Directions for use

Start by going to the following website: <u>http://campus.extension.org/</u> In the left hand column, you will see a Login area. Click on Create an account in this area.



Enter a 'Username' and 'Password' in the top box. IMPORTANT: <u>Use a username and</u> password that you will remember. You will need both username and password to take the online test. Record this information so you can access the course to study and also to test at an extension testing site.

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Enter your email address in the top two boxes of the '**More Details**' panel Enter your legal name as you have in the past (no surnames or nicknames). Enter the town you are from.



In the '**Demographics**' panel enter the state and county where you reside. In the drop down menu choose Yes or No to Are you an Extension employee? Click on '**Create my new account**' when all of the information has been entered. You should get a message saying that an email will be sent with instructions on how to proceed.

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In the email, click on the URL or web address in blue colored text or follow the instructions for cutting and pasting the link into your browser window.

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In the opening screen it should indicate that your registration has been confirmed and say 'Thanks, First and Last name'.

Enter your Username and Password in the left column and Click on Login.

