How to Do this Course/How to Save My Progress...

WELCOME TO YOUR AIC COURSE!



After Paying for your course...

1. LOG INTO YOUR COURSE FROM YOUR EMAIL.

This is the only way to log into your course.

The login details were SENT TO YOUR EMAIL (to the email you provided at registration) after successfully paying for your course.
Click on the link given. Use the password given.

3. Fill-out the login page (required by the courts) and put your password (found in your email) to enter or to resume your course.

4. Begin or resume your course.

5. If you leave your course IDLE,

it will automatically log you off for security purposes. If this happens, SIMPLY LOG BACK IN. NOTE: YOUR COURSE IS APROXIMATELY AS LONG AS YOUR TITLE SAYS IT IS. THESE HOURS (ONLY) WILL APPEAR ON YOUR CERTIFICATE. YOU HOWEVER, MAY GO AT YOUR OWN PACE. LOG IN AS MANY TIMES AS YOU NEED, UNTIL YOU FINISH THE COURSE.



Once inside your course...

1. BE SURE TO READ THE ENTIRE PAGE BEFORE YOU CLICK ON THE "NEXT" BUTTON!

2. ONCE YOU CLICK THE "NEXT BUTTON" YOU CAN'T GO BACK!





CLICK HERE FOR YOUR WORKBOOK (optional) "TOOLS FOR SUCCESS IN COURT" IT IS HIGHLY RECOMMENDED THAT YOU TAKE ALL THE TOOLS AVAILABLE IN YOUR COURSE WITH A PROOF OF YOUR EFFORTS AND ACCOMPLISHMENTS

Proof of Enrollment is emailed upon purchase.

Print and complete your WORKBOOK (optional)

Upon completion, Print out your CERTIFICATE

— | + Page Fit

OPERTY OF AIC. AMERICAN INTEGRITY COURSE:

YOU MUST PASS WITH A 70% OR ABOVE SCORE. 1 ATTEMPT IS GIVEN TO ACHIEVE THIS. IF YOU NEED TO RETAKE THIS COURSE, CONTACT US.

> Welcome to your Drug Offender/Substance Abuse/Drug & Alcohol Education Course



Once inside your course...

- 1. Course Content: Read **EVERYTHING!**
- 2. Exam Questions:
- > Be sure to think about your answer before clicking the "Next" button as you cannot go back and change your answer!
- > Answer all exam questions!
- ✤ 3. Notice the "Save" button where you have an exam question. You may save your progress here for safe keeping.
- Know there is an Autosave feature that will automatically save your progress and you are not required to save your progress at any point in this course!



B Save

HOW TO SAVE MY PROGRESS MANUALLY (BUT NOT REQUIRED):

- 1. If you feel the need to SAVE:
- Select the "save" button
 found <u>only</u> at exam questions.

2. Then, select the "Save Progress & Exit" button.

- > *DO NOT SELECT THE "BACK TO QUIZ" BUTTON!
- This will not save your progress!



Do you want to save your progress & Exit? Back quiz Save Progress & Exit



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At the end of your course...

 Be sure to click the <u>"Submit my Answers"</u> Button found below.

 All courses are immediately scored after submitting this button. You will receive a REPORT with your score.
 Scores with a passing score of 70% and above will produce a Certificate.

3. All questions must be answered to compute a final Score.

4. If you failed the course,
please contact us at #936-333-0087 during office hours
Or email us at <u>aic.americancourses@gmail.com</u>

*See **Admin Fee** rules for more details on how to pay For another try at this course!



READY! START! YOU CAN DO THIS! BEST OF LUCK!



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