AFGE ONLINE REGISTRATION AND LEARNING
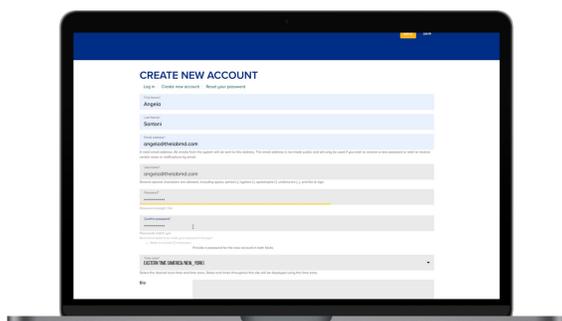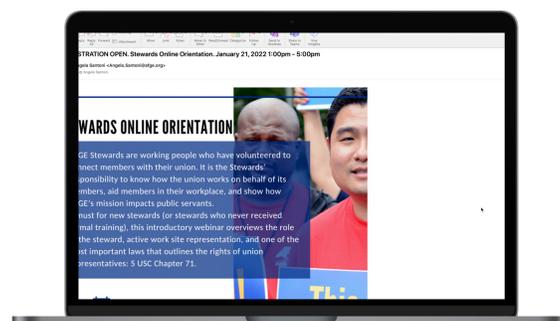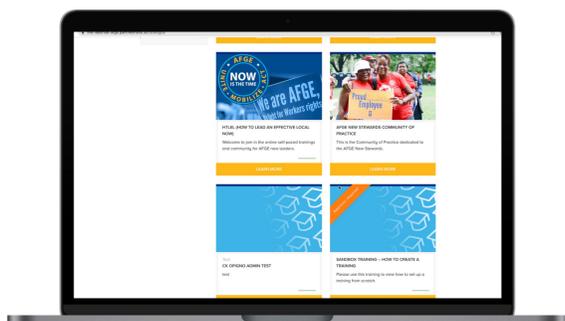
REGISTRATION

STEP 01

Find the Course

Courses may be accessed through the AFGE training website, through an email, or directly on the AFGE Labor Lab Site.

If a course requires permission, it will have a banner saying that authorization for this course is required.

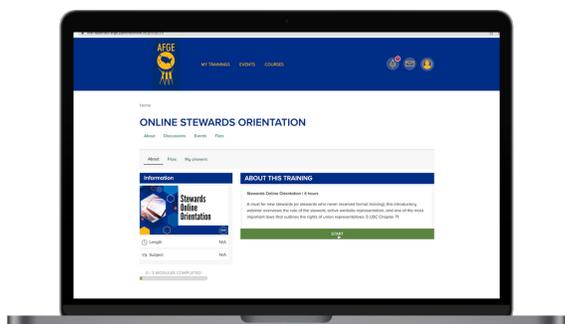### STEP 02

Create an Account

The first time you take a course in 2022, you will need to create an account. Creating an account takes very few steps.

STEP 03

Subscribe to Training

The first time you access a course, you'll be prompted to subscribe to the training and to join.

STEP 04

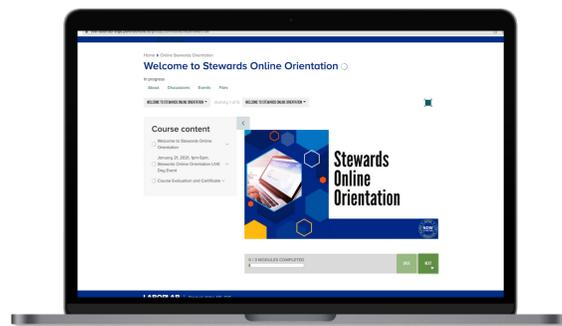### Start the Course

After you join the course, you'll be prompted to start.

AFGE ONLINE REGISTRATION AND LEARNING

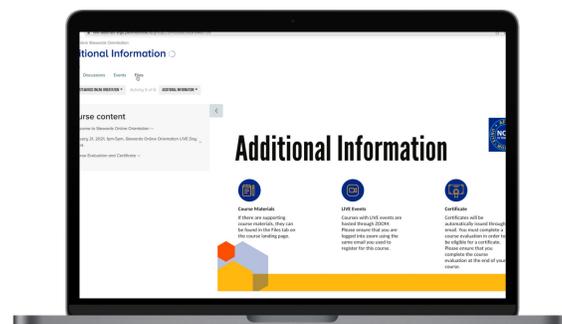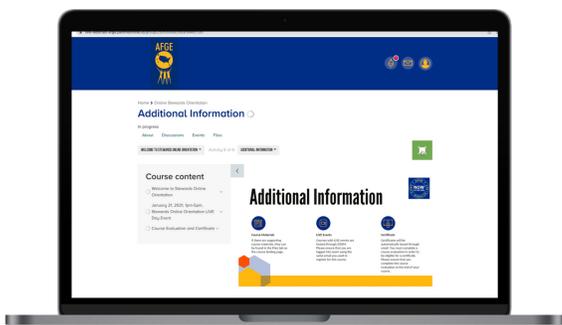## NAVIGATING THROUGH A COURSE

STEP 01
The Next Button

To navigate through course, use the NEXT button at the bottom of the screen.

STEP 02
Expanding the Window

To expand the window, select the green square on the upper right-hand side of the screen.
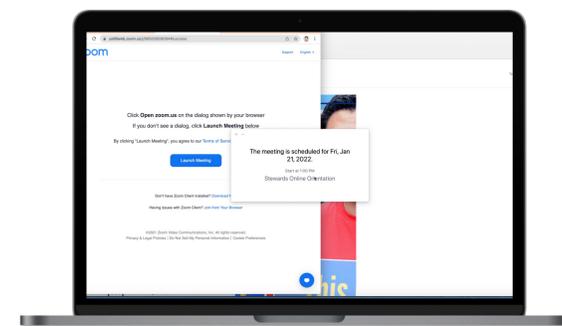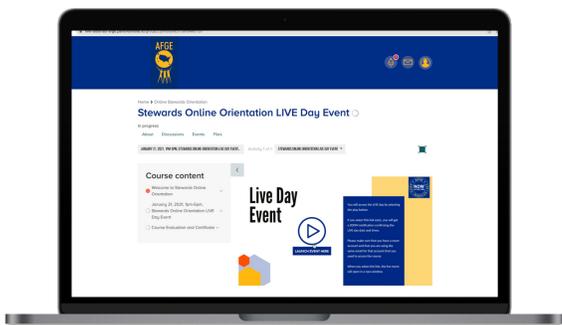
STEP 03
Course Materials

Course materials and handouts can be found in the FILE section on the top left of the screen.

STEP 04
Accessing Live Events

Live events will be hosted through zoom. It's important to make sure that you are logged into zoom using the same email that you used to access the course.

STEP 05
Zoom Pop Up Window

The live event will open in a separate zoom window. If it's early for the live event, you'll get a notification confirming the day and time that you will need to log back on.

STEP 06
Course Certificate

Starting in 2022, there will be no separate process for you to get your certificate. At the end of each course, there is a course evaluation.

As soon as that evaluation is complete, you will receive a notification in your email box with a certificate for the course attached.