

1. Go to: <https://kognitocampus.com>

***If you do not have an aide to assist you with creating an account – please skip down to Step 7**

2. Click on the link that says "Don't have an account? Click here."

3. Fill in:

a. First Name

b. Last Name

c. Email Address

d. Re-enter Email Address

e. User Name

f. Re-enter User Name

g. Choose Password (use only numbers and letters. Do not use any special characters: like !, -, +, /, *, etc...)

h. Re-enter Password;

4. Click the "Next Step" button

5. Fill in ALL of the remaining information (cycling through to the end with the "Next" button)

6. Click the orange "Done" button. This ends the account creation process and loads the "Course Carousel"

After Account Creation - Choosing your desired training:

Depending on your license, there are potentially multiple trainings listed in what we call the "Course Carousel" which opens after you create your account (and opens if you leave and log back in later). Click on the course/training you wish to participate in and then click the orange "Launch" button.

Step 7. Go to <https://kognitocampus.com/screenreader/display.php> to access transcripts of the simulations (or press TAB ENTER when on kognitocampus.com)

Step 8. Enter your school Enrollment Key

Step 9. Click on one of the listed course transcripts specific to your training point of view

Step 10. Once you have successfully made your way through the transcript – please proceed by selecting, "Request Certificate". This will prompt you to fill out your Request Course Certificate form.

Fill in:

- a. First and Last Name
- b. E-mail Address
- c. School or Organization

Once complete, select "Request Certificate"

Please wait approximately 1-business day to receive an email containing your Certificate of Completion from our Support Team.

If you have trouble with form, email us at support@kognito.com or call us at (646) 923-8632.