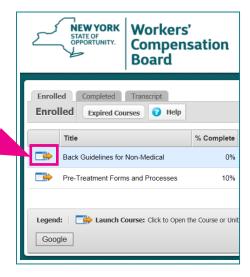


Completing a Course

1. Once logged into CourseMill, click on the **My Courses** tab at the top of the page to view the courses in which you have enrolled. (See the **Enrolling in a Course** instructional resource for guidance on the enrollment process.)



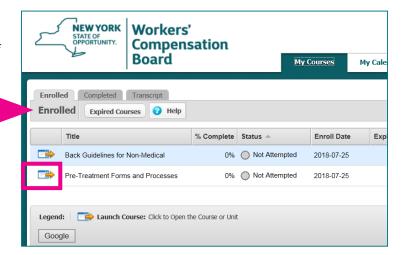
2. To launch a course, click on the launch icon next to the Title of the course.





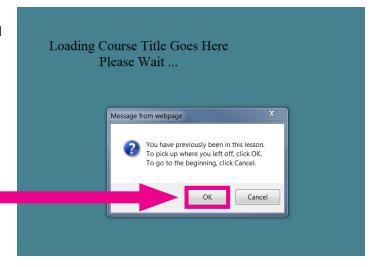
The course will launch in a separate window. The bottom of each screen will display your progress in the course (example: Page 2 of 10) and the top of each screen will display left and right navigation arrows. To advance to the next screen of the training, click the right arrow. To return to a previous slide, click the left arrow.

To re-launch a course you started but did not complete, select the **Enrolled** tab and click on the launch icon next to the title of the course.



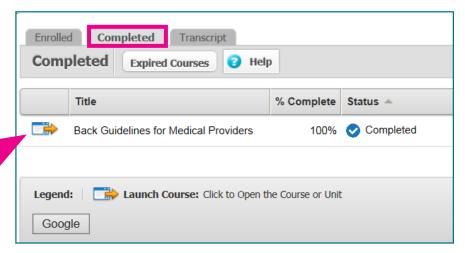
As the course reloads, a pop-up message will be displayed.

To restart the course from the beginning, select **Cancel**. To continue the course where you left off, select **OK**.



Once you have completed a course, it will move from the **Enrolled** tab to the **Completed** tab within the **My Courses** header and display with a **Status** of **Completed**.

To review a course you have already completed, re-launch it from the **Completed** tab.



COMPLETING A COURSE 2