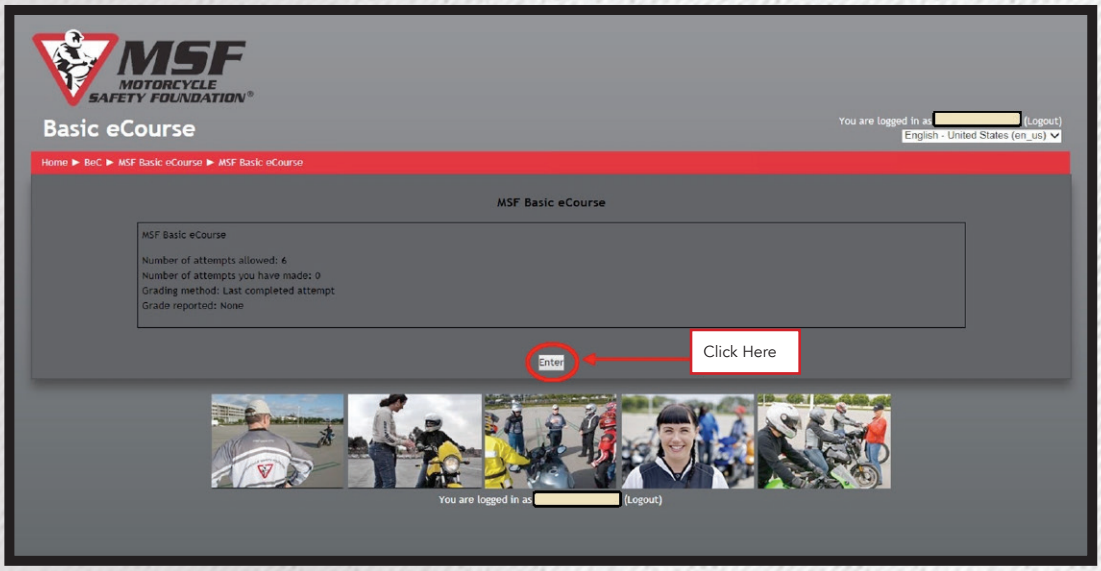
- You will now be prompted to change your password. Your new password must be at least 8 characters long.
- Click "Save Changes."



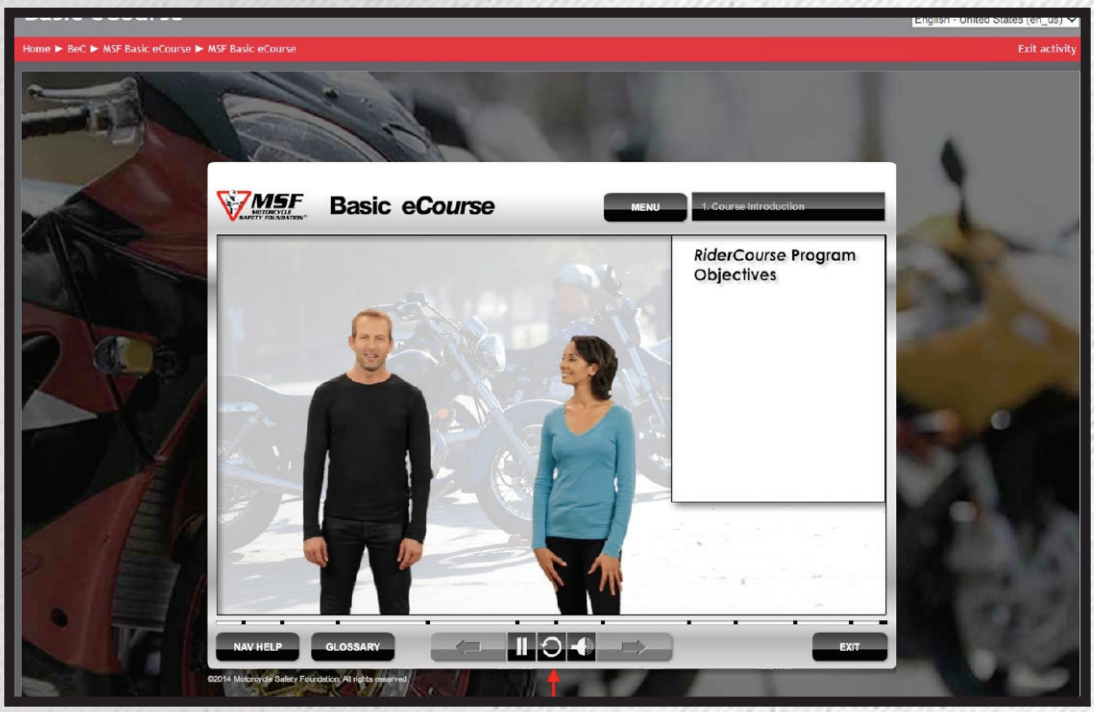
- Click the "Basic eCourse" link.



- Click the "Click Here to Begin" button.
- In the event of technical issues, please take note of the "Frequently Asked Technical Questions" in the "MSF Support" box.

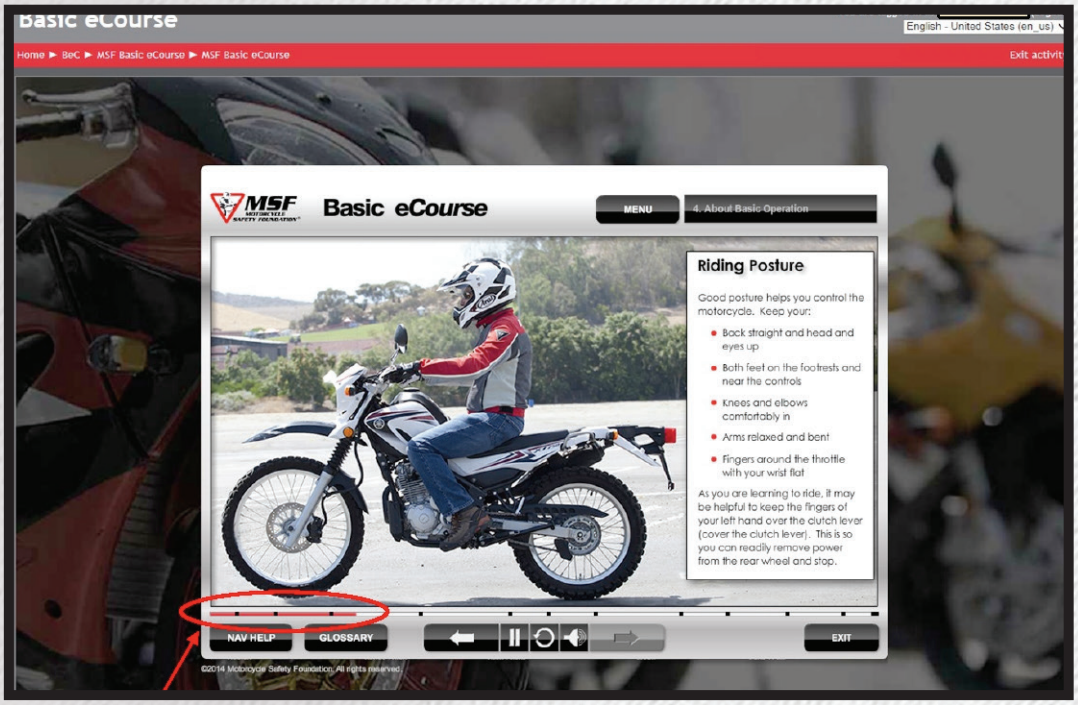


- To enter into the eCourse, click the "Enter" button.



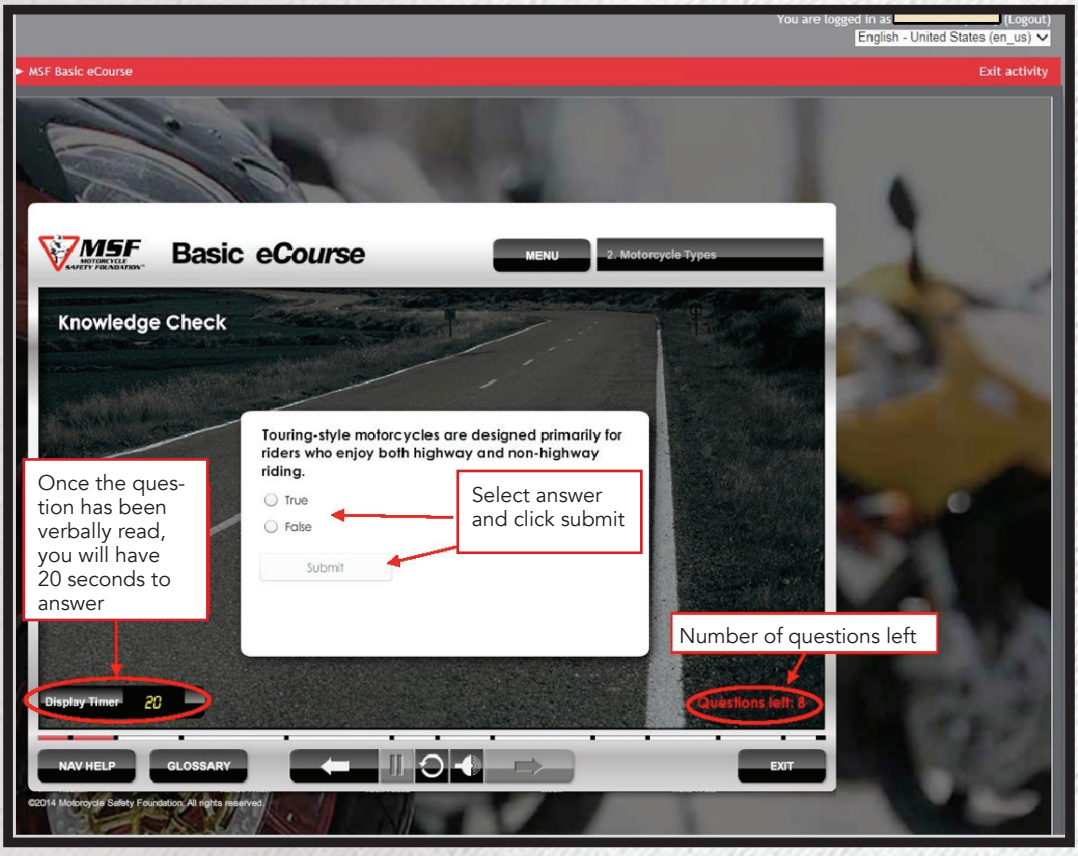
Welcome to the beginning of your eCourse!

- If you see a blank screen instead of this page, try minimizing or maximizing your screen.
- The eCourse does have audio, so be sure your volume and speakers are on.
- The controls for your class are at the bottom of the screen. The arrow on the right will flash red when you can proceed to the next screen.



- This is an example of an eCourse slide. Some slides are interactive or may include videos.

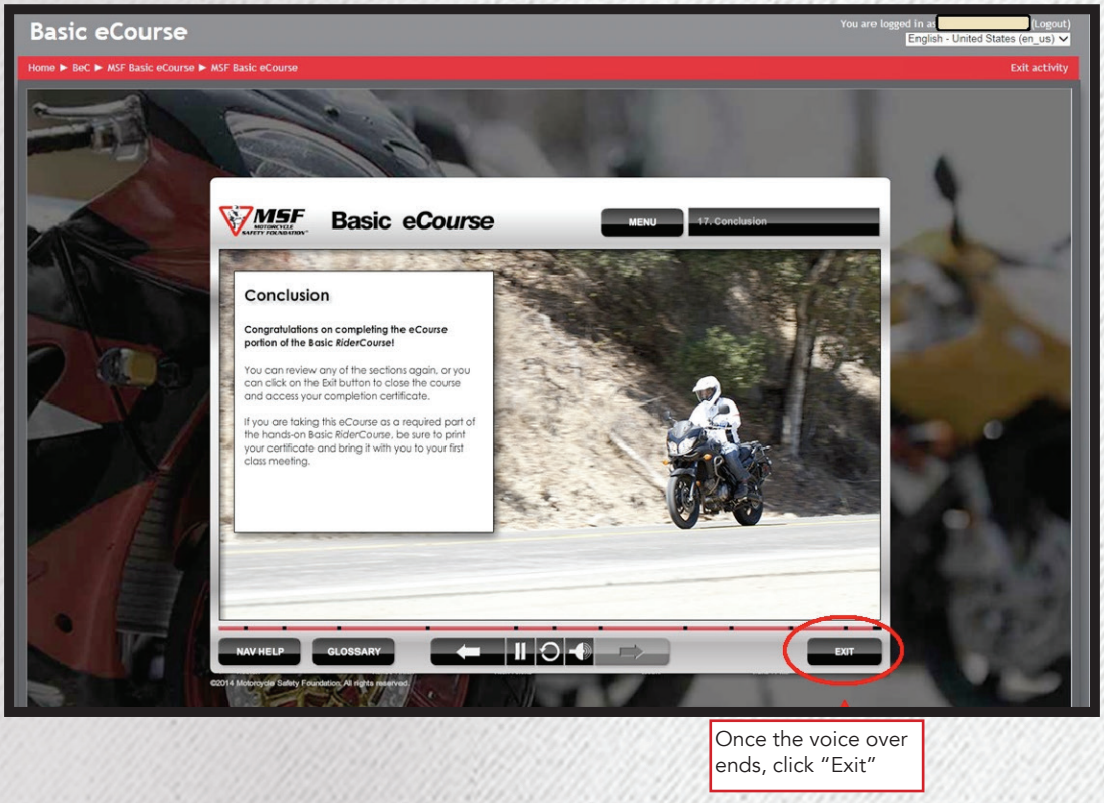
- The red bar toward the bottom will show your progress through the eCourse. You cannot forward through information, but are able to revisit segments if you wish.



- At the end of each segment, there is a "Knowledge Check." The purpose of the Knowledge Check is to ensure you have understood the material presented.

- The number of questions remaining is shown at the bottom right of the page. The questions are read aloud and are timed. The timer will begin after the voiceover has ended.

- You must score 80% or above at each Knowledge Check in order to proceed to the next segment. If you do not pass the first time, you will be able to take the Knowledge Check again after reviewing the information from this segment.

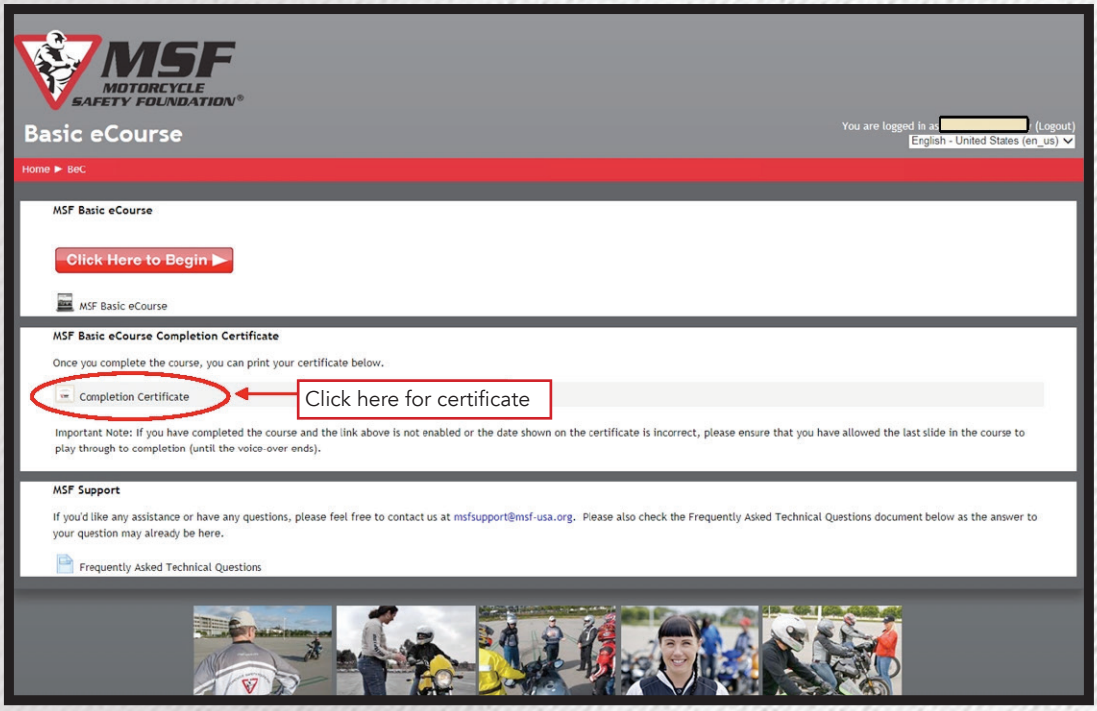


Once the voice over ends, click "Exit"

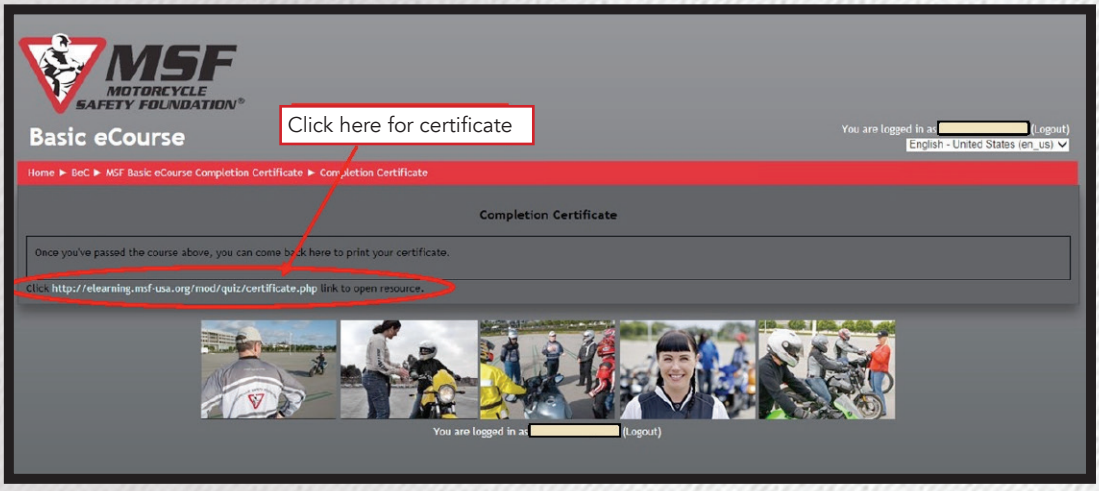
- The eCourse will take approximately 3 hours to complete. Students do have the option of going at a slower pace (repeating segments, if necessary) or completing it in multiple sittings.

- When you reach the final slide, wait for the voiceover to conclude before clicking "Exit." If you exit before the voiceover ends, it will ask that you revisit the last segment.

- Once the voiceover finishes, click "Exit."



- To view/print your eCourse Certificate, click "Completion Certificate."



- Click on the certificate link.

CONGRATULATIONS

We hope you enjoyed the

Basic *RiderCourse* Segment 1: E-Course

September 4th, 2014

Certificate ID: 19770

MSF MOTORCYCLE SAFETY FOUNDATION®

This certificate is not a permit or license and may not be used as such.

Please bring this certificate to your first riding session. This certificate expires in 30 days.

- Congratulations! You've successfully completed the online eCourse portion of your Basic Rider Course!
- It is required that you print this certificate and bring it, as well as your riding gear, with you to the first session of your Basic Rider Course.
- If you have any questions or concerns, please contact the Continuing Education & Workforce Development office at (906) 227-2103 or conteduc@nmu.edu.

NORTHERN MICHIGAN UNIVERSITY

CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT