How to Self-Enroll in a College of Direct Support (CDS) Course

What Does "Self-Enrollment" Mean?

There are CDS courses that you are required to take as a part of your job at HOPE Services. These courses appear on your lesson plan on your CDS Personal Page. These online courses are included in the entire list of trainings required during your first year of employment, and you may view the list for your position on HOPE's website at www.hopedirect.org. These mandatory assignments are made by the administrator of the CDS program (HOPE's Training Manager) and are not open to self-enrollment. (Nor can you remove them from your training record).

However, there may be additional CDS courses that you wish to take as a part of your professional and/or personal growth that have not been assigned to you and that are not mandatory. You may now enroll yourself into these courses, without requesting the administrator to assign them to you. This document shows you how to use this function of the CDS program called "self-enrollment."

*By now, you should know how to get to your online CDS account and to your Personal Page. If not, please review the "*Instructions*" document for the College of Direct Support located on www.hopedirect.org under Training Materials. Go to your Personal Page to complete these instructions.*

## Directions

Here is one way you may self-enroll in a course.

1. On your Personal Page, click on "**elearning**" on the blue tool bar at the top of your screen. You will see the option "**Self Enrollment**" in the drop down menu. (See graphic on following page).

2. Click on "**Self Enrollment**". (See graphic on following page).
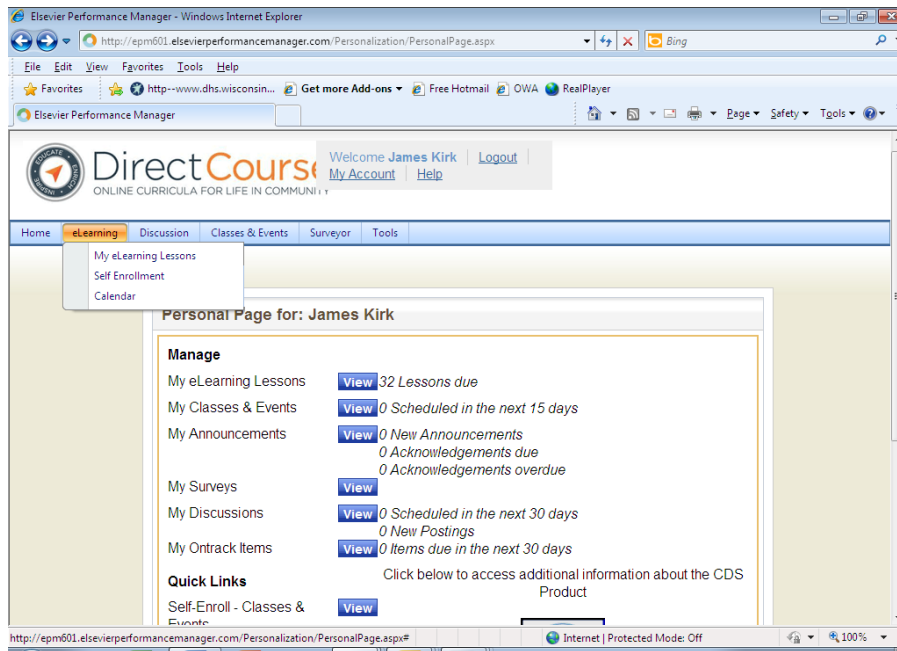
When you click on "**Self Enrollment**," the following screen below appears. It shows the courses that are available to you for self-enrollment.
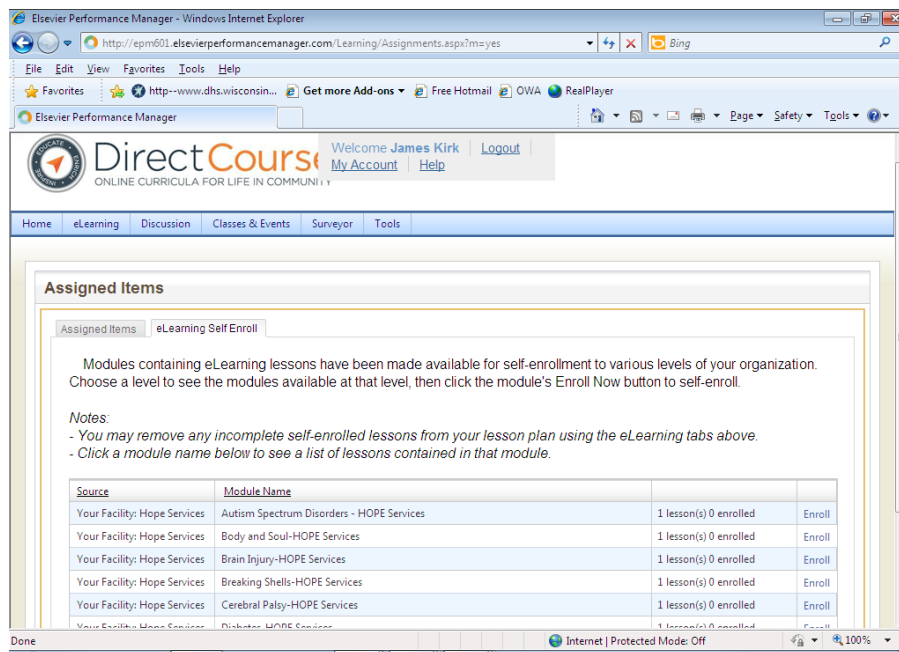

3. Choose the course in which you wish to enroll, and click on the word "**Enroll**" (see screen above). For the sake of this example, let's choose "**Autism Spectrum Disorders-HOPE Services**". Your screen will look like the one below when you click on that option.
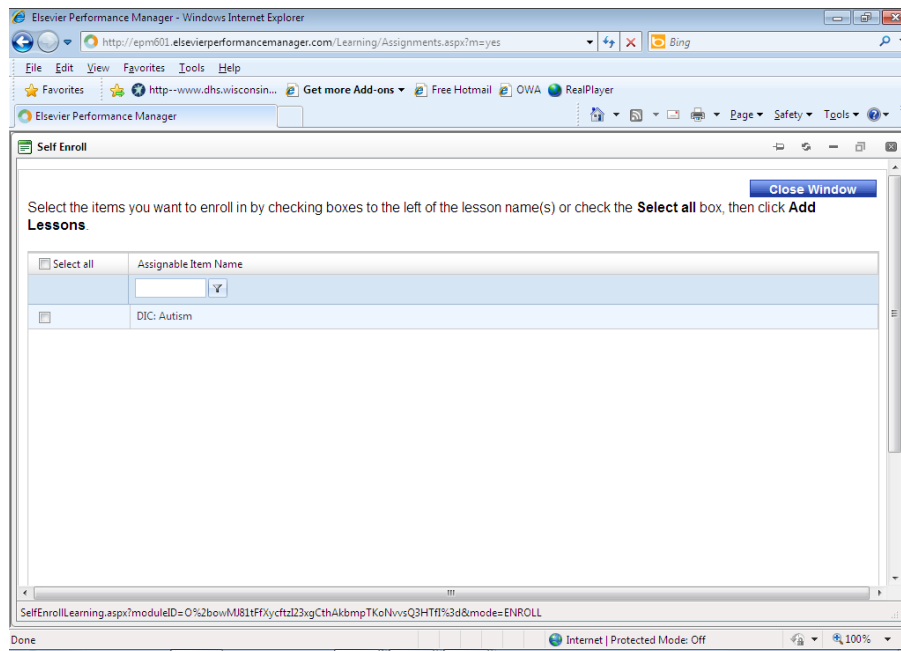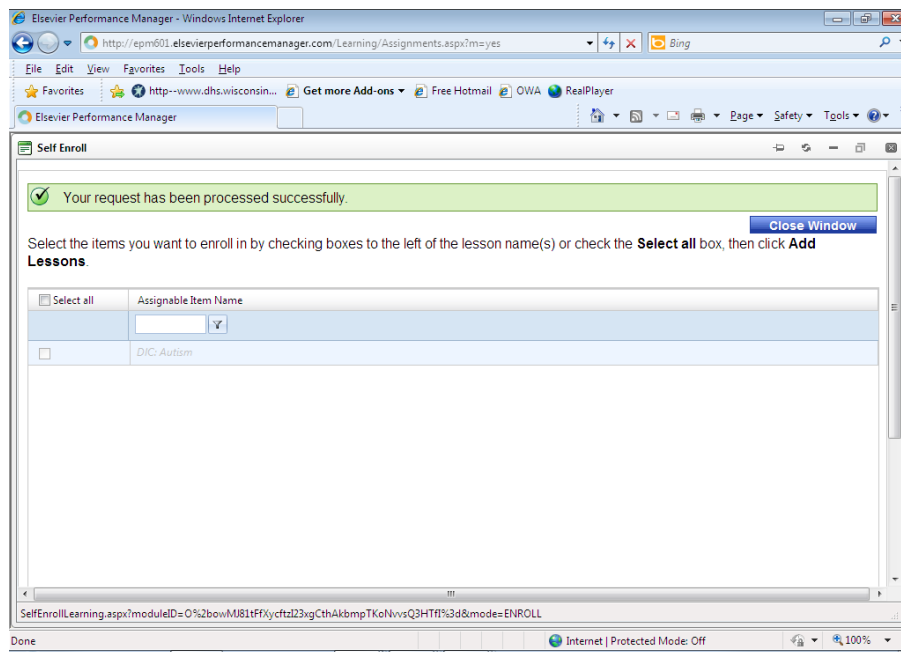
4. Click on the box to the left of "**DIC: Autism**". Your screen will look like the one below.
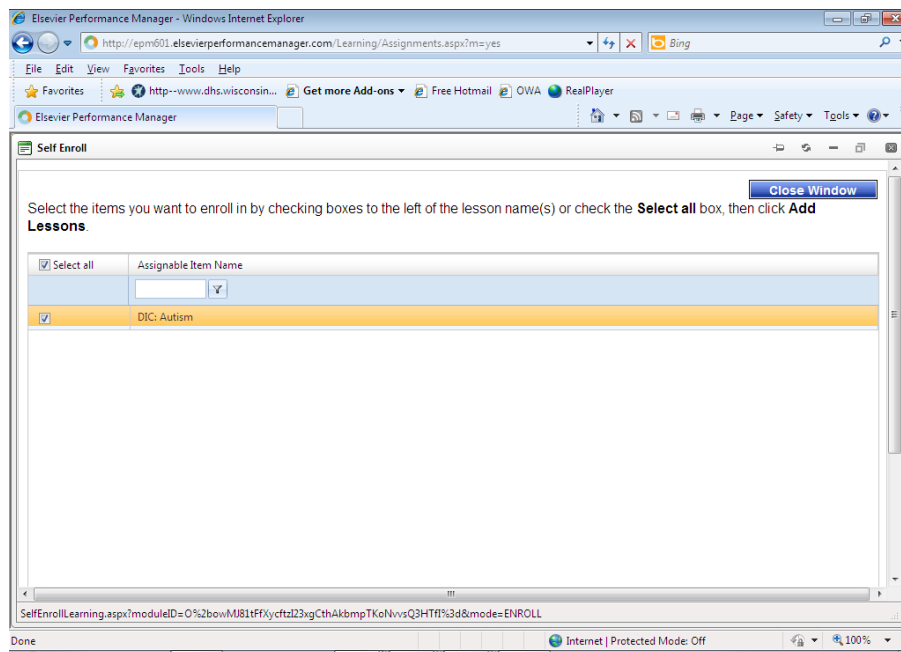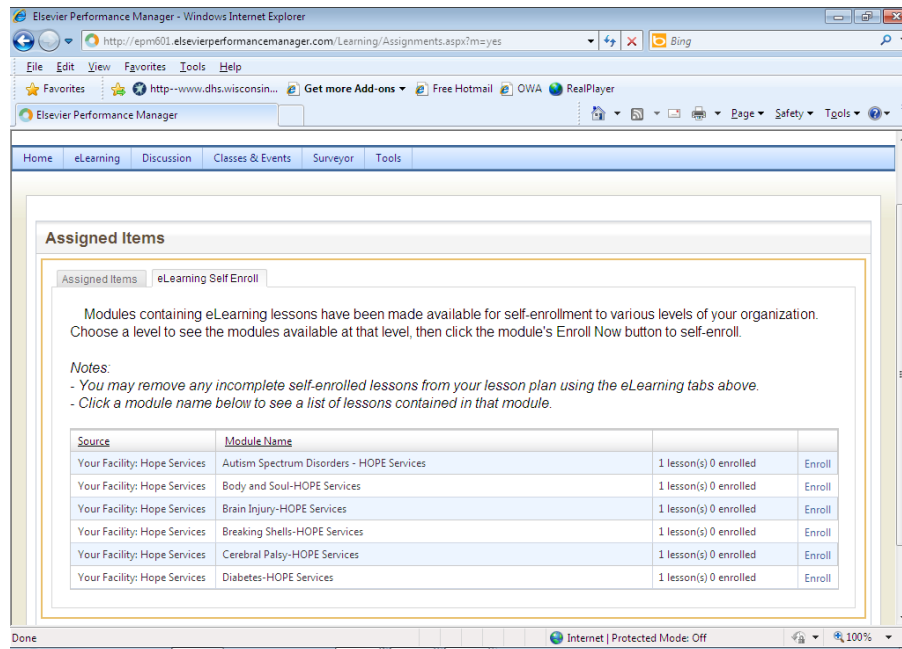

5. Scroll to the bottom of the screen and you will see the boxed option "**Add Lessons**". Click on "**Add Lessons".** (See below).
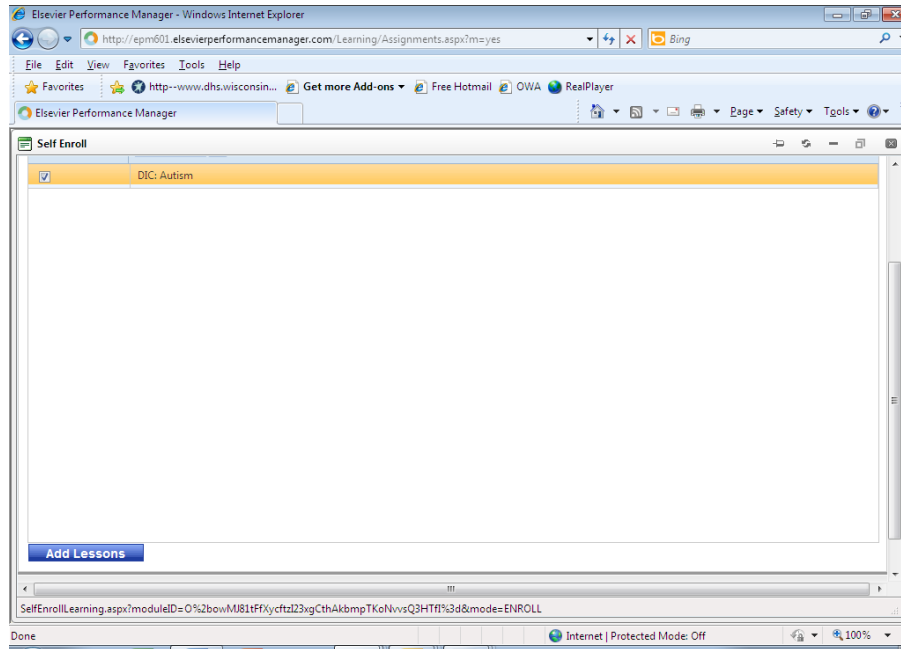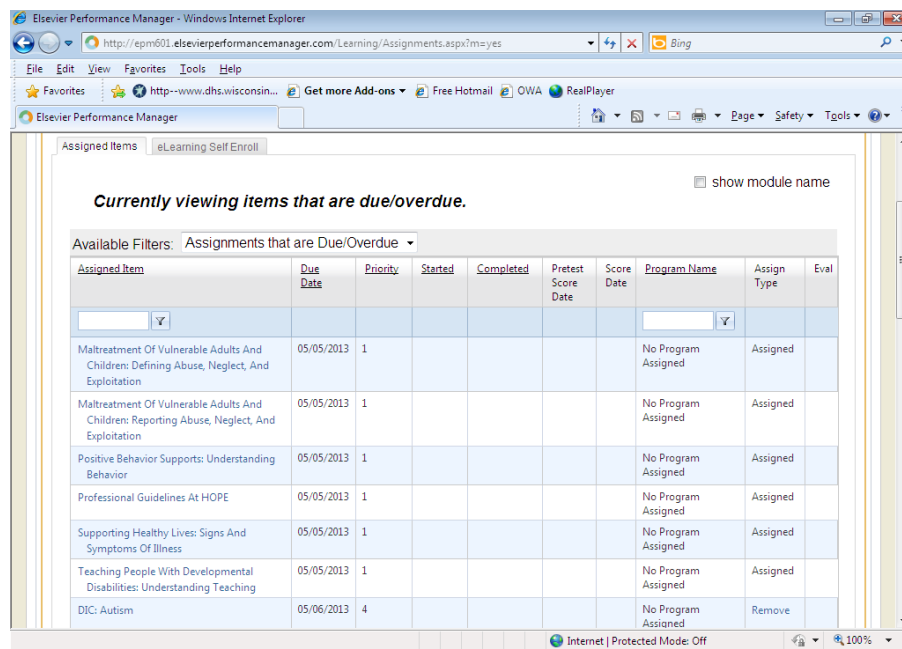
6. A green bar will appear across the top of your screen: "Your request has been processed successfully".

7. Click on the box "**Close Window**." Your screen will look like the one below.

8. Click on the tab, "**Assigned Items**" next to "**elearning Self Enroll**" (pictured in screen above).

9. You now see "**DIC: Autism**" under your **Assigned Items** tab.

10. You will also see in the picture above the option "**Remove**". If you decide that you made a mistake and really don't want to study that topic at this time, you may click "**Remove**" and the

course will disappear from your lesson plan. You may/can only do this action with classes you self-enroll in. You cannot remove mandatory courses from your record!

11. The help function on your Personal Page also gives you step by step directions on how to self-enroll. I hope this document is helpful for you.