

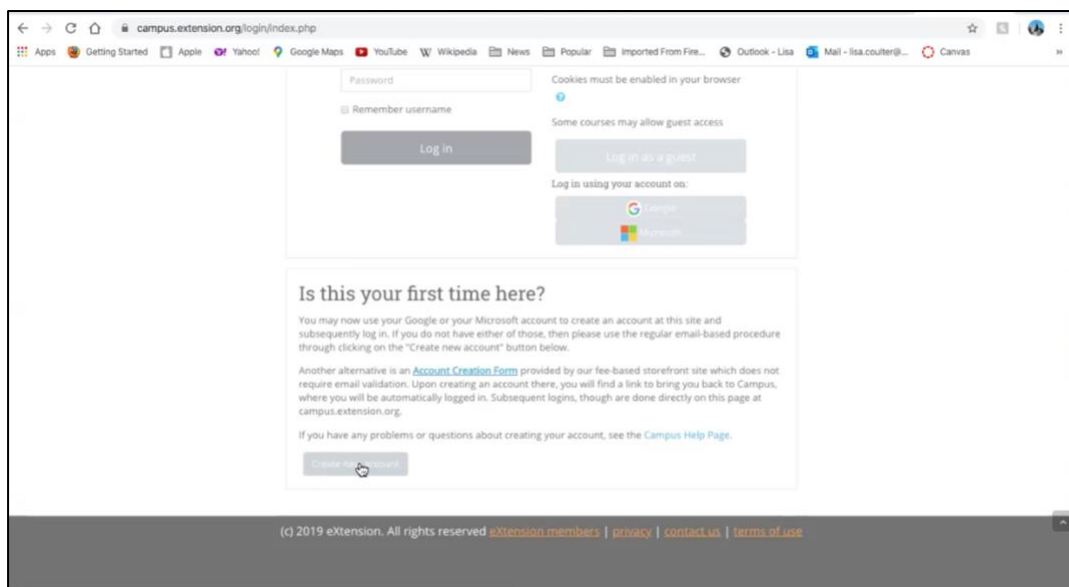
Instructions for enrolling in the CAIP Trainings in the Online Learning Environment

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.

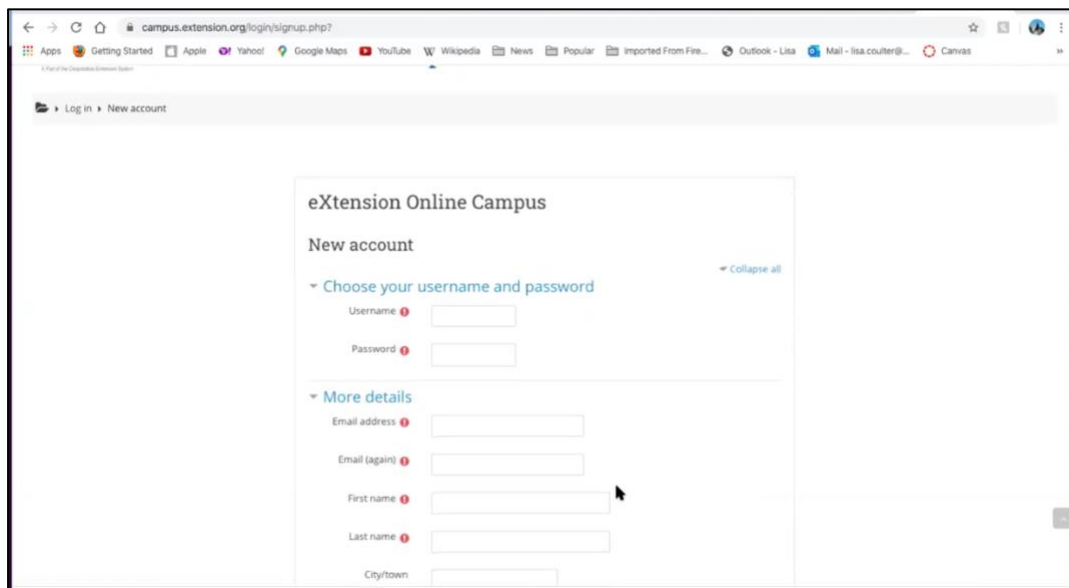
1. Link to the training is <https://campus.extension.org/course/view.php?id=2655>. You can click on the link or copy and paste the link into a browser tab.
2. When the CAIP training loads in the browser, under “Self-Enrollment (Student),” click on the “**Continue**” button



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.

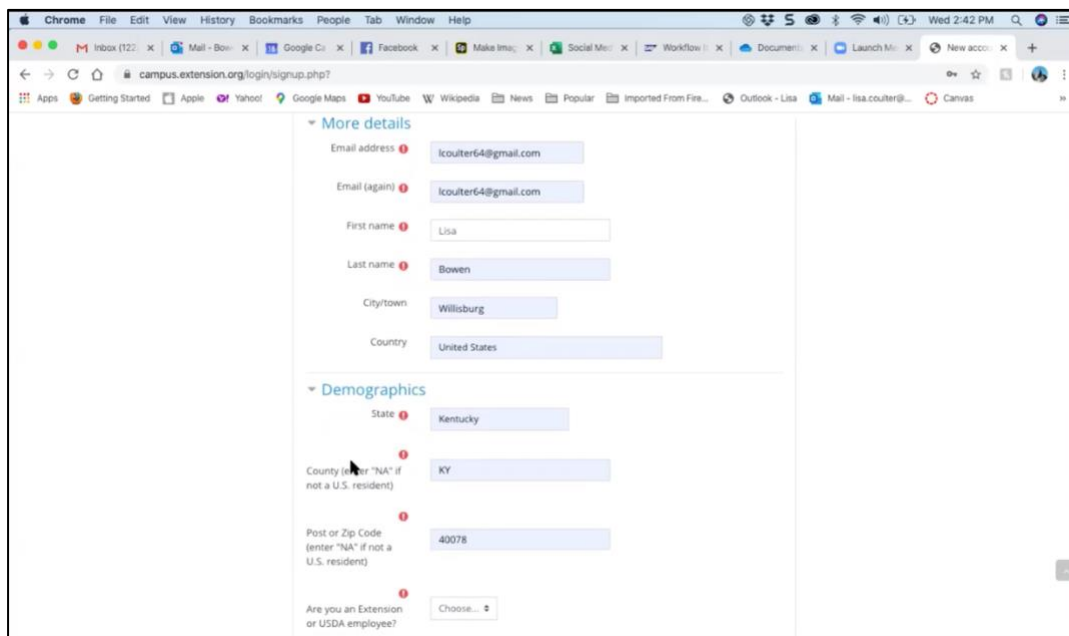


5. On the New Account screen enter your email address as your username and type in a password. Please complete the “**More Details**” area.



The screenshot shows the 'eXtension Online Campus' New account sign-up page. The page has a header with navigation links: 'Log in' and 'New account'. The main content area is titled 'New account' and contains two sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section has fields for 'Username' and 'Password'. The 'More details' section has fields for 'Email address', 'Email (again)', 'First name', 'Last name', and 'City/town'. A mouse cursor is pointing at the 'First name' field.

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.



The screenshot shows the 'eXtension Online Campus' New account sign-up page with the 'More details' and 'Demographics' sections filled out. The 'More details' section has fields for 'Email address', 'Email (again)', 'First name', 'Last name', 'City/town', and 'Country'. The 'Demographics' section has fields for 'State', 'County (enter "NA" if not a U.S. resident)', 'Post or Zip Code (enter "NA" if not a U.S. resident)', and 'Are you an Extension or USDA employee?'. The values entered are: Email address: lcouter64@gmail.com, Email (again): lcouter64@gmail.com, First name: Lisa, Last name: Bowen, City/town: Willisburg, Country: United States, State: Kentucky, County: KY, Post or Zip Code: 40078, and Are you an Extension or USDA employee?: Choose... .

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

The screenshot shows a web browser window with the URL `campus.extension.org/login/signup.php`. The form contains the following fields and options:

- State:
- County (enter "NA" if not a U.S. resident):
- Post or Zip Code (enter "NA" if not a U.S. resident):
- Are you an Extension or USDA employee?:
- If not an Employee select NA from this list; otherwise select your institution's email domain (the part before ".edu" or ".gov"):
- eXtension ID:

At the bottom of the form are two buttons: "Create my new account" (highlighted with a mouse cursor) and "Cancel". A red error message at the bottom right states: "There are required fields in this form marked".

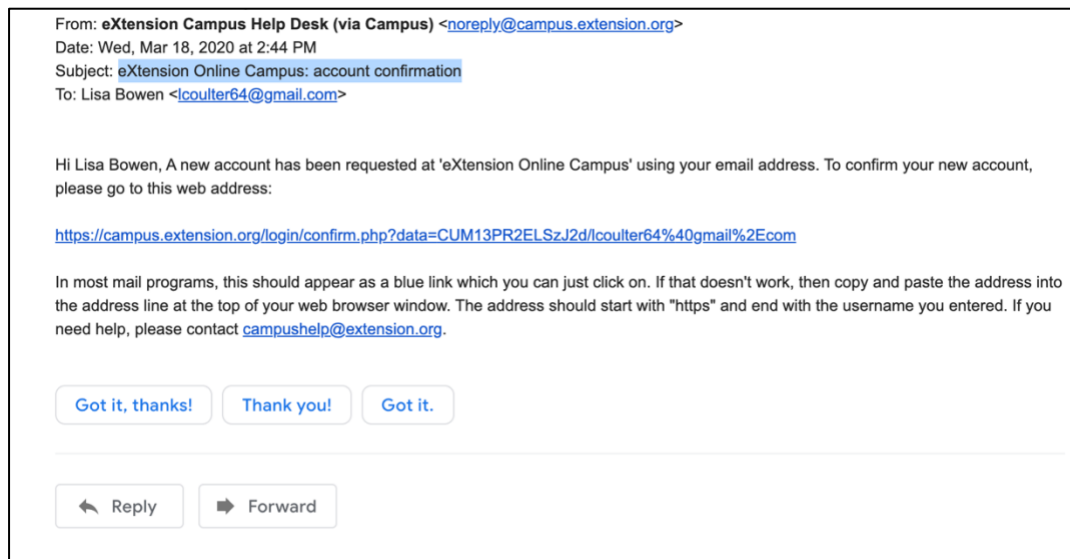
8. A screen will appear telling you that an email has been sent to your email address. The email contains instructions on how to complete your registration.

The screenshot shows the "Confirm your account" page on `campus.extension.org`. The page features the "eXtension Campus" logo and the text "eXtension Online Campus". A light blue message box in the center contains the following text:

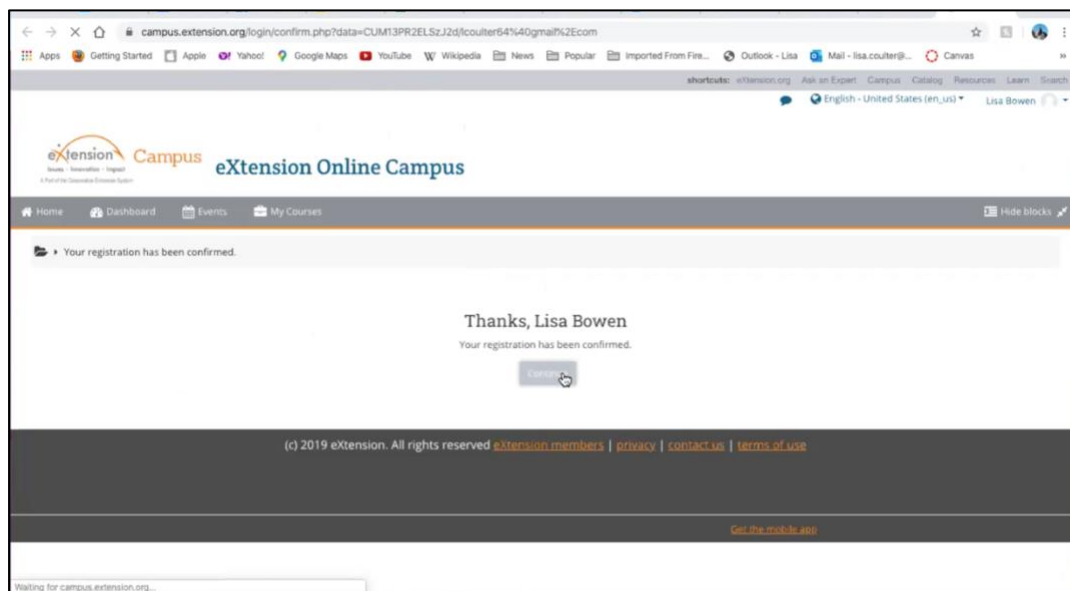
An email has been sent to your address at `lcoulter64@gmail.com`
It contains easy instructions to complete your registration.
If you do not receive this message within the next hour, contact us by sending an email to `campushelp@extension.org`.

Below the message box is a "Continue" button. At the bottom of the page, a footer contains the copyright notice "(c) 2019 eXtension. All rights reserved" and links to [extension members](#), [privacy](#), [contact us](#), and [terms of use](#).

- 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.



- 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.

