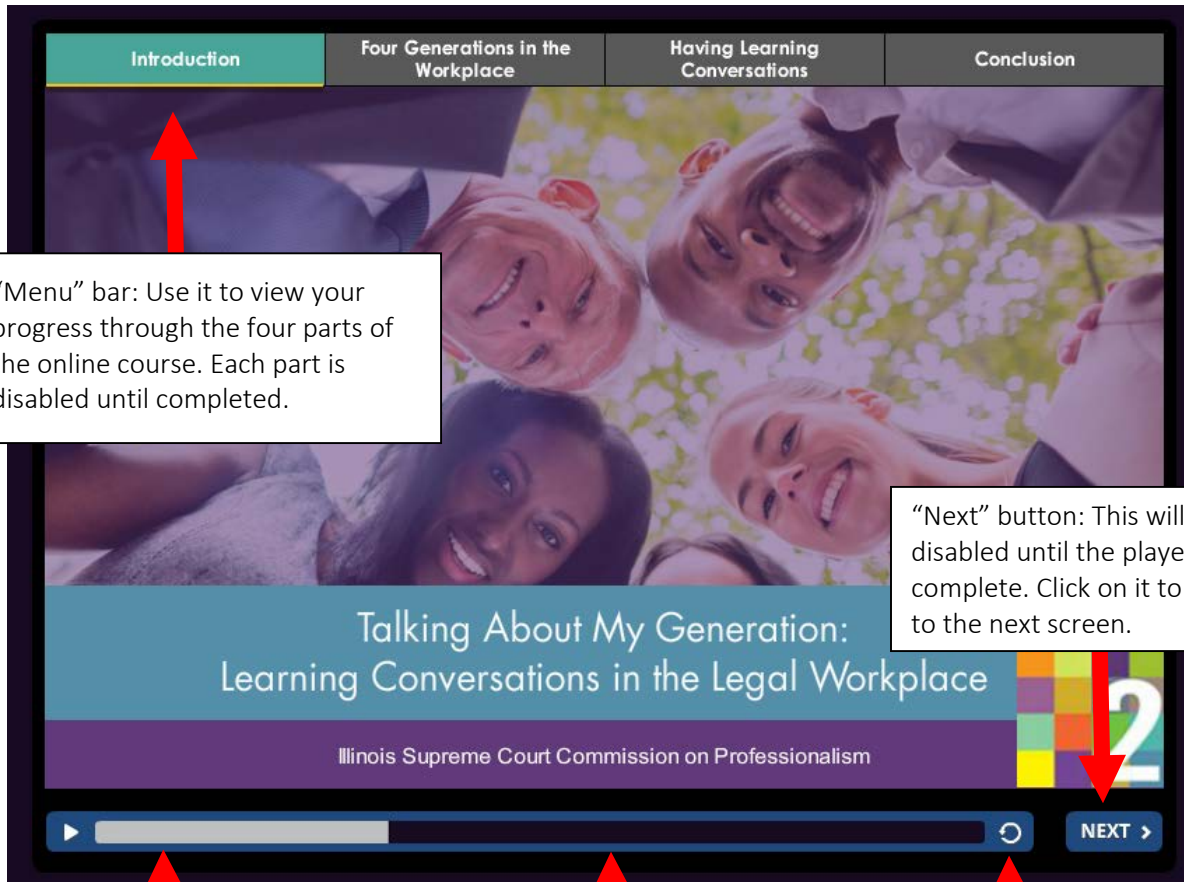




## INSTRUCTIONS

The course is designed to be compatible with all browsers and mobile devices. Should you have trouble accessing the course, please call (312) 363-6207.

### OVERVIEW OF THE PLAYER



"Menu" bar: Use it to view your progress through the four parts of the online course. Each part is disabled until completed.

"Next" button: This will be disabled until the player bar is complete. Click on it to proceed to the next screen.

"Play/Pause" button: You'll be able to play and pause the player bar by pressing this button.

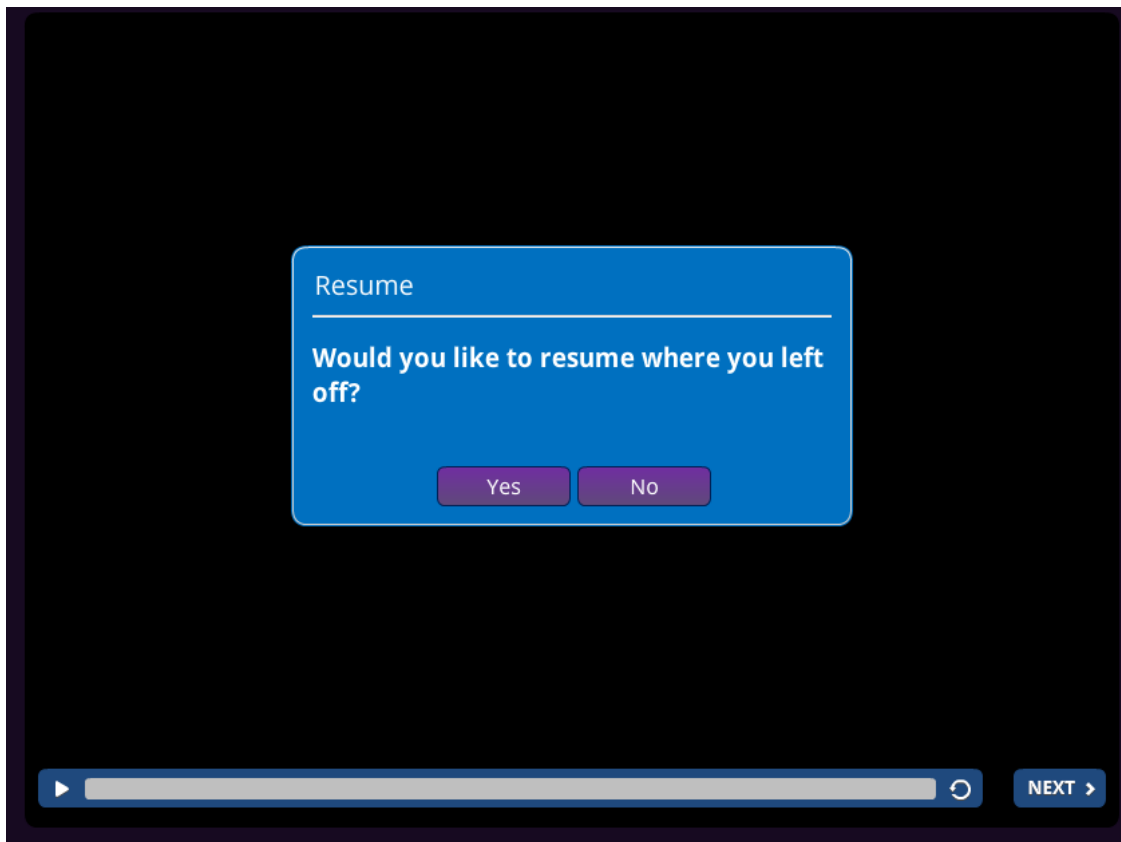
"Player" bar: This will show your progress through each screen, including the dialogue and exercises.

"Refresh" button: Use it to listen to a screen again or redo an exercise.

## RESUMING THE COURSE

In most cases, the course can be resumed after closing out your browser so long as **you reopen the course in the same browser on the same computer or device**. Your web browser also has to not automatically empty cached files upon exiting. Please note that many employers' computers use the "Empty Cache" browser setting as standard.

In the event you are able to resume the course, you will see the screen below. Select "Yes" if you wish to resume the course, or "No" if you wish to restart.



## RECEIVING YOUR CLE CERTIFICATE

When you click on the "Certificate" button at the end of the course, your web browser will take you to the Feedback & CLE Credit form. If the webpage does not open, ensure your pop-up blocker is turned off. Once you complete the form, you will receive your CLE certificate immediately via email.