

**Step by Step Directions for Registering for the
Facilitated "Intro to Teaching in Canvas"**

Go to OneForTraining.org

Click "Online Courses" from the navigation tabs

Scroll down to the listing of classes/date and click the class you want

Click on Register Here button (on right hand side)

Click New User button (if you already have an account with @One, log in)

Select \$65 option and click Continue

Fill out Participant Info form

Click Continue

Enter Coupon Code in the Add/Verify box

The case-sensitive coupon code is Free4OEI ("OEI" as in Online Education Initiative)

Click Redeem to activate the coupon code

Wait for total to re-set to \$0

Click Continue

Enter info in boxes on Account Sign Up

Click checkbox next to "I Agree to the Active Network Terms of Use"

Select payment method ("no payment required")

Fill in the text in the security box and click Continue

Print/copy Confirmation page