NAVIGATING THE ONLINE ENVIRONMENT

1. Go to www.everlastingopportunities.com, click on Courses at the top of the page on the right side. Here participants will locate some information about the courses offered and the course catalog.

2. After reading available information, Scroll down pass about course and course catalog and choose the desired state you wish to take courses for.

3. After selecting a state participants will be directed to a list of available courses. Participants should locate and enroll in the course by clicking the Enroll button. Participants will then be directed to the member dashboard where they will need to enter their information including payment information.
4. This form should be completed with participants first and last name, current email address, phone number, and payment information and click **Buy Now**. Participants must read and agree to the terms and condition. Please take note of the number of days until the course expires.
5. After clicking buy now, participants should be logged into the member dashboard. Here you can view:
   a. My Courses - a list of all courses that have been purchased and are in progress.
   b. My Grades – All grades received for each course and the progress will be located here.
   c. Notifications – any notifications received before, during and after you complete each course. You can also print your certificate here.
   d. Edit Account – to update account information such as name, email, address and number.
   e. Redeem a voucher – Usually for group purchases or multi-course purchase, enter here for access to a course.
   f. Order history – Here you can find a list of all of your purchases.

Click view all my courses and choose the course to begin by hovering over the course with the mouse cursor and then click the course.
6. Once participants click the course to begin it will bring participants to the course outline, where they can see the progress of a course, the outline, and completed lessons. Any lesson with a blue check have been completed, the lessons with a grey check should be completed. Participants should click the first lesson or where they left off to begin. Note: All courses start with a detailed syllabus about requirements for the course.

7. Once participants click on the first lesson to start, Participants can read and complete each lesson. After participants are done with each lesson they must click on complete to mark the lesson as completed. Here they can return to a previous lesson or continue to the next lesson.
8. After you complete the course you will receive a notification that you have met all requirements or have not met requirements. If you have met all requirements you can go to notifications at the top of the member dashboard to print certificate.

9. If participants have additional questions or need further assistance, contact us by email earlycareevolution@gmail.com or by phone 1 770-347-7030.