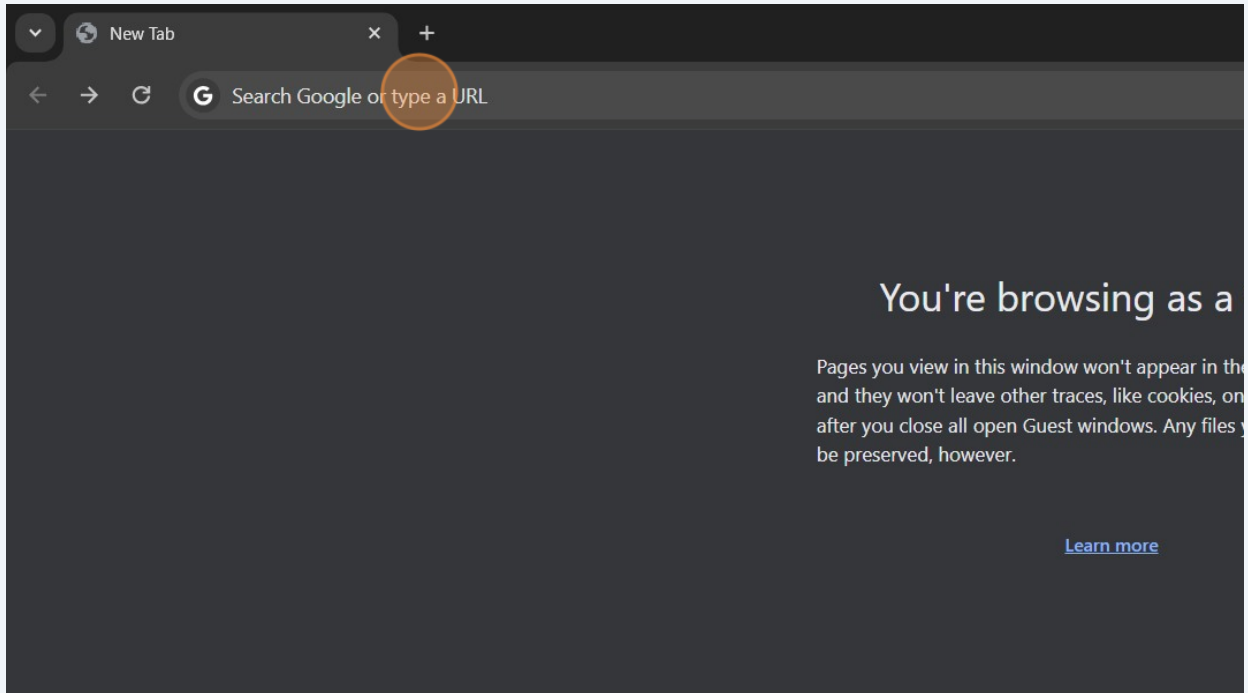
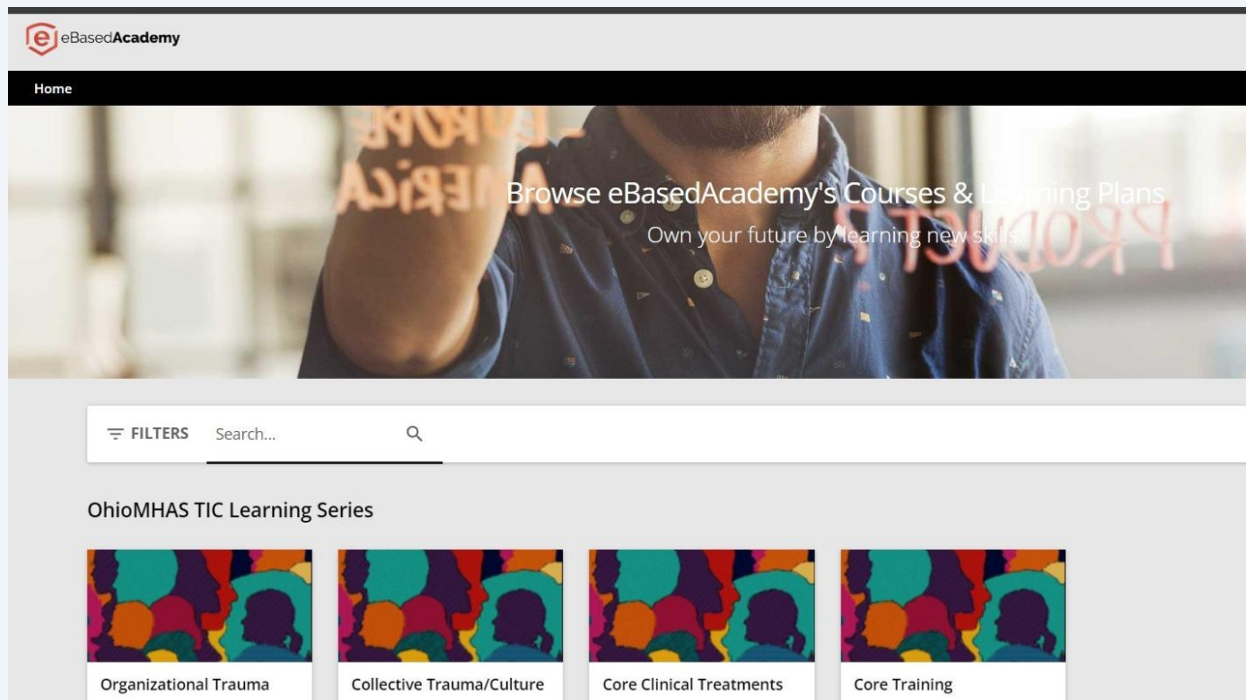


Find the eBased Academy Ethics Course

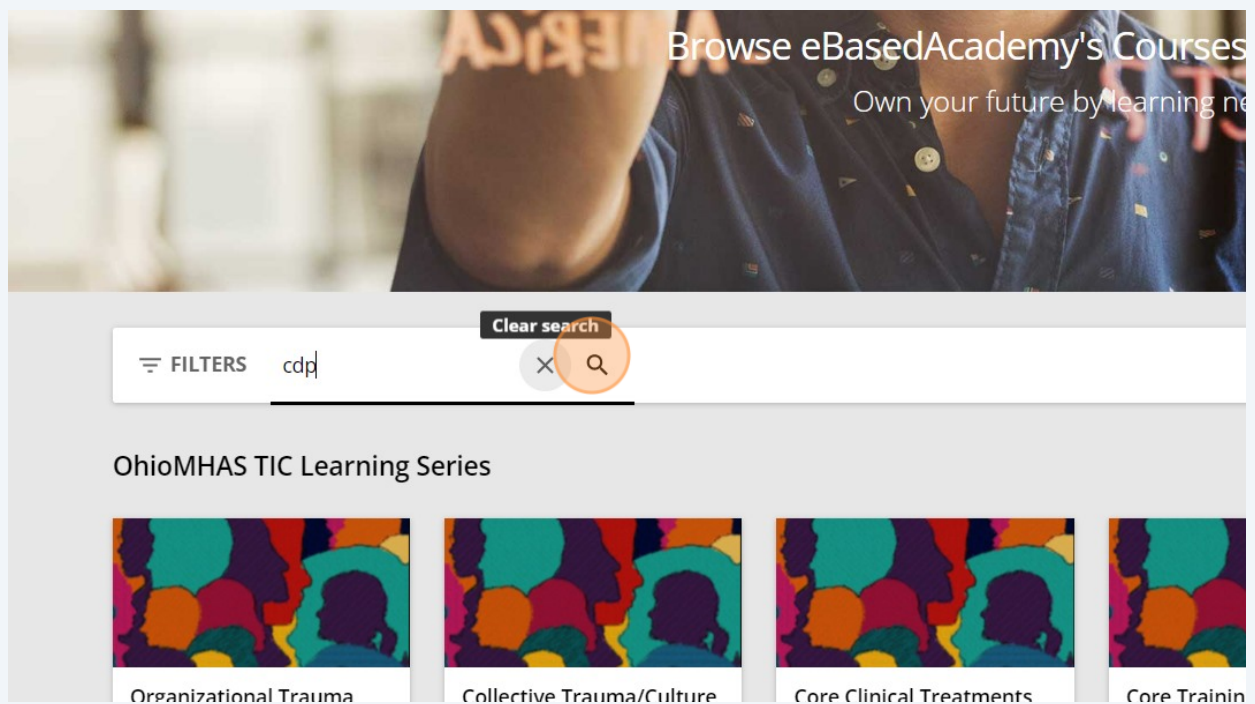
- 1 Use your web browser to navigate to <https://ebasedacademy.org/learn>



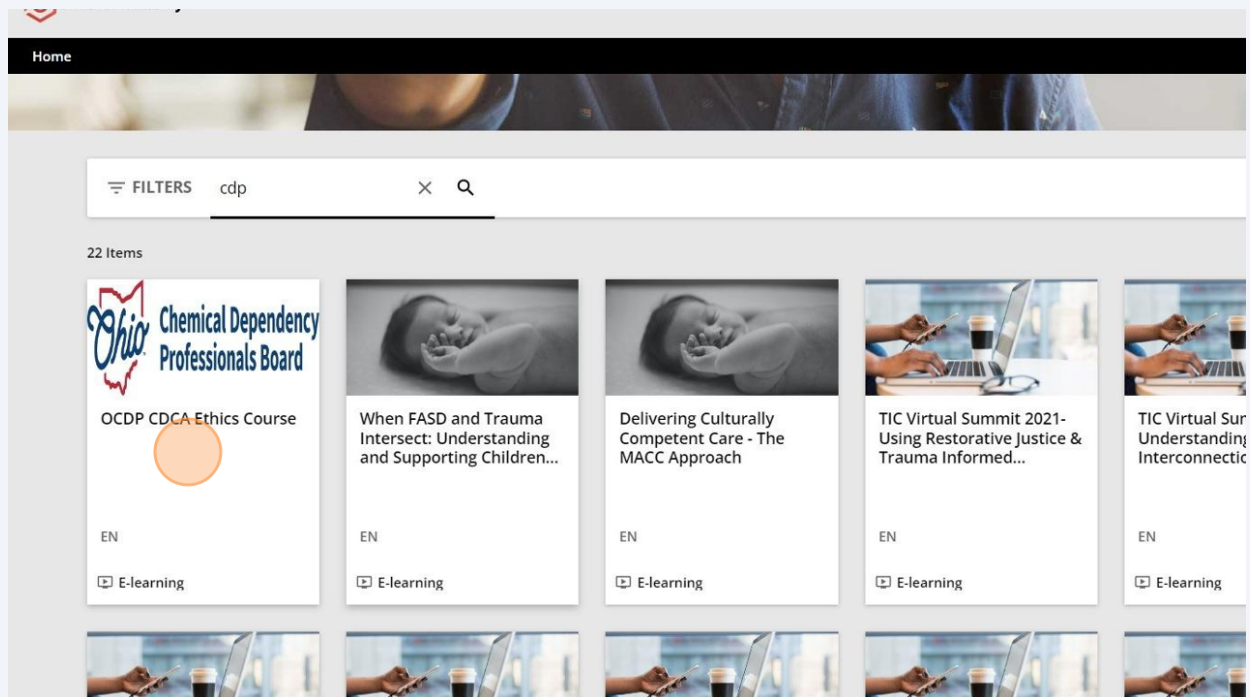
2 This is the eBased Academy website



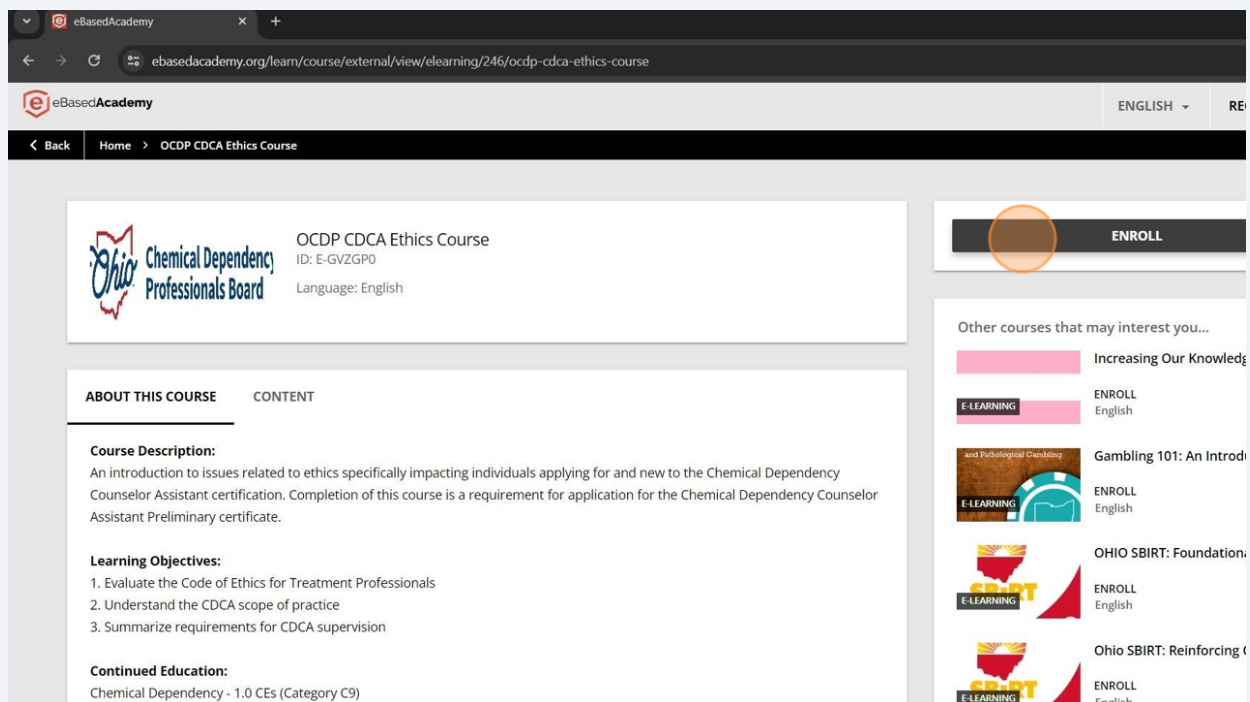
3 Type "OCDP" into the search bar and click the "Search" icon



4 Find "OCDP CDCA Ethics Course" in the search results and click on it



5 Select "Enroll"



6

You will be prompted to sign into your eBased Academy account or to register for an account if you do not already have one

In this example, we are registering for a new account

The screenshot shows a 'Sign in' modal window with a close button (X) in the top right corner. The modal contains the following elements:

- A heading 'Sign in' and a subheading 'Please insert your username and password to proceed'.
- A 'Username (Required)' input field.
- A 'Password (Required)' input field with a toggle icon (eye) to the right.
- A checkbox labeled 'Keep me logged in'.
- A black 'SIGN IN' button.
- A link for 'Forgot Your Password?'.
- A link for 'New user? Register' with an orange circle highlighting the word 'Register'.

The background shows a course page for 'OCDP CDCA Ethics Course' with an 'ENROLL' button and a list of other courses.

7

Fill out the registration form

The screenshot shows a 'Register' modal window with a close button (X) in the top right corner. The modal contains the following elements:

- A heading 'Register' and a subheading 'Begin your new learning experience by simply filling out this form.'.
- A progress bar with two steps: '1 User profile' and '2 Additional Fields'.
- An 'Email (Required)' input field with an orange circle highlighting the field.
- Two input fields for 'First Name (Required)' and 'Last Name (Required)'.
- Two input fields for 'Password (Required)' and 'Retype password (Required)', each with a toggle icon (eye) to the right.

The background shows a course page for 'OCDP CDCA Ethics Course'.

8 Once the first form is complete, click "Next"

The screenshot shows a registration form with the following fields and options:

- Last Name (Required): Young
- Retype password (Required): (password masked with dots)
- Select your region (Required): Ohio (selected from a dropdown menu)

At the bottom right, there are two buttons: "CANCEL" and "NEXT". The "NEXT" button is highlighted with an orange circle.

On the right side of the form, there is a sidebar with a list of courses and their enrollment status:

- Increasing Our Knowledge Base ... (ENROLL English)
- Gambling 101: An Introduction ... (ENROLL English)
- OHIO SBIRT: Foundational Skill... (ENROLL English)
- Ohio SBIRT: Reinforcing Change... (ENROLL English)

9 There will be a second form to complete.

One of the steps in this form will be to set your eBased Academy account password. OCDP staff will not have access to this password and will not be able to help you retrieve it.

The screenshot shows a second registration form titled "Additional Fields". The form is divided into two sections: "User profile" (marked with a checkmark) and "Additional Fields" (marked with a '2').

The "Additional Fields" section contains the following fields:

- County: (Required)
- State: (Required) (highlighted with an orange circle)
- Age Group: (Required)
- Select closest choice for current position (Required)
- Highest Education Level: (Required)
- Please choose the population you serve m... (Required)
- License # (for CE credit) If none - N/A (Required)

At the bottom of the form, there is a link: "Already registered? Sign in".

10 Once the form is complete, click "Next"

Last Name (Required)
Young

Retype password (Required)
.....

Select your region (Required)
▼ Ohio ▼

CANCEL NEXT

at may interest you...

Increasing Our Knowledge Base ...
ENROLL
English

Gambling 101: An Introduction ...
ENROLL
English

OHIO SBIRT: Foundational Skil...
ENROLL
English

Ohio SBIRT: Reinforcing Change...
ENROLL
English

11 Click "Register"

Age Group: (Required)
35-39 years ▼

Select closest choice for current position (Required)
▼ Other ▼

Please choose the population you serve most: (Required)
▼ Substance Abuse-Adult ▼

(Required)

CANCEL REGISTER

at may interest you...

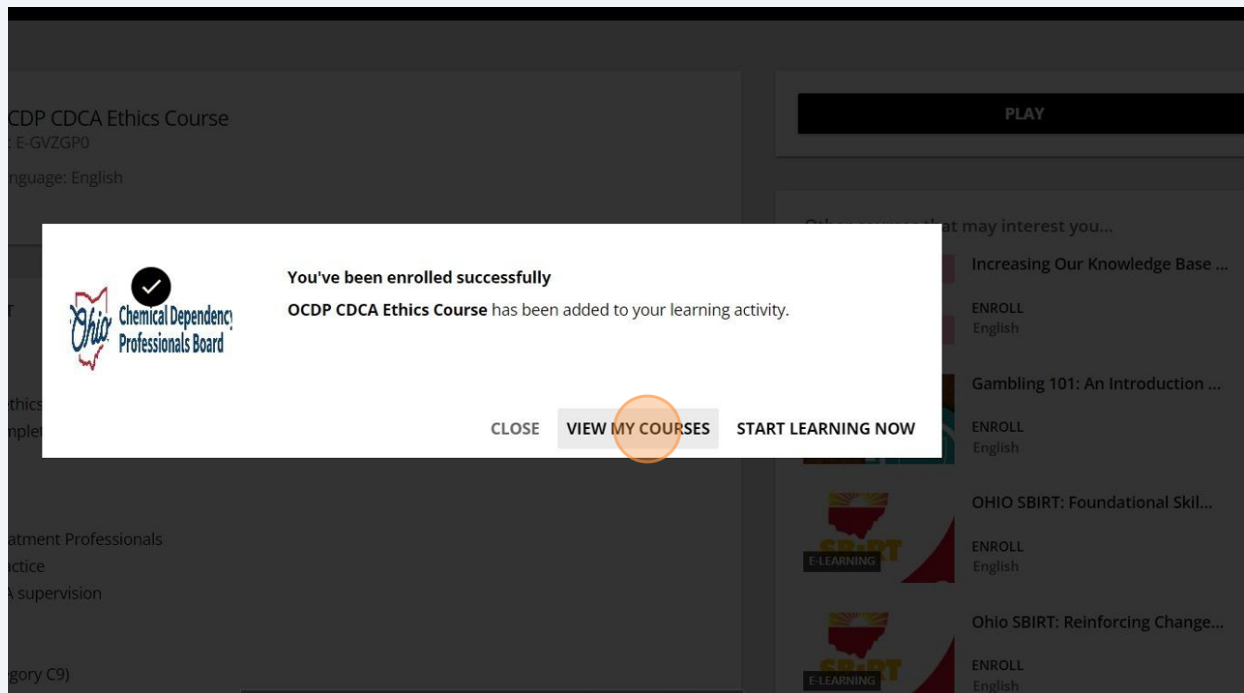
Increasing Our Knowledge Base ...
ENROLL
English

Gambling 101: An Introduction ...
ENROLL
English

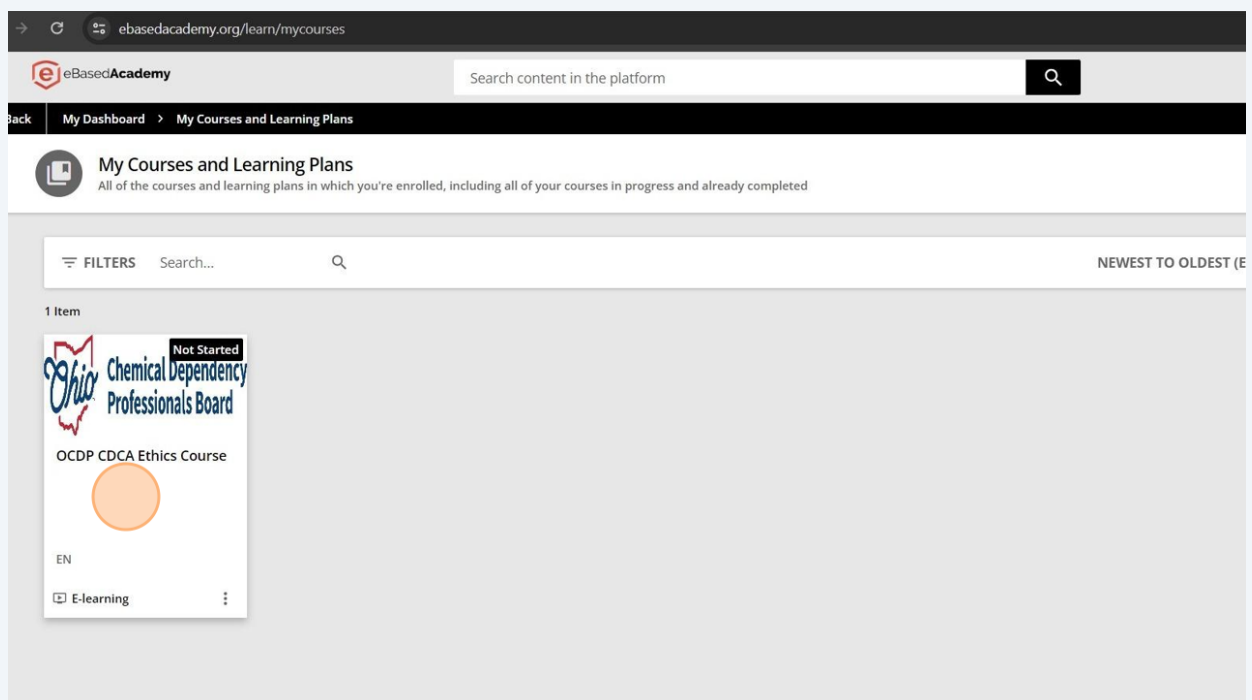
OHIO SBIRT: Foundational Skil...
ENROLL
English

Ohio SBIRT: Reinforcing Change...
ENROLL
English

- 12 Confirmation that you have successfully enrolled will appear. You can click here to find the course in "My Courses and Learning Plans"



- 13 Click the course to begin



14 This is the course screen.

Click "Start Learning Now" to begin

The first step will be downloading a copy of the slides. Next, the video will begin. You will need to navigate through the video to complete it. Finally, there will be a short post-course test.

Once it is completed, you will be able to download your certificate.

