

Registering for the ERSI Training Portal

1. Go to www.ersi.info.
2. Click **Training** in the menu at the top.

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3. Select the **I'd like to purchase online training for myself** link.

Select the training option that best fits your needs:

- [I'd like to attend a live training in Chapel Hill, NC](#)
- [I'd like to schedule a reliability check in Chapel Hill, NC](#)
- [I'd like to schedule a training in my area](#)
- [I'd like to purchase online training for myself](#)
- [I'd like to purchase online training for my staff](#)
- [I'd like to register for online training that was pre-purchased](#)

4. Fill in the registration form to create your account

Required fields: First Name, Last Name, Email, User ID, and Password. The password must be at least 4 characters.

First Name* Last Name*

Email*

User ID*

Password* Confirm Password*

Address

City State/Province Zip/Postal

Country Phone

*required fields

I accept the [Terms of Use](#).

You must click this box in order to register your

5. Click **Register My Account** button – you will now be logged into the Training Portal.



- The News tab will be open. Here you will find the latest news relating to online training offerings from the Environment Rating Scales Institute (ERSI).
- Click the **Course Catalog** tab to view courses available for purchase.



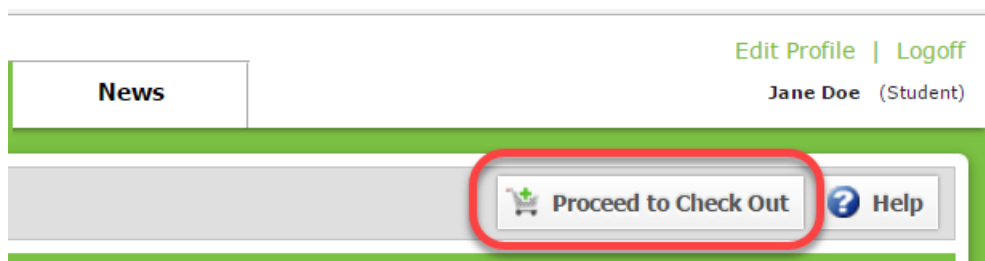
Purchasing the Course

- Under the Course Catalog, add a course to your shopping cart by clicking the shopping cart icon.

Result: 1 to 8 of 8 | Page: 1

	Name	Description	Price
	ECERS-3 101	This is an introductory training on the Early Childhood Environment Rating Scale, Third Edition (ECERS-3).	\$149.00
	ECERS-R 101	This is an introductory course on the Early Childhood Environment Rating Scale, Revised Edition (ECERS-R).	\$149.00


- Once you have added the courses you want to purchase, click **Proceed to Check Out** button located in the upper right of the screen



- The courses in your cart will be listed with a total price, click **Purchase** button.

Check Out

Shopping Cart Entries

Catalog ID	Name	Price
 2016-ECERS-3 101	This is an introductory training on the Early Childhood Environment Rating Scale, Third Edition (ECERS-3).	\$149.00
Total		\$149.00

Discount Code (Optional)


Purchase
Update Total
Close
Help

4. Fill out your payment information, then click Purchase.

NOTE: Our system does not currently accept international credit cards. Please email techsupport@ersi.info if you need to purchase courses with an international credit card.


Payment Information			
Credit Card Information		Billing Address Information	
		<input type="checkbox"/> Use my registered address	
Credit Card Type	<input type="text" value="Visa"/>	Address	<input type="text" value="123 Main St"/>
Credit Card Number	<input type="text" value="1234567890121234"/>	City	<input type="text" value="Chicago"/>
Expiration Date	<input type="text" value="9"/> <input type="text" value="2017"/>	State/Province	<input type="text" value="Illinois"/>
Security Code	<input type="text" value="123"/>	Zip/Postal	<input type="text" value="12345"/>
Cardholder's Name	<input type="text" value="Jane Doe"/>	Country	<input type="text" value="United States of America"/>
		Phone	<input type="text" value="555-658-1212"/>
		<input type="button" value="Purchase"/> <input type="button" value="Close"/> <input type="button" value="Help"/>	

5. Confirm your purchase.

Purchase Confirmation	
<p>You've selected the following items to purchase:</p>	
	<p>2016-ECERS-3 101-This is an introductory training on the Early Childhood Environment Rating Scale, Third Edition (ECERS-3).</p>
<p>For a total price of \$149.00</p>	
<p>Select Yes to confirm the purchase of these items.</p>	
<input type="button" value="Yes"/> <input type="button" value="No"/>	

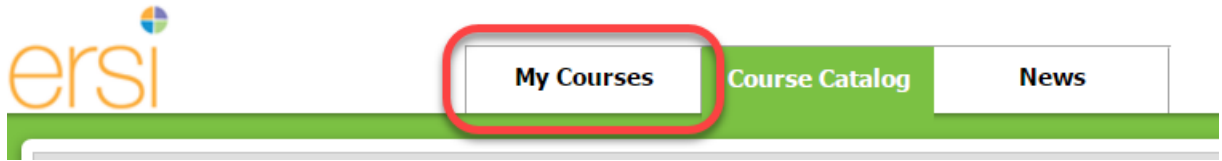
6. You are now officially enrolled in the course.

Result: 1 to 8 of 8 | Page: 1

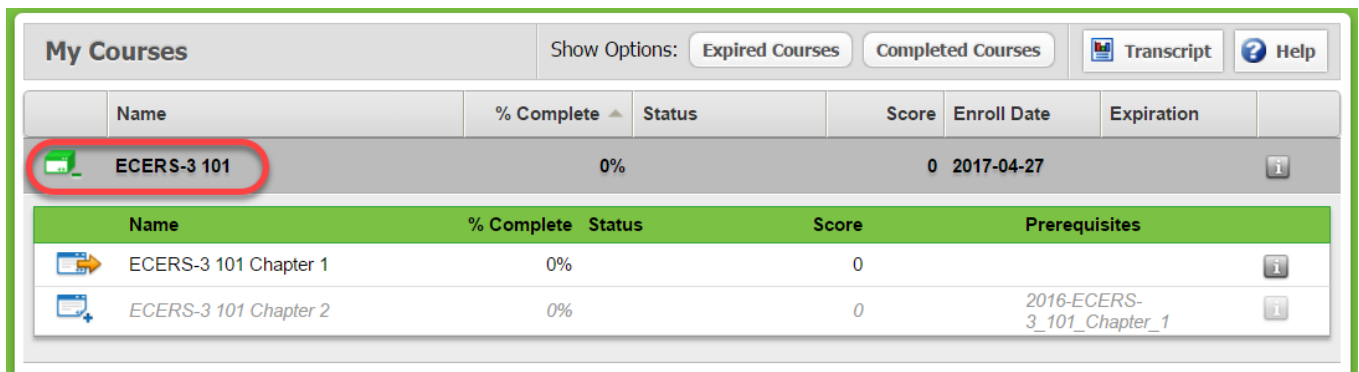
Name	Description	Price
 ECERS-3 101	<i>This is an introductory training on the Early Childhood Environment Rating Scale, Third Edition (ECERS-3).</i>	\$149.00


Launching a Course

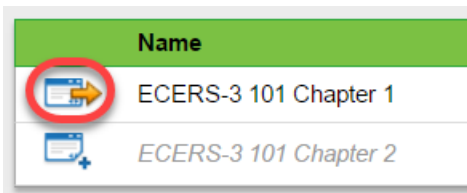
1. Click the My Courses tab



2. Click on the course name to view the chapters available.



3. Click the launch button  to launch a chapter. You must view the chapters in order.



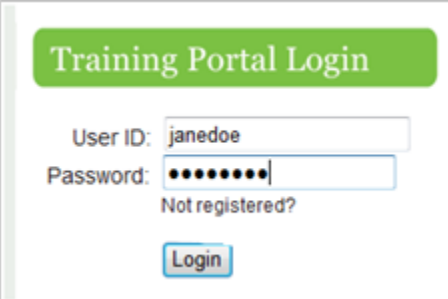
Logging into Training Portal once you have already registered

1. Go to www.ersi.info
2. Click **Training** in the menu at the top



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3. Enter your User ID and password under Training Portal Login



Training Portal Login

User ID:

Password:

[Not registered?](#)

4. Click **Login** button – once logged in, go to the **My Courses** tab to launch the course.

Help and Support

If you need technical support during registration, purchasing or training please email:
techsupport@ersi.info

Or call us: 919-438-2380 (8AM to 8PM EST – Monday thru Friday)

If you have any questions about the content of the training please email:
contenthelp@ersi.info