# Instructions for enrolling in the CAIP Trainings in the Online Learning Environment

These instructions will walk you through the process of creating an account, enrolling in the training and accessing the material. The CAIP trainings are in a Learning Management System that allows us to track completion and provide that information to agents for completion of your CAIP certification.
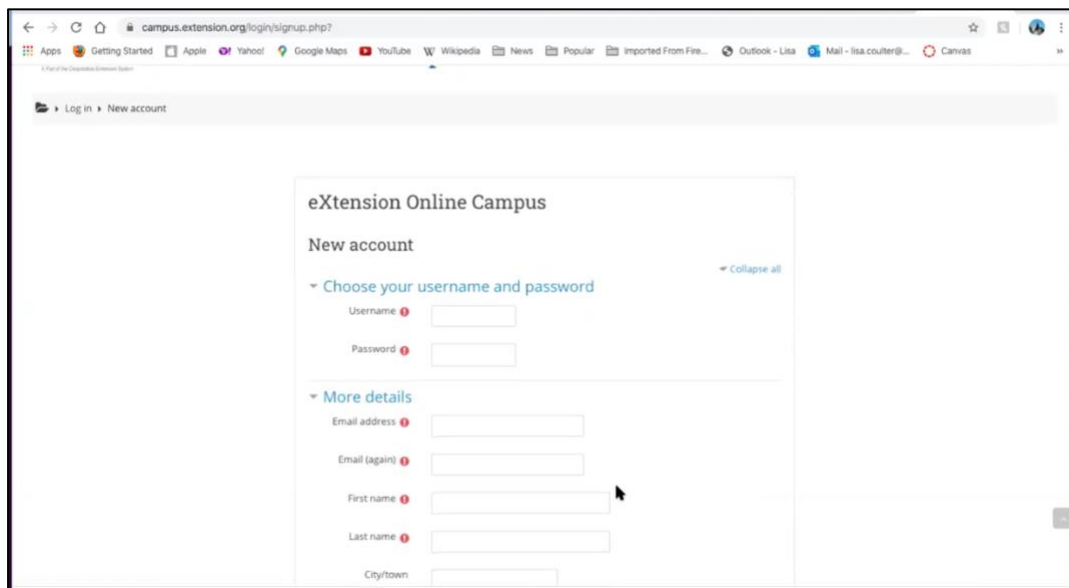
1. Link to the training is https://campus.extension.org/course/view.php?id=2655. You can click on the link or copy and paste the link into a browser tab.

2. When the CAIP training loads in the browser, under "Self-Enrollment (Student)," click on the "**Continue**" button

3. You will be asked to create a New Account. We need to know who you are to verify your completion of the training.

4. On the Create a new account screen scroll down and click on the "**Create New Account**" button.
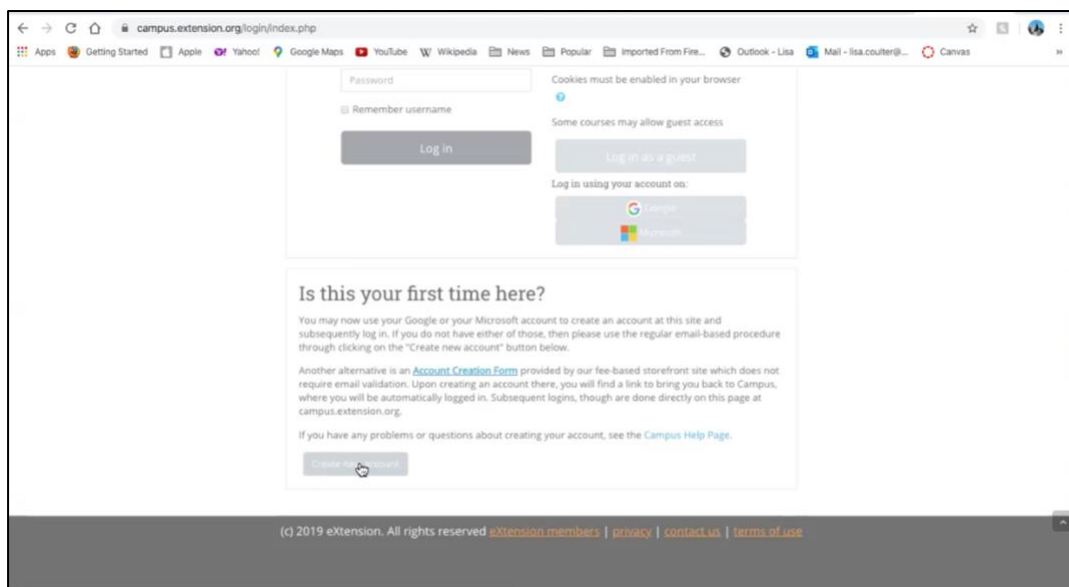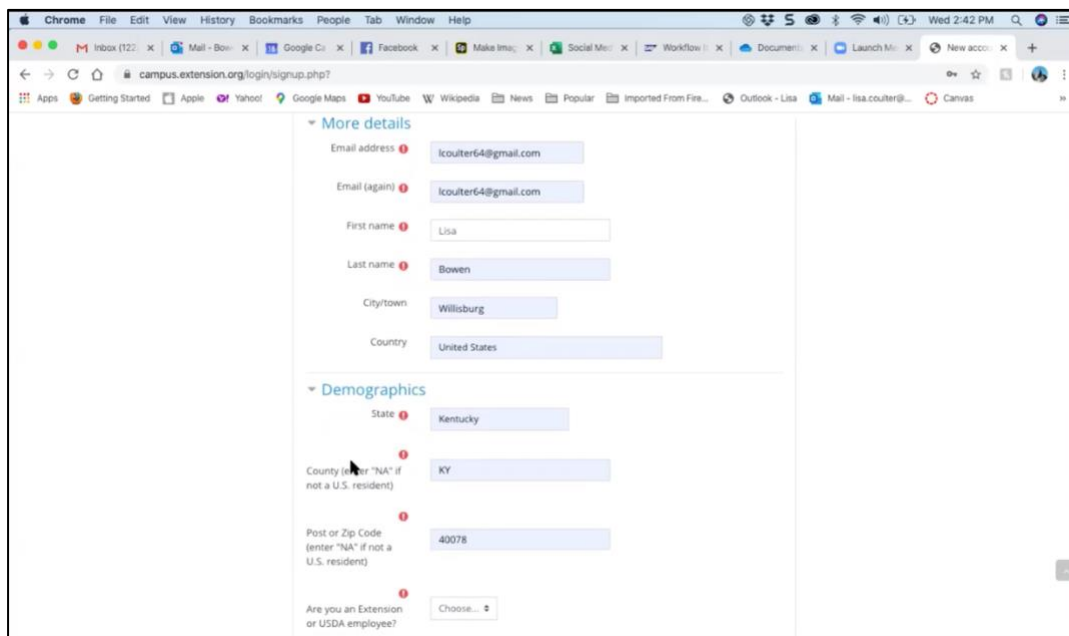
5. On the New Account screen enter your email address as your username and type in a password. Please complete the "**More Details**" area.

6. Scroll down and under the "Demographics**" it is important that you include your county name**. We will use County to send the agent the correct individuals.

7. Once the New Account form is filled out, click on the "**Create my new account**" button. Leave the eXtension ID box blank.


8. A screen will appear telling you that an email has been sent to your email address. The email contains instructions on how to complete your registration.

9. Go to your email inbox or spam folder and check for an email from **eXtension Campus Help Desk** with the subject line, **eXtension Online Campus: account confirmation.** Open the email and click on the link provided. The email usually takes about 5 to 10 minutes to arrive in your inbox.
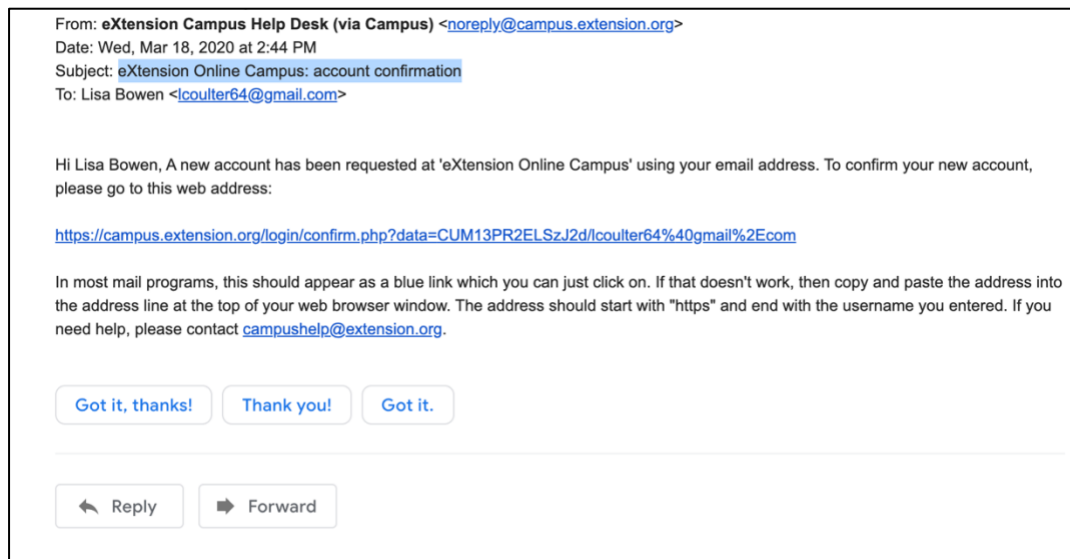
10. By clicking the link in the email you will be taken back to the CAIP Training and receive a message "Your registration has been confirmed." Click on "**Continue**."
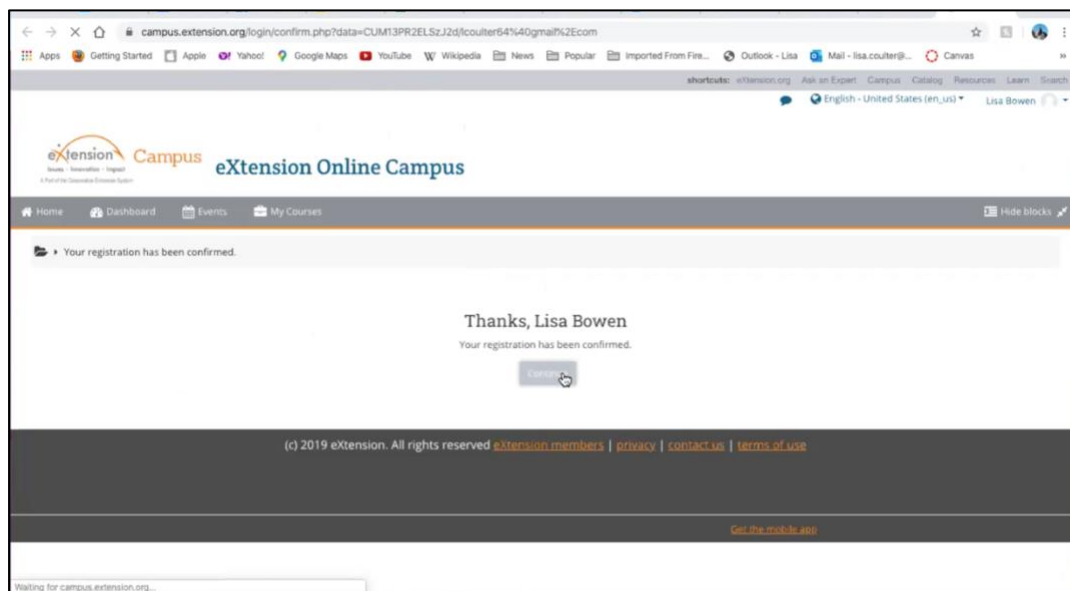
11. You will then be logged in to campus.extension.org and can select the CAIP Training 2025 or use the search function to find the training. For search just type in CAIP Training 2025.