CIRlearn Online Continuing Education Courses
# Course Access Instructions

CIR *learn*

PLEASE USE RECOMMENDED BROWSER: The **latest versions** of **Internet Explorer** and **Firefox** are the preferred browsers for our courses. Google Chrome may present functionality issues, so currently it is **not recommended to use Chrome** when viewing a course. If you have difficulties, it is probably your browser/browser version.

LIMIT EXIT/REENTRY TO COURSE: Even though you can exit and reenter a course, please limit the amount of times you do so, as it can cause problems with quiz and post-test score records if you exit/enter over and over once a test is completed.

Create a CIRlearn 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. Optional: For courses that earn Continuing Education Units (CEUs), 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**.

Enroll in a Course or Toolkit

9. You should now see the **Course Catalog**. Click the Enroll icon to the left of the course name. (All entries are termed courses on the site, even some items may be a toolkit or other training vehicle.

10. Click **Yes** to verify that you want to enroll in the course.

Launch a Course in which you Enrolled

11. Click **My Courses** at the top of the page.

12. On the **Enrolled tab,** click the Launch icon to the left of the course name. Verify you wish to enroll. The course should open in a **separate browser** window**. This new window may open BEHIND** the CIRlearn window depending on the browser.

13. If you need to log on again first, go to: **http://cirlearn.trivantis.com/usc** and enter your user id/password.

Exit a Course

To exit a course, close the browser window.

At the very end of a course, you will click an Exit button to submit your completion status.

If you have not completed the course you are viewing, upon reopening, you will be asked if wish to return to where you left off or you can go back to the beginning. Again, please limit the number of times you do this as it may cause functionality issues once quizzes/tests are completed, if you exit/reenter a lot of times.

Enrolled vs. Completed Courses

Once you complete a course, you can view it again for reference until the course expires. Select the course from the *Completed tab* on the **My Courses** page. Courses in which you are enrolled but have not completed can be selected from the *Enrolled tab* under **My Courses**.

To enroll for a new course, go to the **Course Catalog** page.

Support

If you have any **technical** questions or problems, please click here mailto:cirlearn@usc.edu to send an email to support staff for the CIRlearn learning management system. Support hours are **9 am to 5 pm, Pacific Time, Monday through Friday only**. Please allow 24 hours for a response.