How to Access Your Course on ***EZ Class***

1. Go to [www.EZClass.us](http://www.EZClass.us). Click the Log In button.



2. Type in your Username and Password.

a. Your **Username** is always the first letter of your first name, followed by your complete last name. For example, employee **John Smith** will have the Username of **jsmith**. Usernames are ALWAYS in lower case letters.

b. Your **temporary Password** is the word **bus** (lower case). Once you log in the first time, you will be prompted to change it (Step 3).



3. Change your Password. Minimum of 3 characters, no other restrictions. Remember, your “Current password” is **bus**.



4. Follow the prompts.



5. You have been enrolled in a **Security Course**. Click the appropriate box.



6. Choose (click) on the course, “**Academy Bus 1-Hour Security Training**”.



7. Open the course, “**Academy Bus 1-Hour Security Training**”.



8. **Enter** the course. The presentation will start automatically.



If you need assistance, email Frank@EZClass.biz or call 609-448-9655