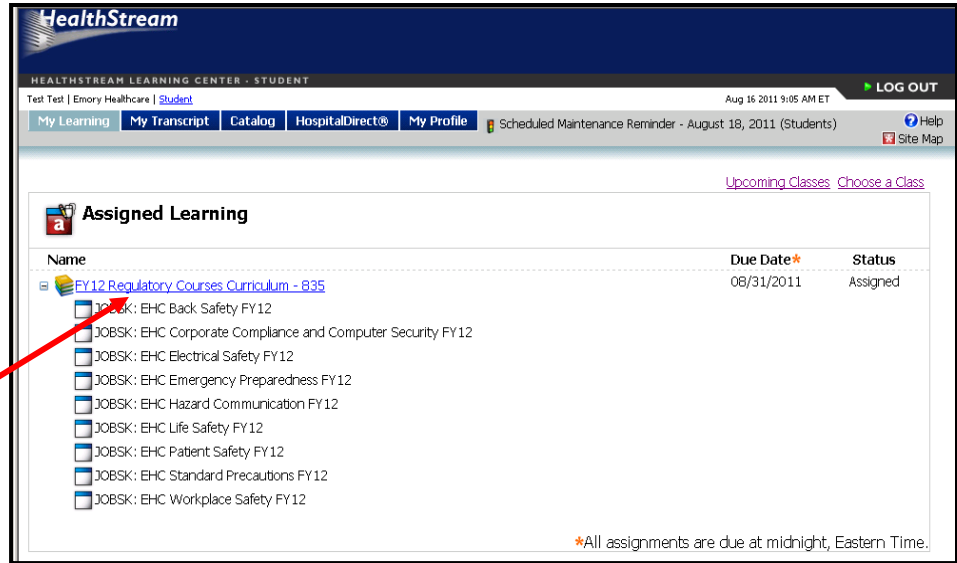


FY12 Regulatory Courses – Curriculum Instructions

1. Log into your HLC Account.

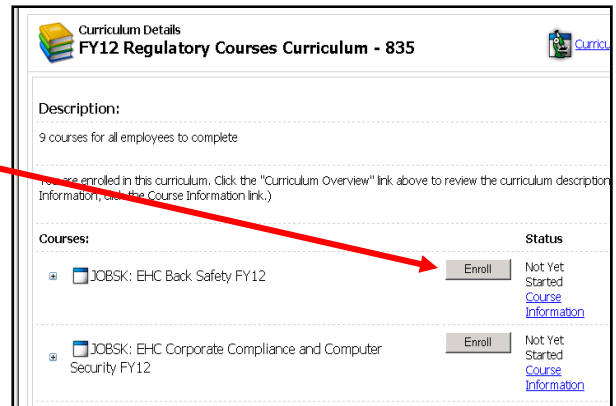
2. On your My Learning tab, under Assigned Learning, you will see the FY12 Regulatory Courses Curriculum link with the courses listed beneath.



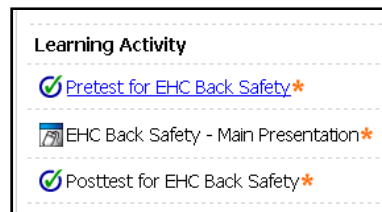
3. Click **FY12 Regulatory Courses Curriculum**.

4. The Curriculum Details page opens to display a list of the courses. The courses can be done in any order.

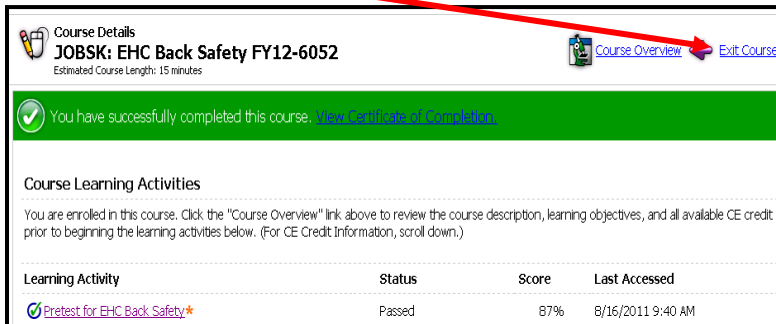
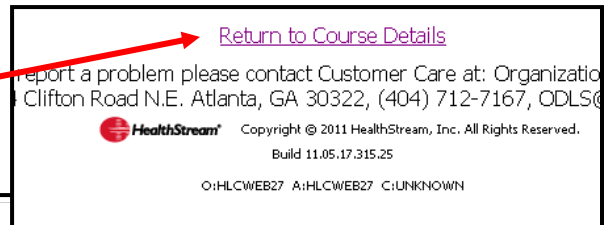
5. Click **Enroll** by the course name of your choosing.



6. When the Course Details page opens, click **Pretest**. Answer all questions and click **Submit**. Review your scored test.

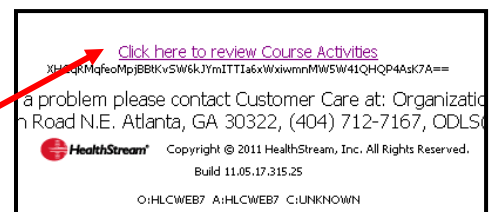


7. If you passed the Pretest:
 a. A green banner displays indicating that you have successfully passed the pretest.
 b. Click **Return to Course Details**.
 c. Click **Exit Course**.



d. The course will close; you can now choose the next course.

8. If you did not pass the Pretest:
 a. An orange banner displays and indicates that you did not pass.
 b. Review your scored test and click **review Course Activities**.



- c. Click the **course title link** and review all pages of the course content. Once you have completed the on-line module, click **Exit Lesson**, which is on the last page of the module, in the lower right.

Learning Activity	Status	Score
Pretest for EHC Corporate Compliance*	Completed	50%
EHC Corporate Compliance and Computer Security*	Not Yet Started	
Posttest for EHC Corporate Compliance*	Not Yet Started	



- d. You will then be directed back to the Course Learning Activities page. Click **Posttest**.

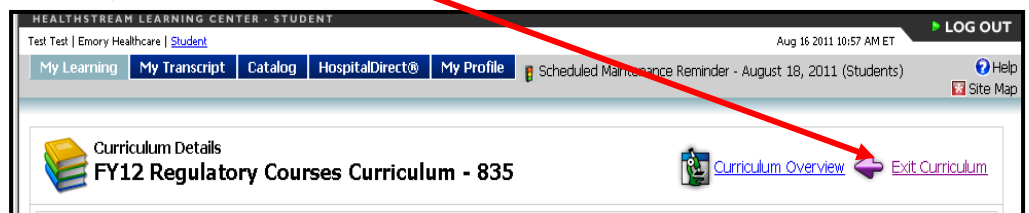
Learning Activity	Status	Score
Pretest for EHC Corporate Compliance*	Completed	50%
EHC Corporate Compliance and Computer Security*	Completed	0%
Posttest for EHC Corporate Compliance*	Not Yet Started	

- e. Answer all questions on the Posttest and click **Submit**. Review your scored test and click **Return to Course Details/ Review Course Activities**. If you did not pass the Posttest, click Posttest again and re-take the exam. You can repeat the exam (and the online module) as many times as needed until you pass. If you passed the Posttest, click **Exit Course**.

9. Repeat these steps for each course.

10. When you have completed all courses, click **Exit Curriculum**.

- a. The Curriculum – now completed – will move to your **My Transcript** page.
- b. All individual course completions are also displayed on your transcript.



11. If you do not have time to finish all courses at one sitting, click **Exit Curriculum**.

- a. You will be returned to your HLC My Learning page.
- b. The Curriculum will remain in your Assigned Learning section until all courses in the Curriculum are completed.

12. **To Re-Access the Curriculum to Continue Completing Your Courses:**

- a. Login to your HLC account.
- b. Click **FY12 Regulatory Courses Curriculum**.
- c. To complete a course you have already accessed but not completed:
- Click the course title link.
 - Click the next learning activity you need to complete.
 - Complete that learning activity.
- d. To access another course:
- Click **Enroll** beside the course name.
 - Click **Pretest** and continue as above.
- e. When you are done, click **Exit Curriculum**.