

CIRlearn Online Continuing Education Courses


Course Access Instructions

Note: Internet Explorer and Firefox are the preferred browsers for this course. Chrome is **not** recommended due to functionality issues that are currently being addressed.


Create a User ID

1. Go to <http://cirlearn.trivantis.com/usc>
2. In the Sign In dialog, click **Create New User**.
3. In the **Select an Organization** field, click the down arrow and from the list that appears select the organization **CE courses**.
4. In the **Access Code** field, enter **CE2014**.
5. Click **Continue**.
6. In the **Create New User** dialog,
 - a. Complete the fields on the **User Profile** tab.
 - b. If you have a social work license number you wish to appear on your course completion certificate, please enter it on the **Sub-Org** tab in the **Key in License Number** field.
7. Click **Create New User** at the bottom of the dialog (you may need to scroll down to see this button).
8. Read the Terms of Use and click **Accept**.

View Course Catalog and Enroll in a Course

9. You should now see the **Course Catalog** tab. Click the Enroll icon  to the left of the course in which you wish to enroll.
10. Click **Yes** to verify that you want to enroll in the course.
11. Click **Logoff** in the upper right hand corner of the screen.

Launch a Course

12. Log in again with the user id and password you created.
13. You should see the **My Courses** tab (it will be highlighted). (If not, click the **My Courses** tab to open.)
14. Click the Launch icon  to the left of the course you wish to launch. The course should open in a separate browser window. (Note: If you have not previously enrolled in a course, you will not see it in your My Courses tab.)

Exit a Course

To exit a course, close the browser window.

If you have not completed a course, upon reopening, you will be asked if wish to return to where you left off or you can go back to the beginning.

Support

If you have any questions or problems, please click here <mailto:cirlearn@usc.edu> to send an email to technical support.

Support hours are **9 am to 5 pm, Pacific Time, Monday through Friday only**. Please allow 24 hours for a response.