



## How to Enroll in a Course or Community

**Step 1** Log into: <http://www.Respondere-Learn.com>

**Step 2** Click Search in the main navigation bar (next to My Courses, My Communities, and My Records).

**Step 3** To enroll in a course, first find the course by conducting a Search or type the course name in the Name field and select "contains" by using the drop down arrow in the adjoining field.

Click the Add filter button to begin the Search.

New filter

ID contains

Name contains

Summary contains

Type is any value

Organization is any value

**Step 4** Click on the course listed under ID.

1 courses found

New filter

ID contains

Name contains

Summary contains

Type is any value

Organization is any value

Active filters

Name contains "Disaster Response"

ID	Name	Summary
Module-110	Disaster Response	Module 110 - Disaster Response

[ID](#)

**NOTE:** If the Course is NOT open for self enrollment, please contact the Teacher to request enrollment.

**Step 5** To enroll, click the “Yes” button to confirm registration.

**NOTE:** You will only see this option if you are NOT already enrolled in the course. If you ARE already enrolled, you will automatically be taken to the first page of the course.

**Step 6** To enroll in a Community, search for the community. Select “is equal to” in the Type field, and choose the Communities option by using the drop down arrow in the adjoining field. Click Add filter button. This will populate all Communities.

New filter

ID	contains	
Name	contains	
Summary	contains	
Type	is equal to	Communities
Organization	is any value	Select a type ...

Add filter

**NOTE:** If the Community is NOT open for self enrollment, please contact the Community Leader to request enrollment.

**Step 7** Click on the Community name listed under “ID.”

**Step 8** To enroll, click the “Yes” button to confirm registration.

**NOTE:** You will only see this option if you are NOT already enrolled in the Community. If you ARE already enrolled, you will automatically be taken to the first page of the Community.