

## **Instructions to Complete EMDRIA eLearning Program:**

1. Once you have successfully registered for the program, you will receive two automated emails, one with your confirmation receipt and one with your login information.
  - a. If you do not receive an email in your inbox, please check your junk and spam folders.
  - b. If you still have not received them, please contact [support@icohere.com](mailto:support@icohere.com). They will resend the information to you.
2. Log into the site using the login information that you received via email. You will be prompted to create a new password. Please keep this password in a safe place for your records.
3. To access the course, click the course title in the classroom.
4. Each video in the program must be viewed in its entirety to obtain CEs. You may complete one video and come back at another time to complete the next video.
5. The assessment is displayed AFTER you have successfully viewed all videos for the program. *Larger programs may have assessment components after each video.*
6. You will be prompted to take the quiz and evaluation of the program. You have three chances to pass the quiz in order to obtain your Certificate of Completion.
7. Once you have viewed the content, successfully taken the quiz and completed the evaluation, you will receive a certificate of completion with CE information via email from iCohere.
  - a. If you have successfully completed every step and do not receive the certificate of completion in your inbox, please check your junk and spam folders.
  - b. If you still have not received an email with your certificate of completion, please contact [support@icohere.com](mailto:support@icohere.com). They will resend the certificate to you.

If you have further questions or need additional help, please contact Sara Sturtevant at [ssturtevant@emdria.org](mailto:ssturtevant@emdria.org).