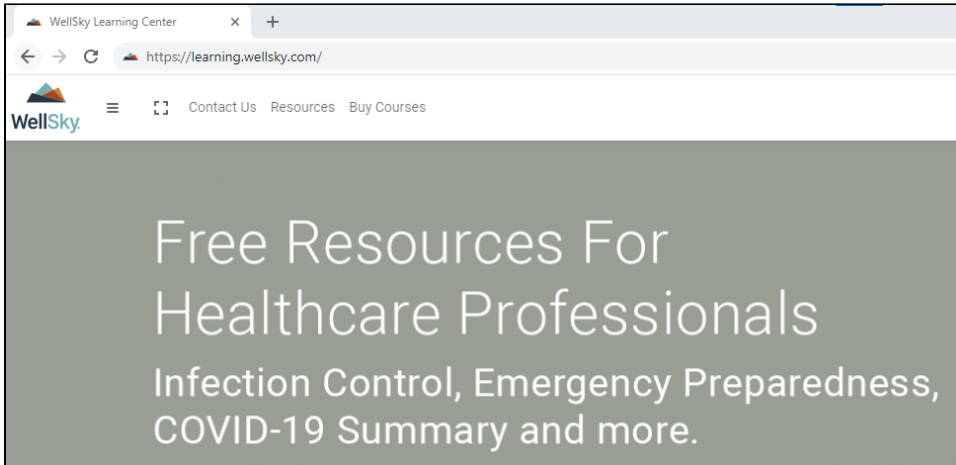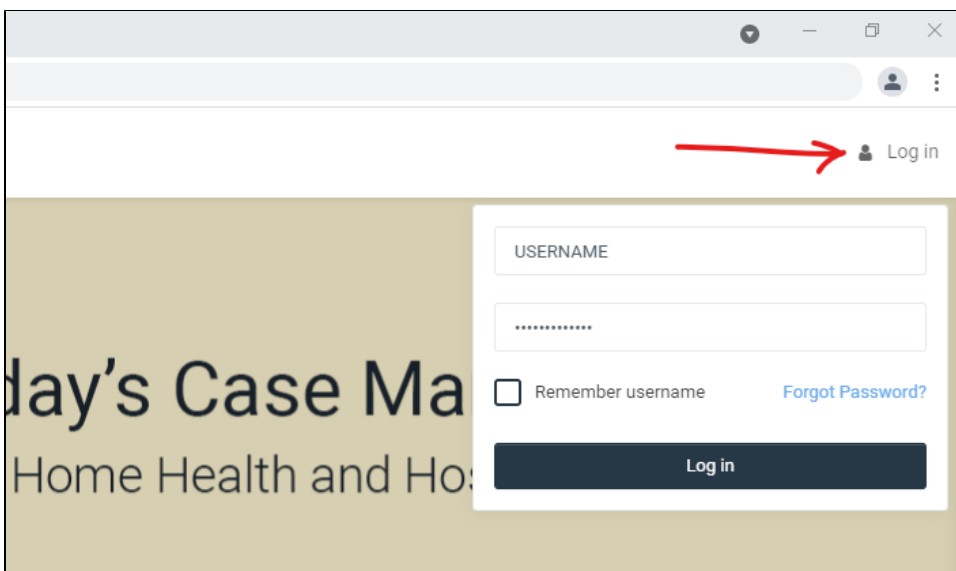# How To Access and Complete Assigned Courses (First Time Logging In)

Step-by-step guide
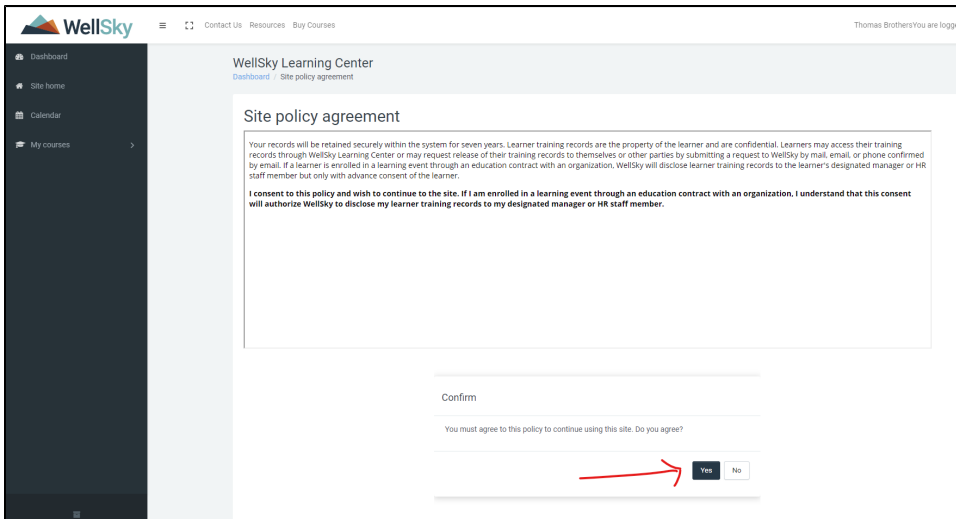
1. Navigate to the WellSky Learning Center: https://learning.wellsky.com/

2. Click the **Log In** button on the top right of the WellSky Learning Center. Enter the username / password provided by your Agency.

3. Agree to the **Site Policy.**

4. Under **Course overview** you will find your assignments with due dates. Each card is a different training assigned by your agency.

Click the card to enter the training or test.
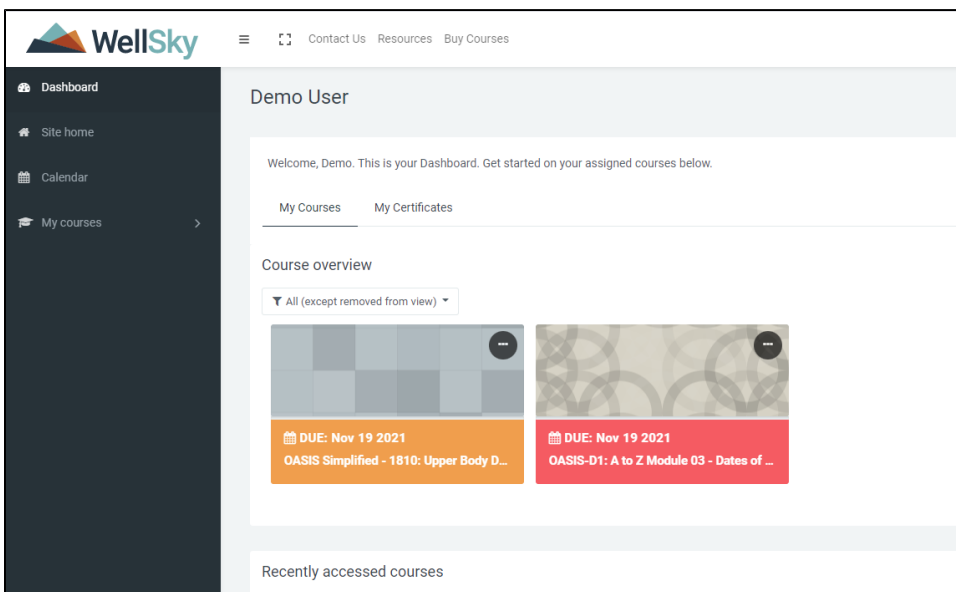
5. Within each assignment there are activities that must be completed for the course to be marked completed. Activities marked **REQUIRED** must be completed.

Step 1: Read this Course Information Page

Course Information

Step 2: Download these Presentation Materials\

D1 Module 3 - Presentation Materials

Step 3: Complete this Training Presentation (required)

D1 Module 3 - Training Presentation

Step 4: Complete and pass this Post-Test (required)'

D1 Module 3 - Post Test

Restricted Not available unless: The activity **D1 Module 3 - Training Presentation** is marked complete

Step 5: Complete this Evaluation to be awarded your Certificate (required)

D1 Module 3 - Contact Hour Evaluation

Restricted Not available unless: The activity **D1 Module 3 - Post Test** is marked complete

6. A **Green Checkmark** will appear when an activity is completed.

Step 1: Read this Course Information Page

Course Information

Step 2: Download these Presentation Materials\

D1 Module 3 - Presentation Materials

Step 3: Complete this Training Presentation (required)

D1 Module 3 - Training Presentation

Step 4: Complete and pass this Post-Test (required)'

D1 Module 3 - Post Test

Step 5: Complete this Evaluation to be awarded your Certificate (required)

D1 Module 3 - Contact Hour Evaluation

Additional Resources

D1 Module 3 - PT Contact Hour Application