




## SIGNUP Instructions

1. Open a browser (Firefox, Chrome or Safari) the browser icons are located on the dock at the bottom middle of the screen
2. Go to the following website  
<https://ms.onlineparentingprograms.com>
3. You will see two class options, click on the **ADD**  button on the desired class to add it to your shopping cart
4. From the SHOPPING CART page verify you have the correct class and click the button **CONTINUE**
5. **Welcome Back** popup will appear and under the **New Customers** field select **CREATE NEW ACCOUNT**
6. New Account: Fill in your Login Information, Filing Information, Profile Information and click the button **CREATE MY ACCOUNT**
7. Proceed to **CHECKOUT**. Enter in your credit card billing information.  
PLEASE NOTE: If you are authorized to use another individual's credit card to purchase the class, the information is for payment purposes only and will not be reflected on your account or certificate of completion.
8. From the Order Confirmation page click **CONTINUE**
9. From the My Account page under **My Classes** click the button **START**

**❗ DON'T FORGET TO LOGOUT**

After finishing your session, click on  in the upper right to log out

**i** You are able to PAUSE and RESUME based on your schedule

**i** At any point if you need assistance click on **CHAT** in the bottom right corner



## RESUME CLASS

1. Open a browser (Firefox, Chrome or Safari) the browser icons are located on the dock at the bottom middle of the screen
2. Go to the following website  
<https://ms.onlineparentingprograms.com>
3. From the top navigation click LOGIN
4. **Welcome Back** popup will appear, enter in your Email and Password
5. From the My Account page under **My Classes** click the button **RESUME**

**❗ DON'T FORGET TO LOGOUT**

After finishing your session, click on **🔌** in the upper right to log out

**i** You are able to PAUSE and RESUME based on your schedule

**i** At any point if you need assistance click on **CHAT** in the bottom right corner