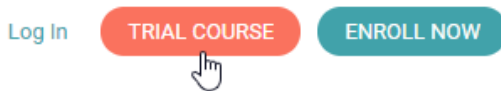
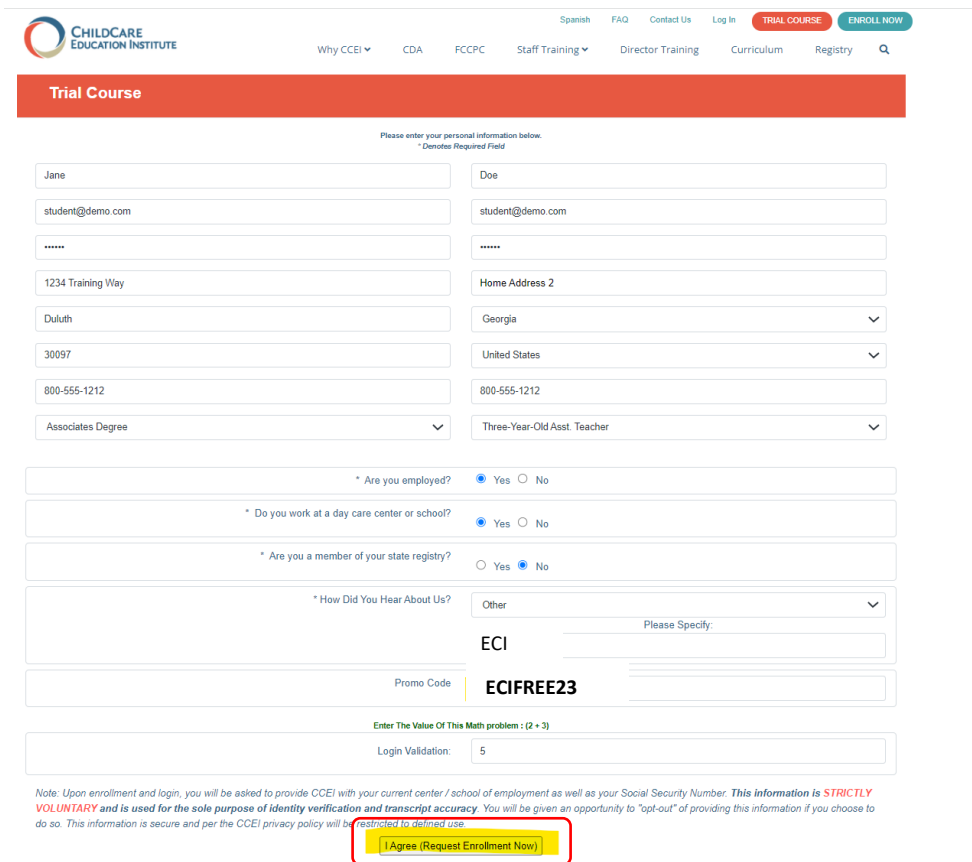


## To access the **free course** (CCEI954: Building a Team Environment) you will need to have a CCEI training account. To create an account:

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 **ECIFREE23** for the English version and **ECIFREE23-ESP** for the Spanish version and click the **I Agree (Request Enrollment Now)** button at the bottom of the page.



**Trial Course**

Please enter your personal information below.  
\* Denotes Required Field

Jane	Doe
student@demo.com	student@demo.com
*****	*****
1234 Training Way	Home Address 2
Duluth	Georgia
30097	United States
800-555-1212	800-555-1212
Associates Degree	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:

Promo Code **ECIFREE23**

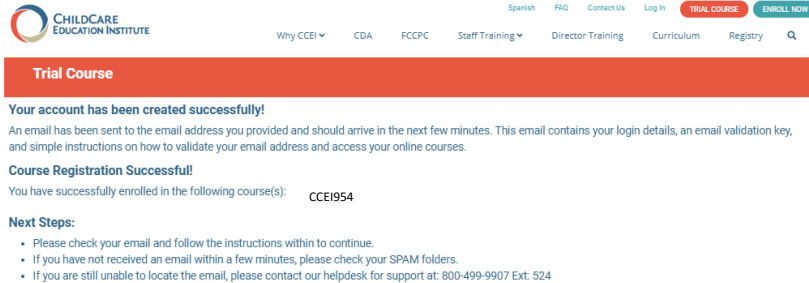
Enter The Value Of This Math problem : (2 + 3)

Login Validation: 5

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.

**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.

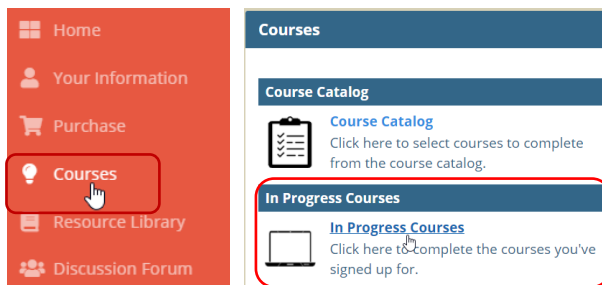
**Course Registration Successful!**  
You have successfully enrolled in the following course(s): CCEI954

**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.



**Home**  
**Your Information**  
**Purchase**  
**Courses**  
**Resource Library**  
**Discussion Forum**

**Courses**

**Course Catalog**  
**Course Catalog**  
Click here to select courses to complete from the course catalog.

**In Progress Courses**  
**In Progress Courses**  
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.



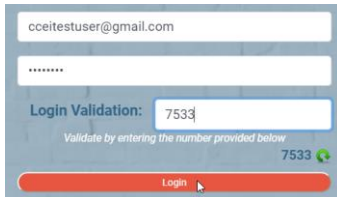
You may complete up to a total of 6 courses per day (time of day is based on the Eastern Time Zone).

CCEI954 Building a Team Environment

**BEGIN** **HANDOUTS**

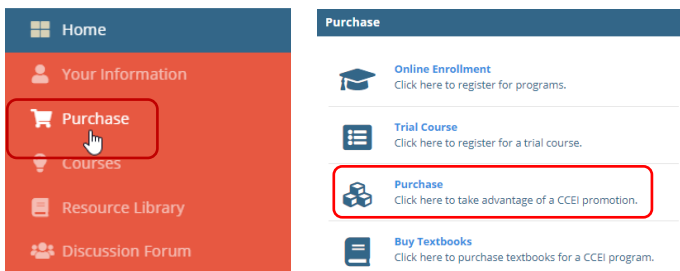
## If you already have an account in the CCEI Learning Management System, follow these instructions to take advantage of the free course:

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



Username: cceitestuser@gmail.com  
Password: .....  
Login Validation: 7533  
Validate by entering the number provided below  
7533  
Login

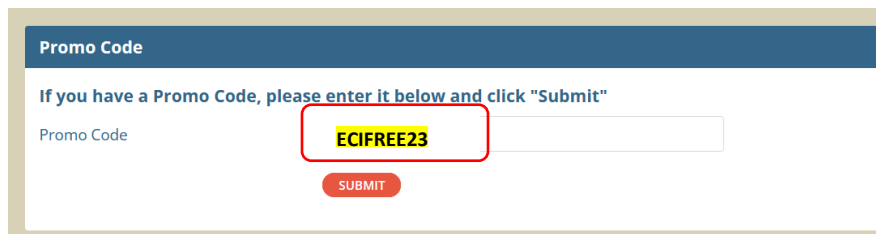
2. Click the **Purchase** link on the navigation menu then the **Purchase** link on the **Purchase** page.



Home  
Your Information  
**Purchase**  
Courses  
Resource Library  
Discussion Forum

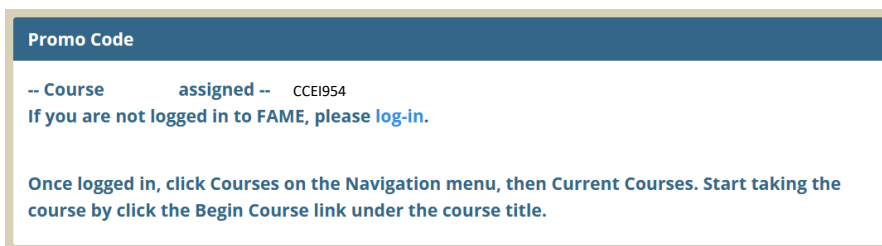
Purchase  
Online Enrollment  
Click here to register for programs.  
Trial Course  
Click here to register for a trial course.  
**Purchase**  
Click here to take advantage of a CCEI promotion.  
Buy Textbooks  
Click here to purchase textbooks for a CCEI program.

3. Type the word **ECIFREE23** in the **Promo Code** field and click **Submit**.



Promo Code  
If you have a Promo Code, please enter it below and click "Submit"  
Promo Code: **ECIFREE23**  
SUBMIT

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



Promo Code  
-- Course assigned -- CCEI954  
If you are not logged in to FAME, please [log-in](#).  
Once logged in, click Courses on the Navigation menu, then Current Courses. Start taking the course by click the Begin Course link under the course title.