How to Optimize your On3Learn Course Experience:

Here at On3Learn we strive to make your service experience a success. To optimize your experience with our courses, please take note of the following important guidelines:

- 👍 **Be ready to complete the course in one sitting.** Our courses are interactive and content heavy, each course will work best if you can complete it at one time. All courses are between 1 - 2 hours.

- 👍 **Use the _latest version_ of Chrome as your internet browser. If you are unable to access Chrome, Firefox is the next best option.** If you need help with how to check if your version is the most updated one, click here to learn more. If you are not using the latest version of Chrome our courses may not be able to track your progress and may not register that you have finished the course thereby preventing you from accessing the course certificate.

- 👍 **Make sure you have a strong internet connection.**

- 👍 **Don't leave the course open for long periods of time.**

- 👍 Upon completion of the course, make sure that all menu titles on the left-hand side of the screen are greyed out. If any titles are still blue, they have not been completed and the course may not register that you have finished it thereby preventing you from accessing the course certificate.

- 👍 Ensure pop-ups are allowed and delete cookies prior to taking the course for optimal refresh rate.

- 👍 Do not close any of the DigitalChalk tabs.

- 👍 Contact info@on3learn.com with any issues you have!

Thank you for all you do!

Last updated: 6/2/2023

How to create an account:

1. Go to: https://on3learn.digitalchalk.com

2. Click on: **Create Account**

3. Fill in your basic information

4. Create and confirm a password

5. Check the box to agree to the terms of use

6. Click "Create"

Email

Password

Sign In or **Create Account**

First Name   **Last Name**

Email Address

Password

Confirm Password

☐ I agree to the Terms of Agreement

Create

7. Enter your:

- AmeriCorps Program or State Commission Name (required),
- Role (required),
- State/Province (required)

Information

AmeriCorps Program or State Commission Name *

Role *
- ○ AmeriCorps Member
- ○ AmeriCorps Program Staff
- ○ AmeriCorps Planning Grant Staff
- ○ Site Supervisor
- ○ AmeriCorps Grant Applicant
- ○ State Commission Staff

State *

8. Click "Next"

Next

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How to register for & take a course:

1. Now you will enter the On3Learn DigitalChalk Dashboard. To view courses to register for, select the Catalog tab on the left of your screen.
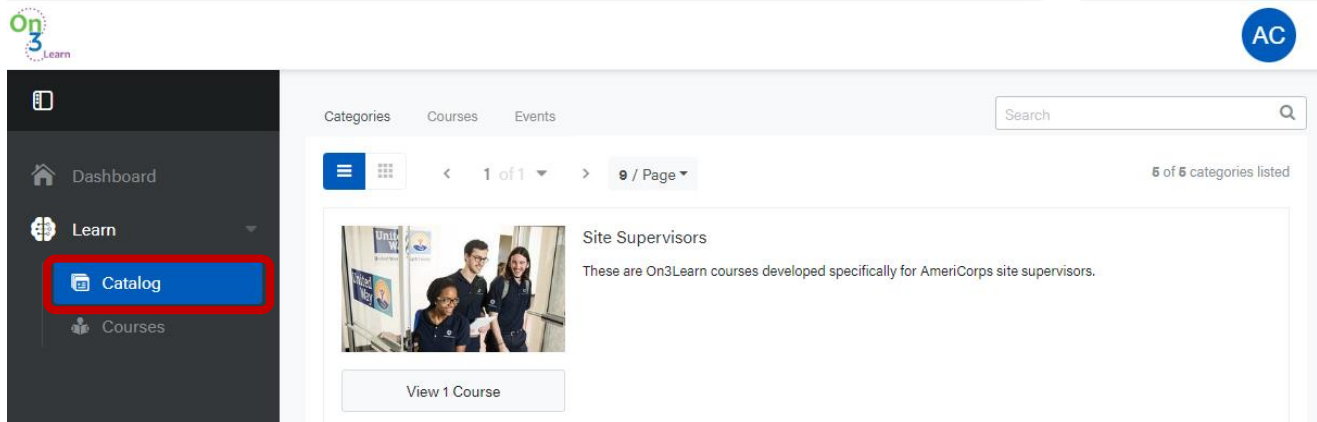

2. On the Course Catalog page you will see our courses are divided into categories. Click on the category of the course(s) you want to purchase.
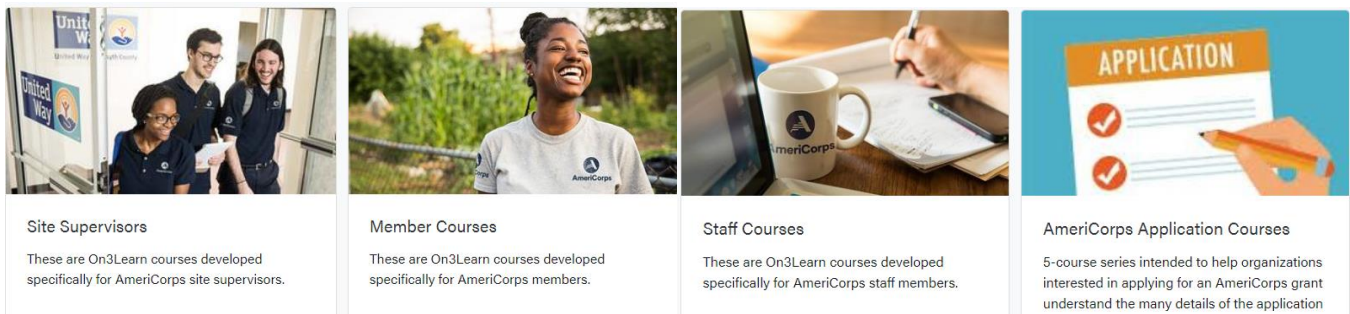

3. Select the course you want to take by clicking on the "Add to Cart" button below the chosen course.

Life After AmeriCorps Series - Mastering the Job Search Tools

Mastering the Job Search Tools, the second course in the Life After AmeriCorps Series, focuses on the key documents and preparation that will help members secure their next steps. This course covers resumes, cover letters and interviewing.

Approximate Duration: 60 minutes

$ 25.00

Member Courses

Add to Cart

Last updated: 6/2/2023

4. Your course is now in your cart. If you are signing up for more than one course, add them to your cart now. When you are ready, click on Checkout to proceed.
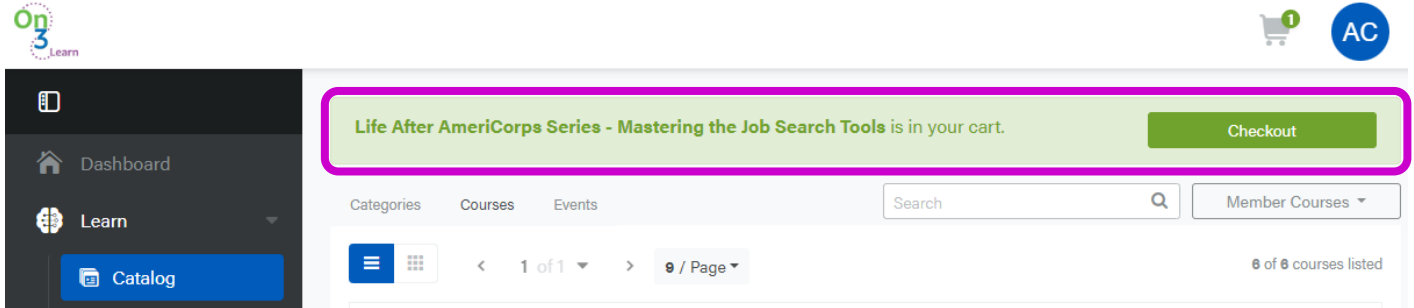
5. Enter your Coupon Code now.

Click "Apply" to validate your code.
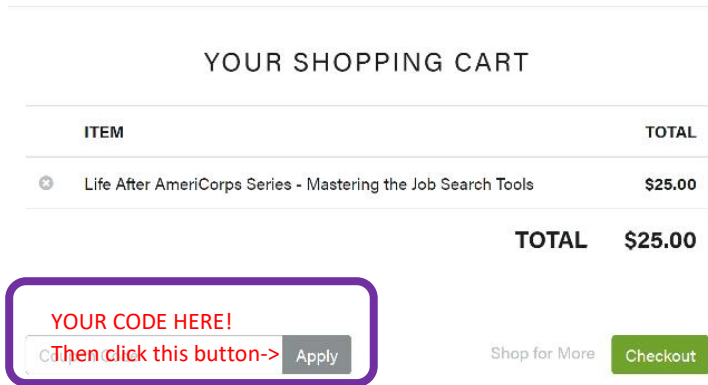
WARNING!

Do not checkout if there is still a cost showing after you click "Apply" to use your coupon code.

DO NOT enter payment information.

Contact info@on3learn.com

6. Once you make sure your coupon code has been applied, click "Submit".

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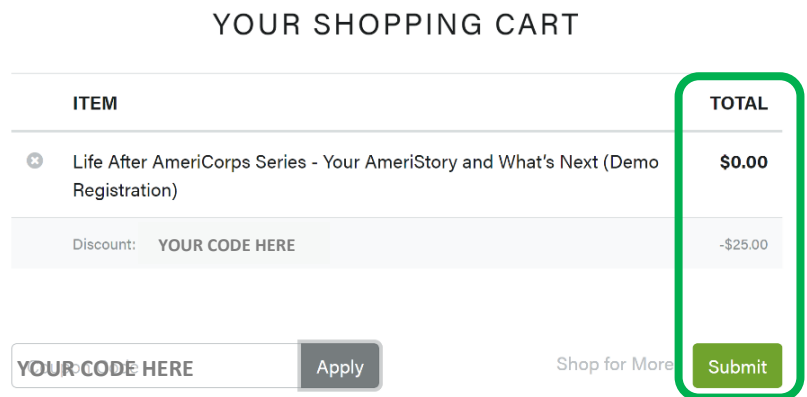
8. The courses you are registered for are now on your dashboard under the Courses tab on the left-hand side of your screen.

9. To start or resume a course, be sure you have selected the Current Courses tab.

10. Click on the course you are going to take and click, "Start Course" to take the course.

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How to access completed courses, certificates, and resources:

To see your completed courses, go to your Courses on the lefthand side of your screen and click on the completed courses tab.
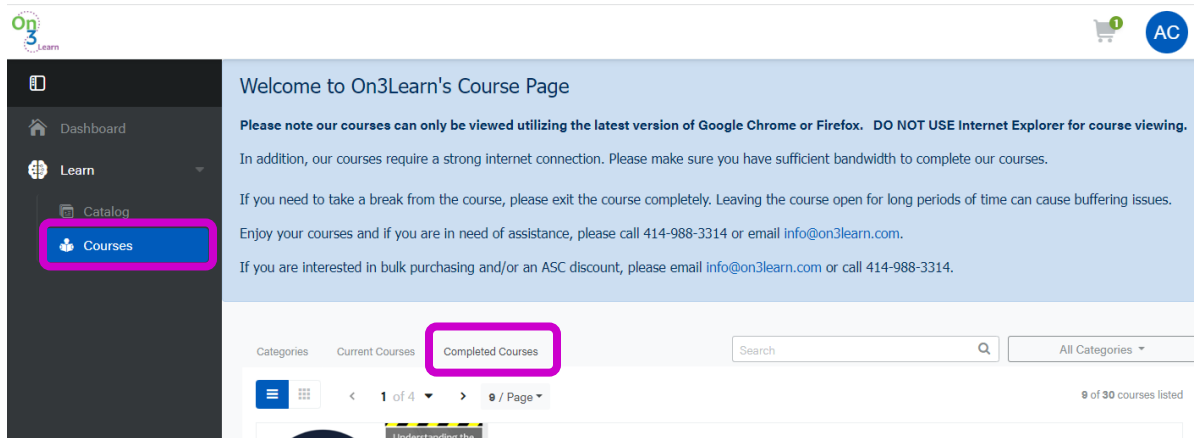

To access your Course Completion Certificate after taking any course, you will go to the Completed Courses Tab on your Dashboard. From there, under every course you'll see a little medal icon. Click on this icon to get the course completion certificate! Please note that it can take a few minutes for your certificate to appear. If for any reason you should have a certificate that is not showing up, please contact us and we'll make sure you receive your certificate.

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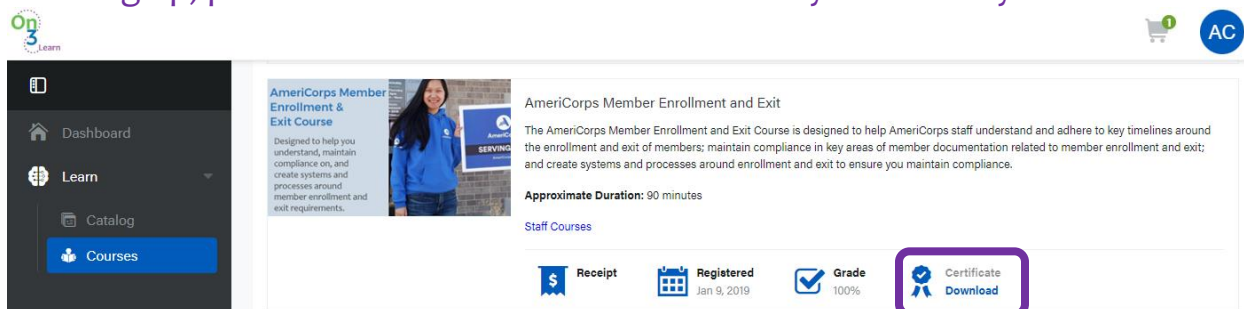
To access course resources, click on a course on the Completed Courses Tab on your Dashboard.
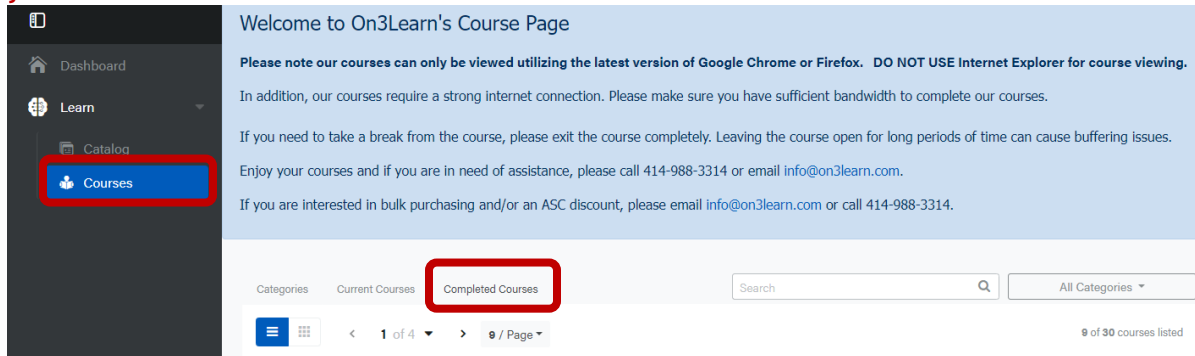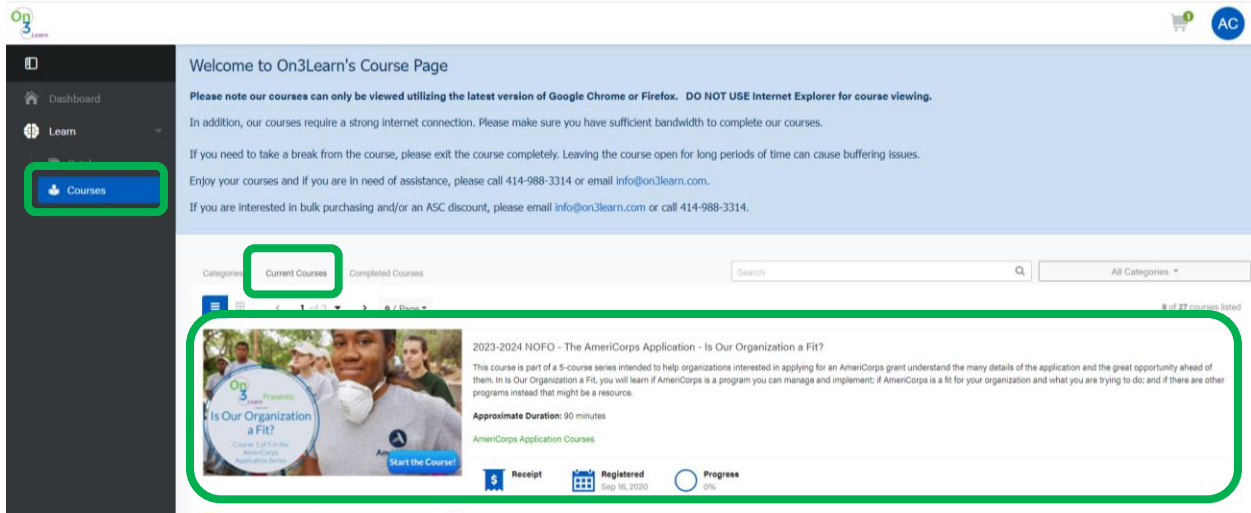

Then click on the course you want to access the resources for and scroll down until you see the resources. Click the "Download" arrow for the resource you want to access.

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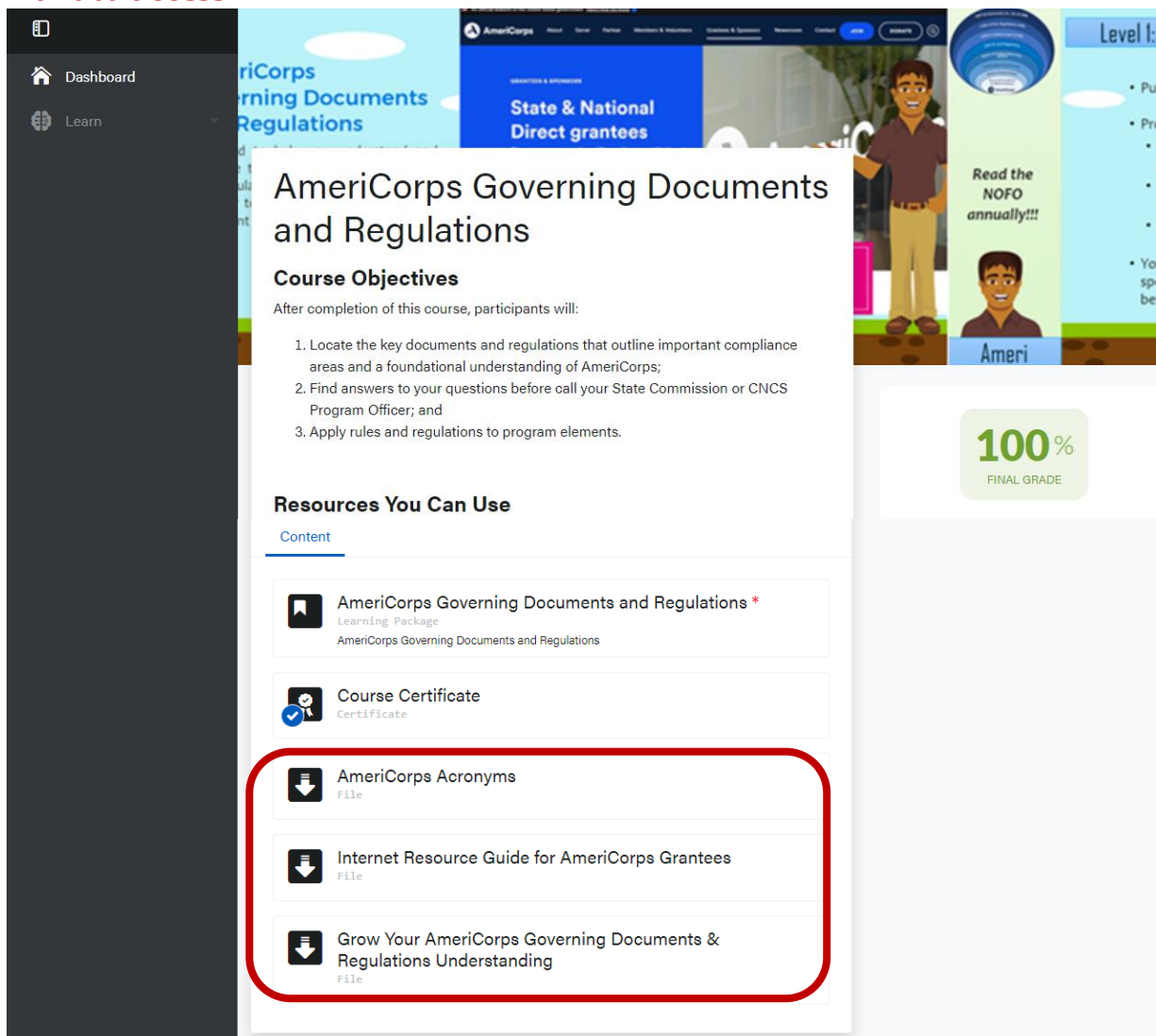
How to retake a completed course:

To retake a completed course:

1. Click on the course you want to retake from your Completed Courses tab on your Dashboard.

2. Then click on the "Review Activity" option to resume/retake your course:

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