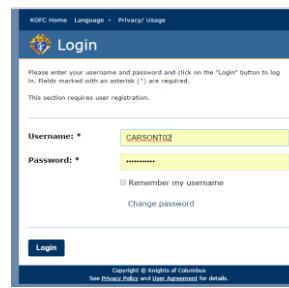


# Fraternal Landing Page

## Officers Access Instructions



### 1. Sign into Kofc.org



### 2. Enter credentials



### 3. Select Fraternal Training

## How to Participate in Training

1. Find a course by searching the Training Catalog or by clicking the icon directly from the screen canvas
2. Select a course and click 'Enroll'
3. Click 'Close' in the Registration Confirmation box
4. Click 'LAUNCH' to begin the training

1. System Features/Options - Personalized greeting displays your name

2. Menu Bar  
**Home** - Identifies landing page  
**Me** - Identifies the My Plan screen  
**Groups** - Identifies what groups you are part of

3. Search - Look up courses

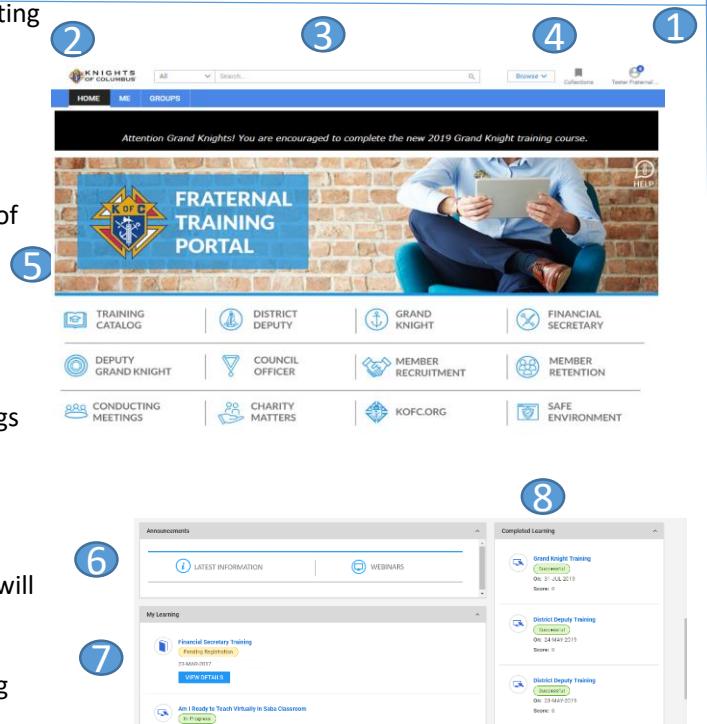
4. Browse - Use to view information

5. Screen Canvas – Click on icons to view trainings

6. Announcements - Click to view latest information

7. My Learning - Your assigned training courses will be found in this area

8. Completed Learning - Your completed training courses will be found in this area



## How to Print a Certificate of Completion

1. After a course is completed a 'Successful' status will appear
2. Click on 'Print Certificate'
3. The system will display the certificate
4. Select 'File' and 'Print' to generate the certificate

### Important Note

If you encounter an issue with printing please enable the browser Pop-Up blocker or contact Fraternal Training for assistance.



## How to Exit Training and Sign Out

1. Click on the 'X' to exit the training course
2. Click on 'Home'
3. Click on the icon which displays your name and select 'Sign out'

### Important Note

When you exit a training without completing, the system will automatically set a bookmark. When you re-launch the training you will be prompted with a message to resume. Click on 'Yes' and you will resume from where you last ended.

