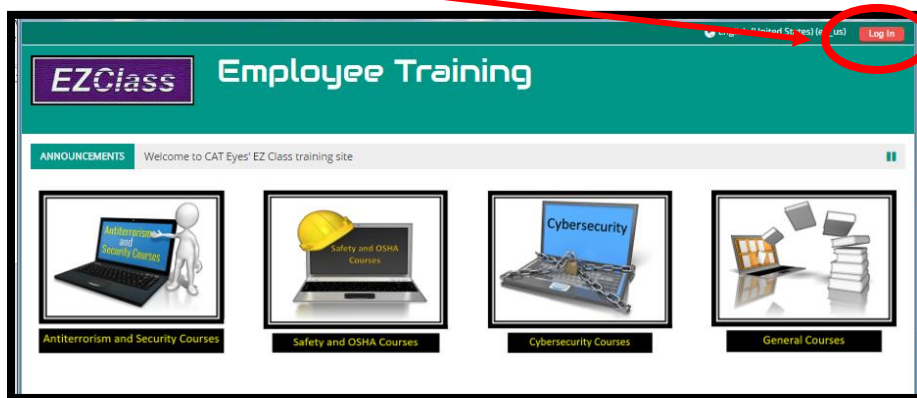


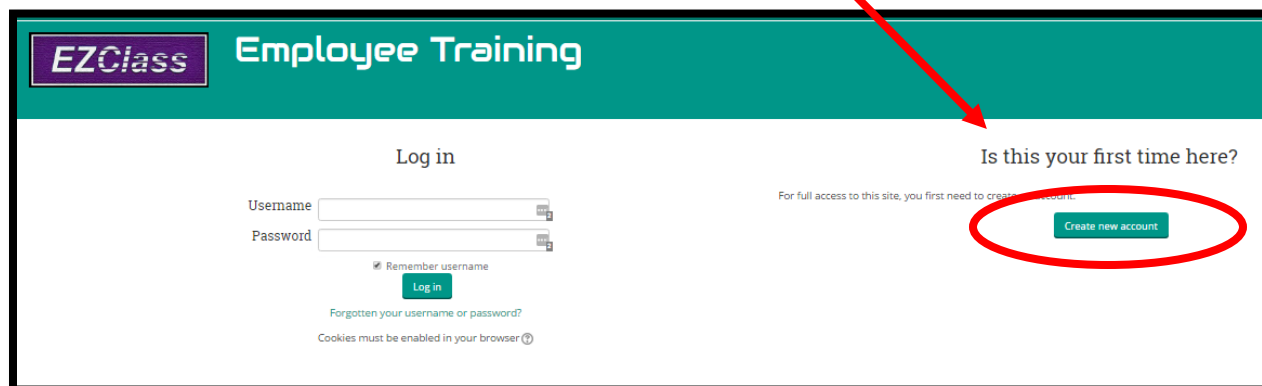
# How to enroll in EZ Class – instructions for first time users

**NOTE:** if you prefer, you can go to [www.EZClass.biz](http://www.EZClass.biz) for a short tutorial – less than 4 minutes – on how to enroll. Also, the instructions may vary slightly, depending on your browser.

1. Go to the website, [www.EZClass.us](http://www.EZClass.us).
2. On the home page, click the **Log In** button.



3. This brings you to the Log In page. Click on the box, "Create new account".

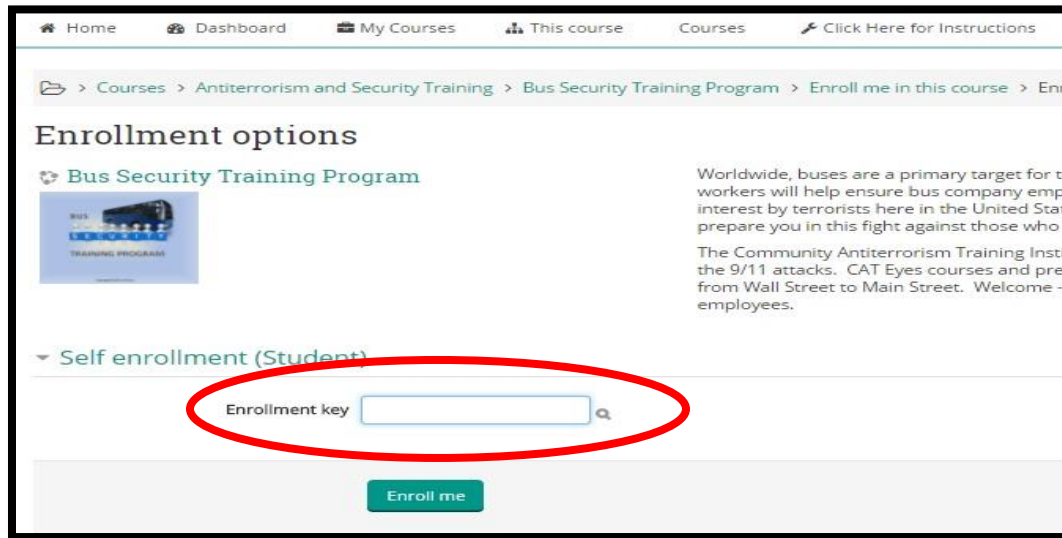


4. Complete the registration – simply fill in the blanks. **NOTE: Username is all lower case letters, Password has at least 1 UPPERCASE letter.** Credentials are case-sensitive.

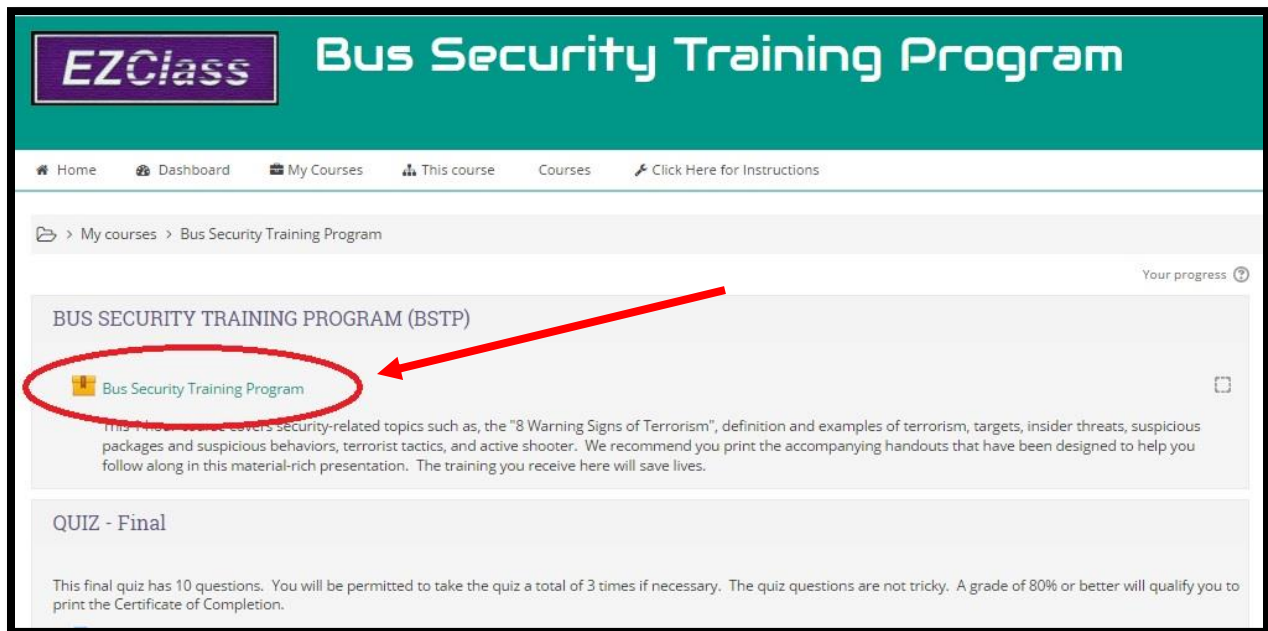
A screenshot of the EZClass Employee Training 'New account' registration form. The form is titled 'New account' and is divided into two sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section includes a 'Username\*' field, a 'Password\*' field with an 'Unmask' checkbox, and a note: 'The password must have at least 4 characters, at least 1 lower case letter(s), at least 1 upper case letter(s)'. The 'More details' section includes fields for 'Email address\*', 'Email (again)\*', 'First name\*', 'Last name\*', 'City/town', and a 'Country' dropdown menu. At the bottom of the form, there are two buttons: 'Create my new account' and 'Cancel'.

5. Check your email account. You will receive a confirmation email, along with instructions on how to continue.

**NOTE:** You will need your **Enrollment Key** to access the course. The Enrollment Key is a code or a word, possibly two, which you should have received from the person directing you to take the course. If you did not receive an Enrollment Key, ask that person for it.



6. Begin the course.



That's it. Now that you are enrolled in EZ Class, you only need to log in with your Username and Password to access other courses. EZ Class courses offer a Certificate of Completion at the end of each course. Ensure you print it out – perhaps even two copies – one for you, one for your personnel records.

If you have further questions, please contact Frank Margulis at (609) 521-4446 or frankm@CATeyes.us.