

Online Course Sign-Up Instructions

1. **Register** by clicking on the word “register” on the home page.
 - a. Complete the form. This will allow you to create a username and password.
 - b. This includes inputting your name, e-mail address, creating a username password, and completing a “referred by” section to give credit to the person who signed you up.
 - c. In order for you to receive credit for signing someone up for the online course, the person whom you have signed up must put your name, ministry name, or your Sunday school class name in the “referred by” box during this step.
2. **Enroll** by clicking on the “Bible Foundations” text after being redirected once you complete the registration.
 - a. This is where you pay for the course or input your enrollment key if you have already purchased it in advance.
3. **Begin course.**
 - a. After enrolling, it will direct you to an area where you can begin the Bible Foundations Online Course.