CIRlearn Online Continuing Education Courses
Course Access and Support Instructions

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.** 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 repeatedly once a quiz is completed.

CIRlearn URL: http://cirlearn.trivantis.com/usc

Create a CIRlearn Logon as a New User

A new user must create a logon (user ID and password) to use every time you wish to access CIRlearn.

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. You should see the organization **CE courses** selected. Click **Continue**. (No Access Code is required.)

4. 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.

5. Click **Create New User** at the bottom of the dialog (you may need to scroll down to see this button).

6. Read the Terms of Use and click **Accept**.

Enroll in a Course or Toolkit

7. 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.

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

9. In the dialog that appears, click **OK** to enroll in other courses, or click **My** Courses to continue to the course.

Launch a Course in which you are Enrolled

10. From the **My Courses tab**>**Enrolled tab.,** click the Launch icon to the left of the course name. The course should open in a **separate browser** window**. This new window may open BEHIND** the CIRlearn window depending on the browser.

Exit a Course/Reenter a Course

To exit a course that you have not yet completed, simply close the browser window. Upon reopening the course, 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 to avoid functionality issues once quizzes/tests are completed.

At the very end of a completed course, you must click a provided **Exit** button, rather than just closing the browser, to initiate a completion status and generate a course completion certificate, if applicable.

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.

Please be sure to include the name of the browser/browser version you are using and a full description of the problem.