

How to Access the Open Enrollment Microsite and Sign Up

Type this URL into your browser address field

• Kofc.org/trainingmicrosite

1. Click "SIGN UP" to register
2. Enter data into all fields
3. Type in the SUFFIX field your membership number after MEM_
4. Click on the drop-down arrow in TIME ZONE field
5. Select "GMT-05:00 Eastern Time US& Canada"
6. Security Keyword* Knights remains in the field
7. Click SIGN UP

Important Notes

The next time you access the system:

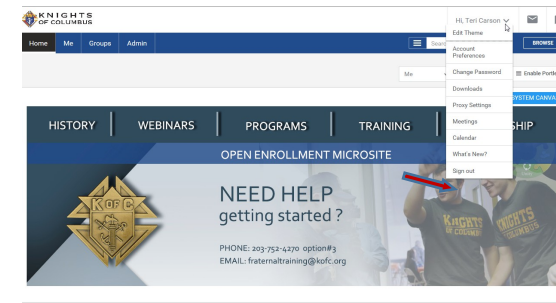
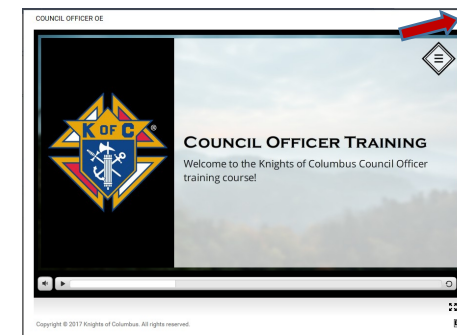
- Click SIGN IN
- Username = Type your email address
- Password = Type your unique word you typed in "Sign Up" registration process

How to Exit Training

1. Click on the "X" to exit the training course
2. Next click on "Home"
3. Click on the V to the right of your name
4. Click "Sign Out" to exit the Open Enrollment MicroSite

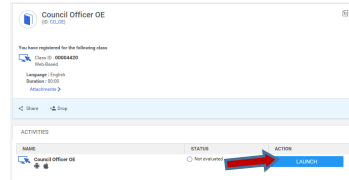
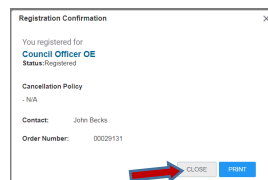
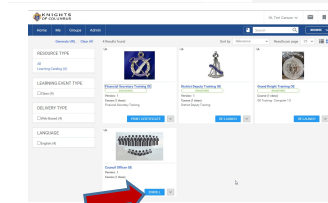
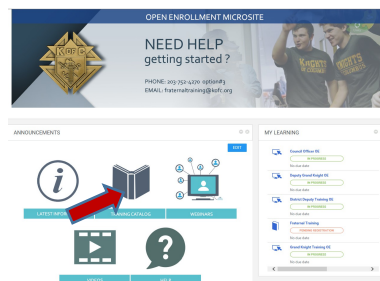
Important Notes

When you exit the training the system will automatically Bookmark feature. You will be prompted with a message to resume training. Click on "Yes" and you resume continue with the training course.



How to Participate in Training

1. Click on the Training Catalog
2. Select a course and click Enroll
3. Then click Close in the Registration Confirmation box
4. Next click "LAUNCH" to begin the training



Important Notes

Click **SIGN IN** the next time you access the system

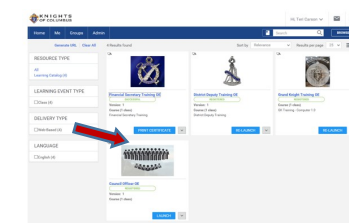
Username = Type your email address

Password = Type password

(It is the Membership number you typed in the "SIGN Up" process)

How to Resume Training

1. Complete the SIGN IN process
2. Click on Training Catalog
3. Next click on the "Re-Launch" associated with the training
4. The training will begin and you can continue the training



How to print a Certificate of Completion

Complete the SIGN IN process

5. After course is completed "Successful" status will display in My Status area
6. Click Print Certificate
7. System will display the certificate
8. Select File – Print to generate the certificate

Important Note

If you encounter an issue with printing please enable the browser Pop-Up Blocker or contact Fraternal Training for assistance.

