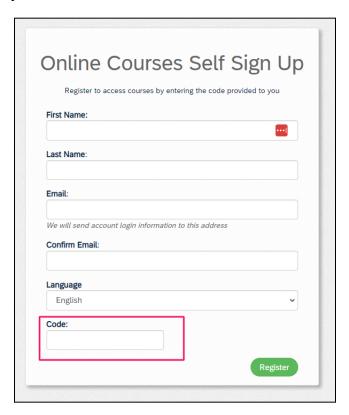
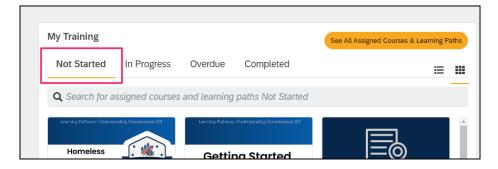
Enrolling a New User in the Course

Follow the directions below to create a new user account in our E-Learning Center and sign up for the course "Administering the VI-SPDAT."

- 1. To create an account and enroll in this course, please go to https://cohhio.litmos.com/self-signup/.
- 2. Enter your user information. Under the Code field enter: VISPDAT



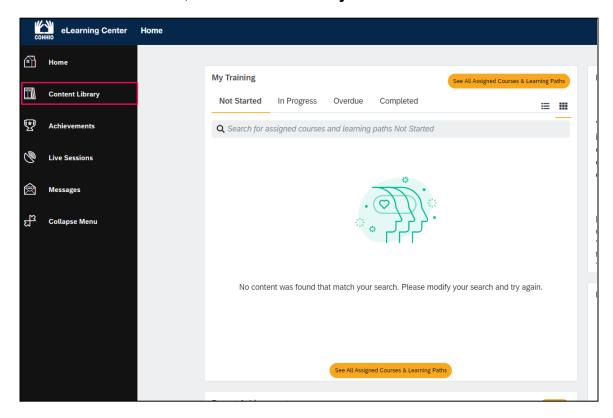
- 3. You'll receive an email with a link to set up your account. Follow the directions in the email.
- 4. After logging in, the course will be listed on your E-Learning Center homepage in the "My Training" box under the "Not Started" tab.



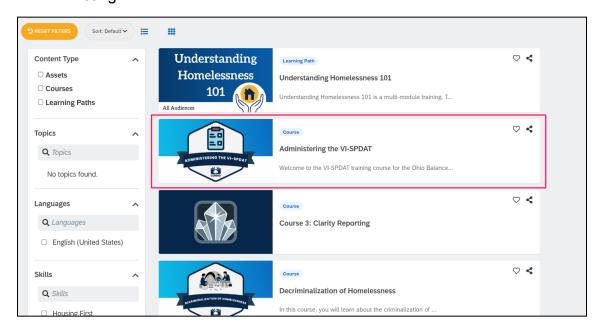
Enrolling a Previous E-Learning Center User in the Course

Individuals who already have an account within COHHIO's E-Learning Center can self-enroll in the course.

- 1. Login to https://cohhio.litmos.com/
- 2. On the menu, click Content Library.



3. Locate the course listing for "Administering the VI-SPDAT." Click the listing.



4. Click the **Start this course** button on the course page.

