



## State and Chapter Leaders Orientation Webinar Instructions

The State and Chapter Leaders Online Orientation webinar sessions for all 2012 officers (President, President-elect, Secretary and Treasurer), are offered at no charge through ENA's Learning Management System (LMS).

By following the instructions listed below (also attached), you'll be able to sign-up and access the sessions at your convenience (24/7). Through ENA's LMS, your training will become a documented part of your membership record and certificates of completion are awarded / printable upon completion.

Please take a moment now to sign up for your session(s). All sessions are brief and contain pertinent information regarding your roles whether you are a new or a repeat leader. For questions or assistance, please contact ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org).

### Instructions to access state and chapter leader orientation sessions:

1. **Log in** to the ENA Web site at [www.ena.org](http://www.ena.org).
  - a. State council and chapter presidents, presidents-elect, secretaries, secretaries-elect, treasurers, and treasurers-elect have access to all four webinars. Access to the orientation webinars is based on your 2012 position listed in the online management area.
2. Select *Center for E-Learning* found under the Courses and Education tab or click here for direct access:  
<http://www.ena.org/coursesandeducation/onlinelearning/Pages/OnLine%20Learning.aspx>
3. Select *E-Learning Catalog* and select *State Leaders Orientation* found under categories.
4. Select the session, *add to cart* and proceed to checkout (even though sessions are at no cost). Feel free to add additional State Leaders Orientation sessions to your cart by selecting *continue to shop*.
5. After you completed the checkout process, at the bottom of the screen select *Go to Personal Learning Page*.
  - a. If you have never been to your *Personal Learning Page*, **you will be prompted** to complete a few security questions. This will only happen one time.
6. On your Personal Learning Page, your sessions will be listed. To access the webinar, simply select the session and the recording will open.

### Access Certificate of Completion:

1. To access a certificate of completion, you must complete the assessment and survey. Click the *Assessment tab* at the top of the screen, complete and submit.
2. Proceed by selecting *Course Survey*, which is now listed under the session title. Complete all questions (type N/A in comments section if you have no comments) and submit.
3. If you would like a hard copy, you may select *Print Certificate*. Once you've completed the Course Survey, you have successfully completed the session.

### Tools and Resources:

1. Materials and resources for the orientation sessions are also available for each session.
2. Select the *Tools tab* at the top of your Personal Learning Page for access.