

Log on to www.prepareiowa.com

How to Register for a Course

Next you do a search for the course (example uses course name)

1. Enter the abbreviated **course name** in search text (type **Universal Precautions** or **Mandatory Reporter**)
2. Search Type: **Exact Phrase**
3. Find the Course listing – select **Go**

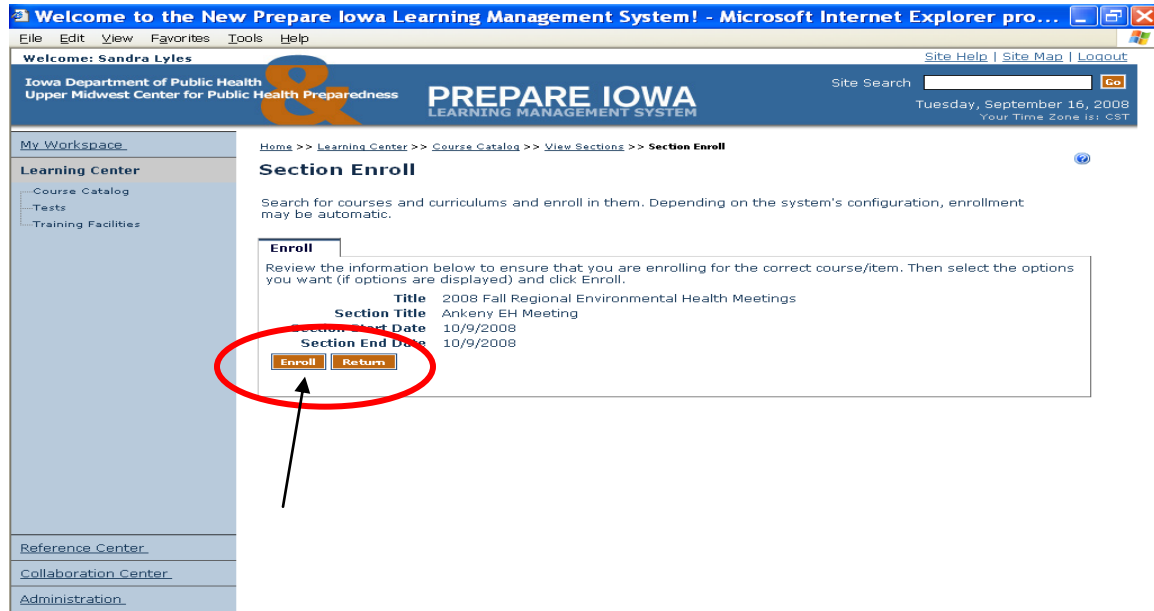
The screenshot shows the 'Course Catalog' page. A red box highlights the search steps: 1. Click Course Catalog, 2. Search Text, 3. Exact Phrase, 4. Search. A blue box highlights the search results table, specifically the 'Enroll' button for the course 'Universal Precautions & Exposure Control Plans for Childcare Businesses'. A red callout box points to the search text field with the text: 'Type: Universal Precautions Or Mandatory Reporter'. The search results table is as follows:

	Title	Delivery Method	Enrollment Status	Cost	Rating	Enroll
ⓘ	Hematological Data Collection, Assessment, and Critical Thinking Application <i>This course is designed for WIC personnel and other health care providers participating in hemato...</i>	Online	Started	\$0.00	None	Enroll Go
ⓘ	Universal Precautions & Exposure Control Plans for Childcare Businesses <i>Technical Level Goal The course is designed for professionals who work with children. The go...</i>	Online	Started	\$0.00	☆☆☆	Enroll Go

Next you do a search for the course (example uses course name)

4. Enter the **course name** in search text (type **Universal Precautions** or **Mandatory Reporter**)
5. Search Type Select: **Exact Phrase**
6. Find the Course listing – select **Go** next to **Enroll** and a new window will open you must click **Enroll** again.

Click the Enroll Tab



The screenshot shows the 'Section Enroll' page in the Prepare Iowa Learning Management System. The page title is 'Section Enroll' and the breadcrumb trail is 'Home >> Learning Center >> Course Catalog >> View Sections >> Section Enroll'. The page content includes a search bar, a list of sections, and an 'Enroll' button. The 'Enroll' button is circled in red, and an arrow points to it. The page also features a navigation menu on the left and a header with the Iowa Department of Public Health logo and 'PREPARE IOWA LEARNING MANAGEMENT SYSTEM' text.

You will receive a confirmation message at the top of the screen and an email notification from the Prepare Iowa System Administrator

Note: Once you enroll in this training it will be listed on your Home Page under Online Trainings

Confirmation email - *Sample*

Dear Sandra Lyles,

This email is to confirm your enrollment in the following course and section:
Course: 2008 Fall Regional Environmental Health Meetings - Section # 1
Section Title: Ainsworth EH Meeting
Section Dates: 10/1/2008 - 10/1/2008

Event Details for this Section:

Event Title: Regional Environmental Health Meetings
Event Start Date: 10/1/2008
Event End Date: 10/1/2008
Event Start Time: 9:30:00 AM
Event End Time: 3:30:00 PM
Recurrence: One Day
Room Name: Conservation Center Conference Room
Room Location: 2943 Highway 92 Ainsworth, IA 52201
Instructors: Carmily Stone

This course was added to your Personal Learning Plan. If the course section has an active collaboration space, be sure to check it for the syllabus or any pre-work for the course at Prepare Iowa Learning Management System.

- Training Administrator

Cancel Enrollment

If you change your mind or don't need this training you can cancel your enrollment.

Click the "Go" button next to cancel – new window opens select cancel.

Welcome to the New Prepare Iowa Learning Management System! - Microsoft Internet Explorer pro...

Welcome: Sandra Lyles

Iowa Department of Public Health
Upper Midwest Center for Public Health Preparedness

PREPARE IOWA
LEARNING MANAGEMENT SYSTEM

Site Search [] Go

Tuesday, September 16, 2008
Your Time Zone is: CST

My Workspace

Learning Center

- Course Catalog
- Tests
- Training Facilities

Home >> Learning Center >> Course Catalog >> View Sections

2008 Fall Regional Environmental Health Meetings

You are enrolled in the course.

View information about the sections for this course.

View Sections

Click the Information icon and/or the plus sign to view more information about sections and events for this course. Use the Action menu to enroll in a section or perform other tasks. If no information is displayed, then this course has no sections.

Title 2008 Fall Regional Environmental Health Meetings
Course Provider Iowa Department of Public Health
Course Cost (\$)

Records found: 6

	Section	Enrollment Status	Section Status	Action
+	Title: Ainsworth EH Meeting Code: Number: 1 Dates: 10/1/2008 - 10/1/2008 Waitlist Type: Automatic Capacity (Max/Min): 40/5 Enrolled/Waitlisted/Pending: 0/0/0	Not Enrolled	Open	View Schedule <input type="button" value="Go"/>
+	Title: Ankeny EH Meeting Code: Number: 2 Dates: 10/9/2008 - 10/9/2008 Waitlist Type: Automatic Capacity (Max/Min): 40/5	Enrolled	Open	Cancel Enrollment <input type="button" value="Go"/>

Reference Center
Collaboration Center
Administration