

Enrolling in the INVEST training course is a two-step process.

1. Create an account on CTAT Online: www.ctatonline.org.
2. Using the enrollment key below, enroll in the course.

- The enrollment key for the INVEST course is: **MTINVEST2014**

Creating a CTAT Online Account

1. Open your Internet browser to www.ctatonline.org.

The screenshot shows the CTAT LMS interface. At the top left is the RMHS logo with the tagline 'Opportunity Through Expertise'. A navigation menu on the left contains 'Home' and 'Courses'. The main content area has a welcome message and a list of available courses. The 'Montana Employment Specialist Training' course is highlighted with a red arrow. In the top right corner, there is a 'Login' link also indicated by a red arrow.

2. Click the **Montana Employment Specialist Training**, or click **Login** at the top-right corner.
3. If you have a CTAT Online account, type your username and password into the appropriate fields and click **Login**. If you **do not** have a CTAT Online account, click **Create new account**.

| Returning to this web site? | Is this your first time here? |
|--|--|
| <p>Login here using your username and password (Cookies must be enabled in your browser) ⓘ</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/> <input type="button" value="Login"/></p> <p><input checked="" type="checkbox"/> Remember username</p> <p>Forgotten your username or password?</p> | <p>Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:</p> <ol style="list-style-type: none"> 1. Fill out the New Account form with your details. 2. An email will be immediately sent to your email address. 3. Read your email, and click on the web link it contains. 4. Your account will be confirmed and you will be logged in. 5. Now, select the course you want to participate in. 6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course. 7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in. <p><input type="button" value="Create new account"/></p> |

4. Type your email address, your first and last names, and your city/town and country into the appropriate blank fields on this page.

Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password* Unmask

More details

Email address*

Email (again)*

First name*

Last name*

City/town*

Country*

There are required fields in this form marked *

5. Click the **Create my new account** button. A page with the following text will appear, and you will receive a registration confirmation email. (**NOTE: If you do not receive a confirmation email, check your SPAM/Junk Mail folder or contact your IT department.**)

An email should have been sent to your address at testemail@testemail.com

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

6. Open your email account and find the email from CTAT Online with the subject line, Account Confirmation.
7. Open the email. Within the email you will find a link for confirming your account.
8. Click the link, and the following will appear in your browser, confirming your registration.

Thanks, jdl test

Your registration has been confirmed

9. Click the **Courses** button. This will take you to the CTAT Online **All Courses** page.

Enrolling in the INVEST Training Course

10. Type or copy-and-paste the Enrollment key into the appropriate field. (We suggest selecting the Unmask check box so you can confirm it is correct.)
11. Click **Enroll me**. This will automatically enroll you in the course and take you to the course page where you can begin taking the course. You will also receive an enrollment confirmation email.

This is the state of Montana's Integrated Vocational Employment Specialist Training (INVEST), a joint sponsorship between the

Guest access

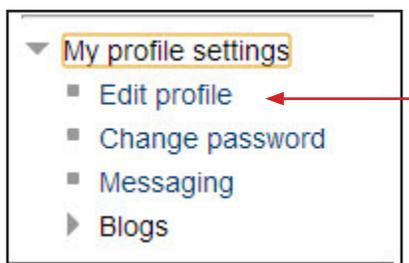
Password Unmask

MT Self Enrollment

Enrollment key Unmask

Adding Additional Information to Your Profile

1. After confirming your registration, return to the CTAT Online website.
2. Click the **My profile settings** link, located on the left side of the page.
3. Click **Edit profile**.



4. We encourage you to edit your profile to include some additional information about yourself and your organization. You may upload a User picture (tasteful and professional pictures only, please), and feel free to enter information into the Interests field, but this is optional.
5. Click **Update profile**.

For questions and technical support:

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