WASHINGTON STATE
**LEARNING
CENTER**

How to Re-register for an Online Course/Quick Assessment
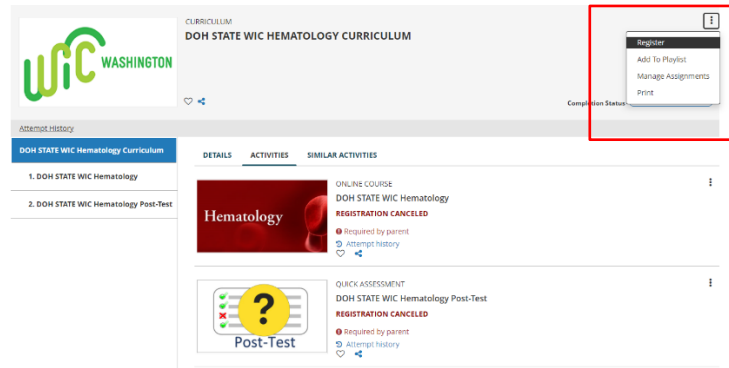
RESOURCES:

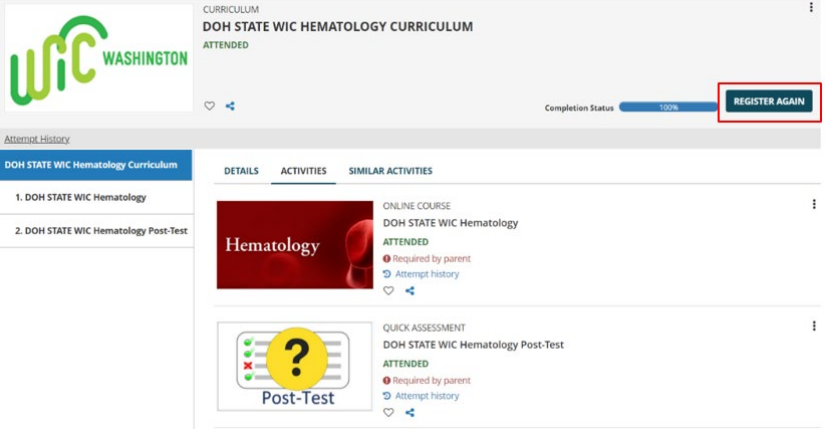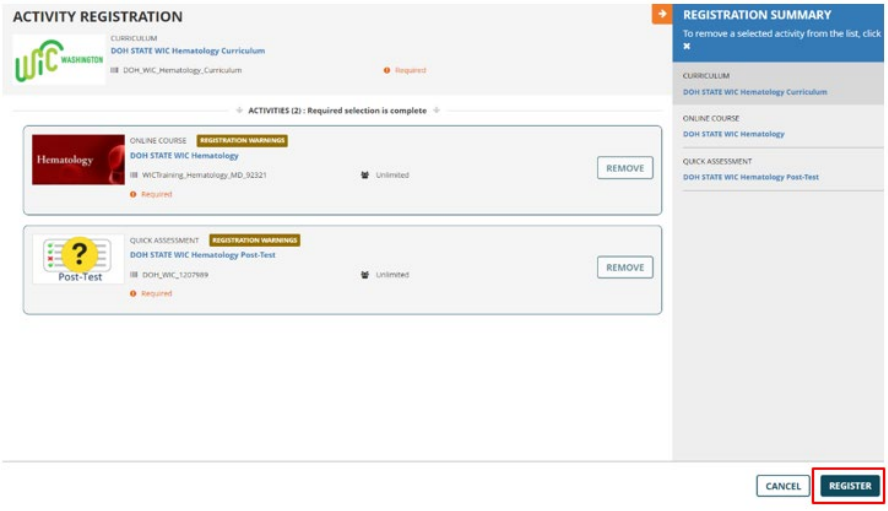- You can find training resources and forms on our webpage.
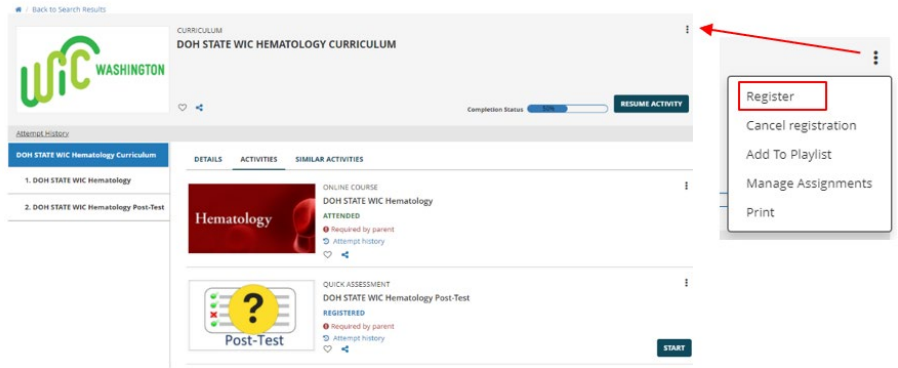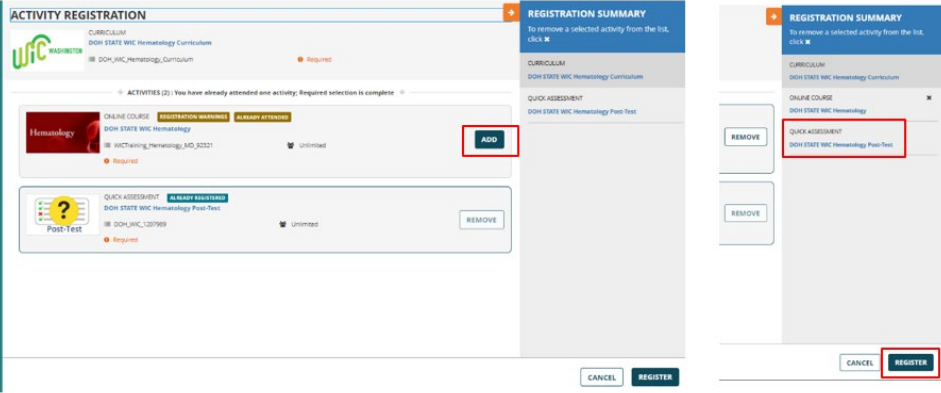
Purpose:

Use this process to learn how to re-register for an online course and/or quick assessment within a curriculum in the event it needs to be reviewed, or to retake the post-test.

We suggest you use one of these web browsers when using Learning Center (LC): Microsoft Edge, Mozilla Firefox, Google Chrome.
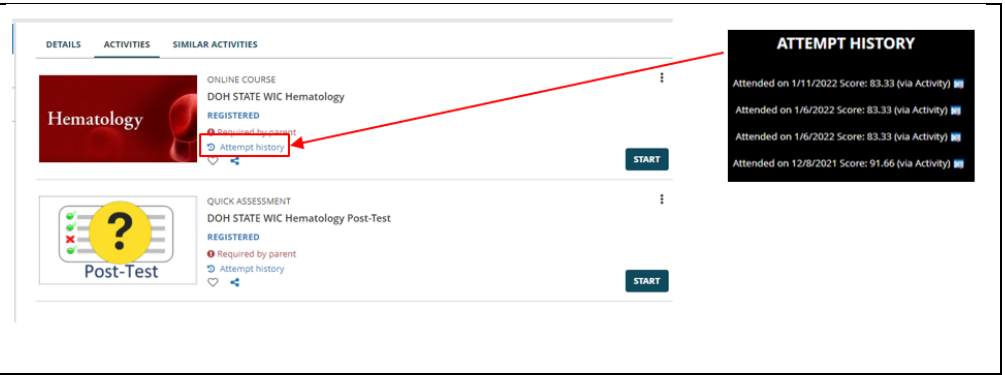
PROCESS:

Actor	Step	Activity	Visual/Notes
Person/system/thing performing step	#	*Step being performed*	
Learner	1.	From the DOH STATE WIC Curriculum page review the current status of the course. If the curriculum registration was canceled, locate the three vertical dots in the top right corner, select Register. Go to step 2.	

		If the status of the course and quick assessment are complete, locate the main curriculum page and select **Register Again** button. If one course shows completed, but not another. Go to step 3.	
Learner	2.	On the registration page, select **Register** button at the bottom of the page to re-register and access both activities again. Once registered, go to step 5.	

Learner			
	3.	If you have completed one of the courses in a curriculum and would like to re-access that course, select the three ellipses at the top right when in the curriculum. You have the option to **Register** for the course again.	
Learner	4.	On the registration page, select **Add** for the course you need to add. Once added select the **Register** button at the bottom right to complete registration for the course.	 - You can re-add the course or quick assessment needed on the Activity Registration page.
Learner	5.	The course will reset, and you can access the course again by selecting the **Start** button.	

Your account will retain your attempt history for the course and quick assessment.

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