

Enrolling in an LGC Academy Course

Creating an Account

Anyone who wishes to take an LGC Academy course will need to create their own account with a unique user name and password.

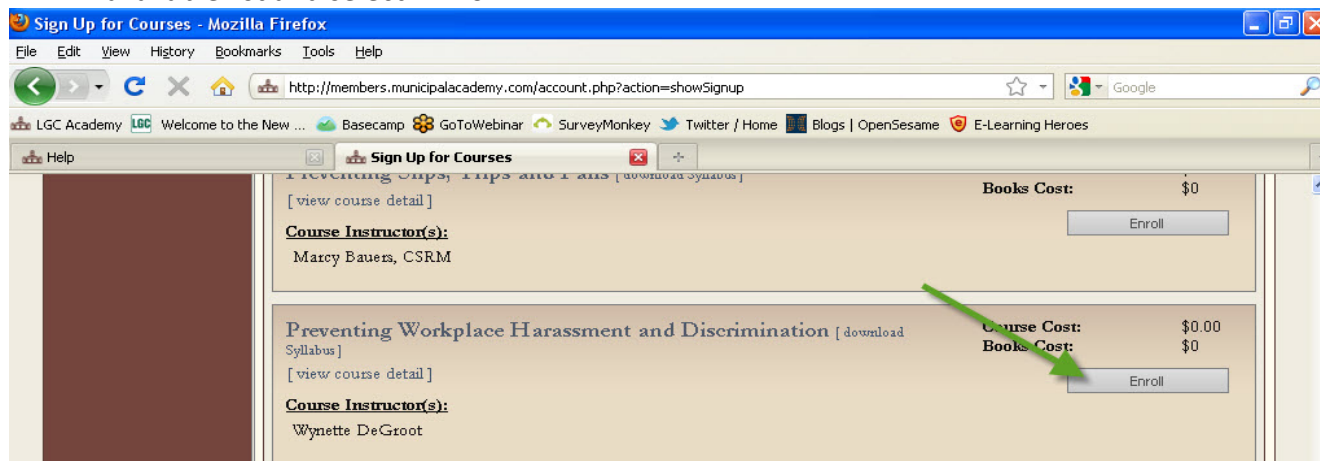
1. Go to www.lgacademy.org and click "Signup" on menu at left.
2. Fill in all required fields. To select your LGC Member group, simply type the name of your organization. (School members should type in their SAU number)
3. After clicking Sign Up you can log into the Academy site using the user name and password you have selected.

Enrolling in a Course

1. Go to www.lgacademy.org and click "Log In" on menu at left.
2. Enter user name and password
3. Select Courses>Signup For a New Course from the menu



4. You can filter the course list by different topic areas. Choose the desired course from the available list and select "Enroll."



5. Review the course(s) in your shopping card and click "Place Order/Enroll"
6. You will now have immediate access to the course and materials

Need Help? Look for the Help Topics button on the upper right:

[? Help Topics \(2\)](#)

For questions please contact Judy Pearson 800-852-3358 ext. 150 or registrations@nhlgc.org.

Enrolling In a LGC Academy Course (continued)

Viewing the Course

1. From the Courses menu select the course you wish to view
2. The course consists of the following sections:
 - a. Assignments – Presentations -- Generally narrated PowerPoint presentations
 - b. Assignments -- Quizzes – Designed to test your knowledge of the materials
 - c. Course Resources (Optional) – web links, documents, templates, etc
3. To view a presentation click on the presentation title, then click “View this presentation now”
4. Quizzes will become available after the required presentations are reviewed

The screenshot shows the 'Enrolled Courses' page for 'Lessons in Successful Grant Writing'. At the top, there is a navigation bar with a graduation cap icon, the course title, and a 'Help Topics (2)' button. Below this, the course details are displayed, including the instructor 'Tim Parsons, MPH' and the schedule 'Classes from 09-01-2010 to 05-31-2011'. There are three tabs: 'Assignments', 'Downloadable Files', and 'Important Links'. Below the tabs is a table with two rows: '[Presentation] Lessons in Successful Grant Writing' and '[Quiz] Lessons in Successful Grant Writing'. A green arrow points to the 'Downloadable Files' tab, and another points to the first row of the table.

5. Once you have completed and passed the quiz an email will be generated indicating successful completion of the course.

Certificates and Course History

A course history and printable certificates are available once logged on to the Academy website. To view:

1. Select “My Account” from the menu
2. Click on the Course History tab
3. Click “view certificate” for the desired course
4. Press Print button at bottom of certificate window

The screenshot shows the 'Course History' page. At the top, there are tabs for 'Account Detail', 'Orders (1)', and 'Course History'. Below these are sub-tabs for 'Academy Course History (1)' and 'Additional Course History'. A table displays the course history with columns for 'Course', 'Completed', and 'Grade'. The first row shows 'Preventing Workplace Harassment and Discrimination' completed on '02-04-2011' with a grade of 'Passed'. A green arrow points to the 'Passed' grade, and a link '[view certificate]' is visible below it.

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