## **Online Education Enrollment Information**

MHCA and We Care Online are excited to offer our online Activity Director and Social Service Designee Workshops. 100% of your classwork will be online. Upon successful completion, attendees will have met the Missouri State requirements to be an Activity Director or Social Service Designee in a long term care setting and will receive a Certificate of Attendance from MHCA.

If you register for a course, order the textbook as soon as possible as you will need it for your first assignment. You cannot take either class without this book.

Once you are <u>registered</u>, you will receive an email from We Care the first day of class that will include your user name and password and a link to the online workshop. You will NOT be able to access the course prior to the start date.

## **How to Log-In to Your Class**

- Once you click on the link provided by your instructor, enter your username and password and follow the instructions.
- You should now see the course page.
- On the left is the control panel, Double click on Course Documents
- The (4 or 6) Units for the course will appear.
- Begin with Unit 1.
- Double click Unit 1. This until will provide instructions on what you should do and where to find everything you need. You will see your instructor information here as well.

Please notify your instructor or the We Care Online office at 1.888.932.2501 if you have any questions regarding the course.

Questions, please contact Karina Schnieders, <u>karina@mohealthcare.com</u> or Michelle Walters, <u>michelle@mohealthcare.com</u>.