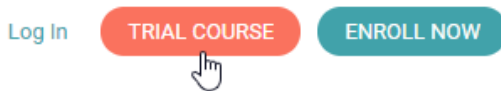
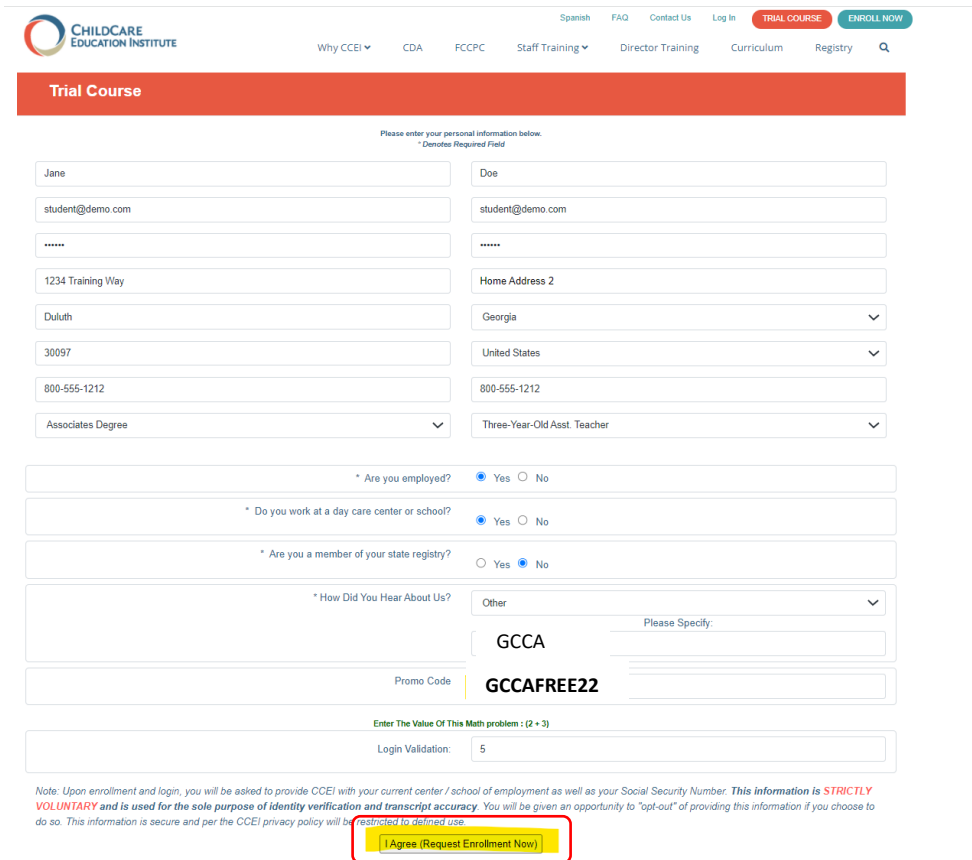


## To access the **free course** (CCEI954: Building a Team Environment) you will need to have a CCEI training account. To create an account:

1. Visit the CCEI website at [www.cceionline.com](http://www.cceionline.com) and click the **Trial Course** button at the top-right side of the page.



2. Complete all the required information on the Trial Course page. In the Promo Code field type the word **GCCAFREE22** for the English version and **GCCAFREE22-ESP** for the Spanish version and click the **I Agree (Request Enrollment Now)** button at the bottom of the page.

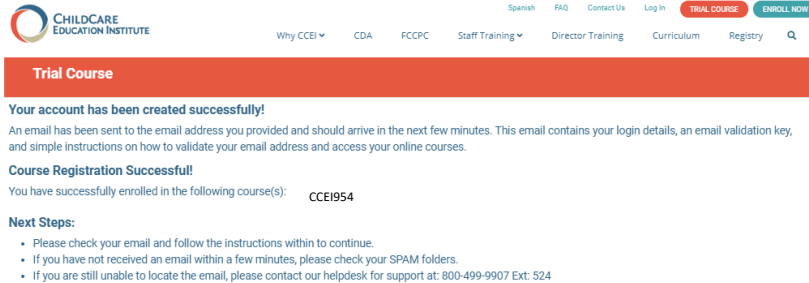


The screenshot shows the 'Trial Course' registration page. At the top, there is a navigation bar with the CCEI logo and links for Spanish, FAQ, Contact Us, Log In, TRIAL COURSE, and ENROLL NOW. Below the navigation bar is a red header for 'Trial Course'. The main content area contains a form with the following fields and options:

- First Name: Jane
- Last Name: Doe
- Email: student@demo.com
- Phone: \*\*\*\*\*
- Address: 1234 Training Way, Duluth, Georgia 30097, United States
- Phone: 800-555-1212
- Education: Associates Degree
- Occupation: Three-Year-Old Asst. Teacher
- Are you employed?:  Yes  No
- Do you work at a day care center or school?:  Yes  No
- Are you a member of your state registry?:  Yes  No
- How Did You Hear About Us?: Other (Please Specify: GCCA)
- Promo Code: GCCAFREE22
- Enter The Value Of This Math problem : (2 + 3)
- Login Validation: 5

At the bottom of the form, there is a note: "Note: Upon enrollment and login, you will be asked to provide CCEI with your current center / school of employment as well as your Social Security Number. This information is STRICTLY VOLUNTARY and is used for the sole purpose of identity verification and transcript accuracy. You will be given an opportunity to 'opt-out' of providing this information if you choose to do so. This information is secure and per the CCEI privacy policy will be restricted to defined use." Below the note is a yellow button with the text "I Agree (Request Enrollment Now)".

- You will receive confirmation that your account was created successfully and that the trial course for the month and the free CCEI954: Building a Team Environment courses have been assigned. The confirmation provides the next steps.



**Trial Course**


**Your account has been created successfully!**  
An email has been sent to the email address you provided and should arrive in the next few minutes. This email contains your login details, an email validation key, and simple instructions on how to validate your email address and access your online courses.

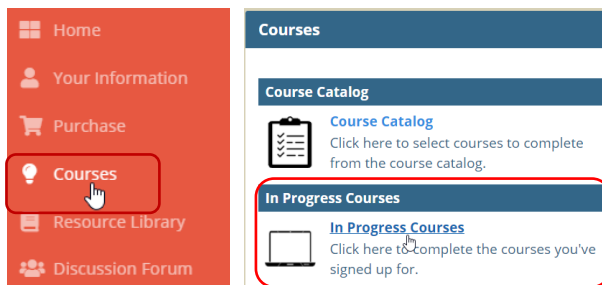
**Course Registration Successful!**  
You have successfully enrolled in the following course(s): CCEI954

**Next Steps:**

- Please check your email and follow the instructions within to continue.
- If you have not received an email within a few minutes, please check your SPAM folders.
- If you are still unable to locate the email, please contact our helpdesk for support at: 800-499-9907 Ext: 524

The confirmation provides the next steps which include the following:

- Check your email for a validation email. The validation email includes your username, password, and an email validation link that must be clicked to proceed.
  - Once you have validated your email address you can log into the system.
  - Upon logging in the first time you must provide updates to your demographic information. Anything with a  requires a response, even if the response is you **Do Not Wish To Provide** information.
  - Once all information is complete you may access the training.
- To access the training click Courses on the navigation menu, then In Progress Courses on the Courses page.



The screenshot shows a navigation menu on the left with options: Home, Your Information, Purchase, **Courses** (highlighted with a red box and a hand cursor), Resource Library, and Discussion Forum. The main content area shows a 'Courses' section with a 'Course Catalog' link and an 'In Progress Courses' link (also highlighted with a red box and a hand cursor). Below the 'In Progress Courses' link, there is a link to 'In Progress Courses' with the text 'Click here to complete the courses you've signed up for.'

- From the **In Progress Courses** page click the **Begin Course** link under the CCEI954 course title to start learning.



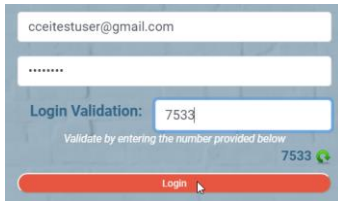
**You may complete up to a total of 6 courses per day (time of day is based on the Eastern Time Zone).**

CCEI954 Building a Team Environment 

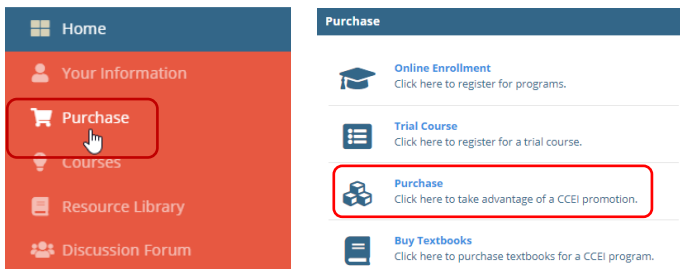
**BEGIN** **HANDOUTS**

## If you already have an account in the CCEI Learning Management System, follow these instructions to take advantage of the free course:

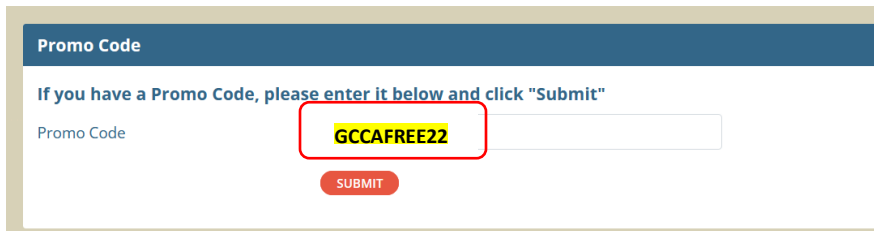
1. Visit the CCEI LMS system ([www.cceifame.com](http://www.cceifame.com)) and log into your CCEI account with your username and password.



2. Click the **Purchase** link on the navigation menu then the **Purchase** link on the **Purchase** page.



3. Type the word **GCCAFREE22** in the **Promo Code** field and click **Submit**.



4. You will receive confirmation that the course has been assigned and instructions on how to access the course.

