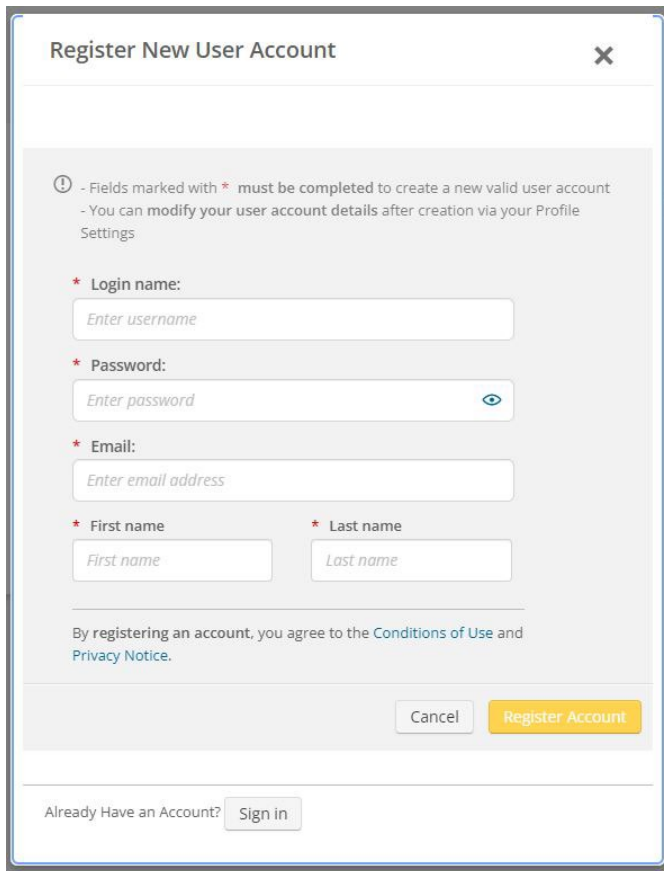


## HELP GUIDE: Instructions for Accessing the Online Training in TopClass

1. Click on "Start Online Lead Advocate Training" above to access the Amputee Coalition TopClass courses.

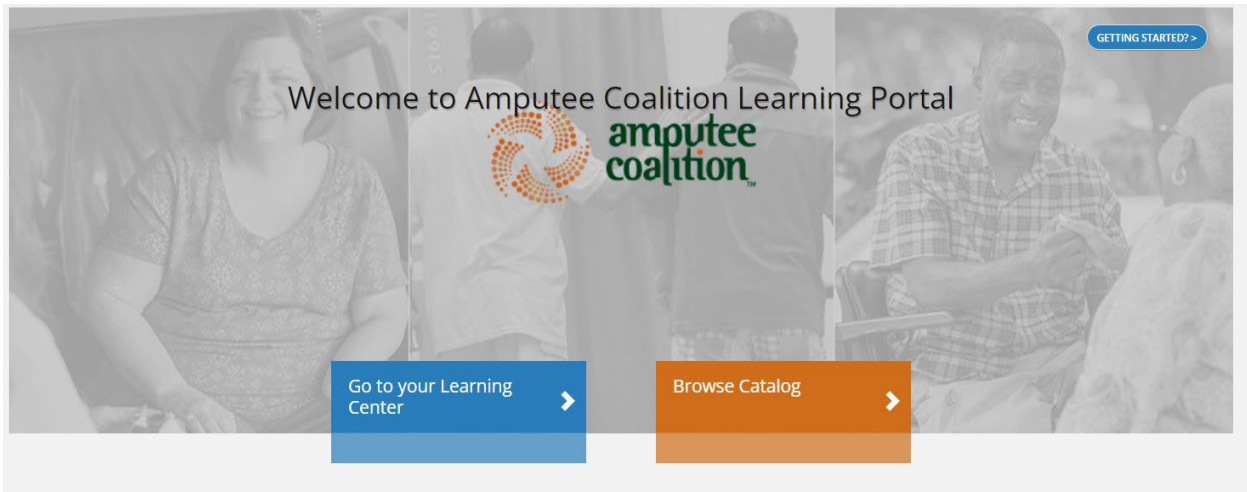
A screenshot of the Amputee Coalition TopClass login page. The page has a light gray background. In the top left corner, there is the Amputee Coalition logo. In the top right corner, there is a search bar with the placeholder text "Search Catalog" and a magnifying glass icon. On the left side, there is a white box titled "SIGN IN". Inside this box, there are two input fields: one for "Username" with a red asterisk and a placeholder "Username", and one for "Password" with a red asterisk, a placeholder "Password", and an eye icon to toggle visibility. Below these fields is a yellow "Sign in" button. Underneath the sign-in box, there are three links: "Forgot your password?", "Don't Have an Account? Register Now", and "Is My Browser Supported?". On the right side of the page, there is a heading "WELCOME TO TOPCLASS" in blue. Below the heading is a paragraph of text: "A top end, state of the art learning management system. Designed with HTML5 for cross platform use. Online Training engaging Instructors and students. Optimized for tablets and touch screens."

2. Then click “Register Now” to create an account in TopClass or login to your existing account.



The image shows a web form titled "Register New User Account" with a close button (X) in the top right corner. Below the title, there is a warning icon and two lines of text: "- Fields marked with \* must be completed to create a new valid user account" and "- You can modify your user account details after creation via your Profile Settings". The form contains several input fields: a "Login name:" field with placeholder text "Enter username"; a "Password:" field with placeholder text "Enter password" and a toggle icon; an "Email:" field with placeholder text "Enter email address"; and two fields for "First name" and "Last name" with placeholder text "First name" and "Last name" respectively. Below these fields, there is a line of text: "By registering an account, you agree to the Conditions of Use and Privacy Notice." At the bottom of the form, there are two buttons: "Cancel" and "Register Account". Below the form, there is a link "Already Have an Account?" followed by a "Sign in" button.

3. Click on “Browse Catalog” on the learning portal homepage.



4. Search for “Lead Advocate Certification Training” and click “Enroll” on the course.

The screenshot shows a search interface with a search bar at the top containing the text "Search Catalog" and a magnifying glass icon. Below the search bar, there are tabs for "Featured" and "All", with "All" selected. The search results indicate "Your search returned 1 results". On the left side, there are filters for "Browse by" (Category: Online activities) and "Filter by" (Activity Type: Online (1)). The main result is for "Lead Advocate Certification Training", which has a 5-star rating (0 reviews), a description about advocacy, and an "ENROLL" button. Below the course title, there are icons for "View Badges Awarded (1)" and "Certificate awarded".

5. In your learning center, click “Launch” to begin the course.

The screenshot displays the "Learning Center" interface. At the top, there are tabs for "Current", "Completed", and "Submissions", with "Current" selected. A search bar for "Search Learning Items" is present. Below it, one learning item is listed: "Lead Advocate Certification Training", which is marked as "Not Started" and has a "Launch" button. To the right, there is a search bar for "Search Catalog" and an "Events Calendar" section. The calendar shows a grid for February 2022, with the 24th highlighted. Below the calendar, there is a "VIEW FULLSCREEN" link and a timestamp "Last Updated: 02/24/2022 14:38".

6. Start the course. Ensure that your pop-up blocker is turned off.

The screenshot shows a web-based course interface. At the top left is the 'amplify coalition' logo. A progress bar indicates 10% completion. The breadcrumb trail reads: 'Learning > Lead Advocate Certification Training > Volunteer Advocacy Toolkit and Forum Introduction'. The left sidebar contains a 'CONTENTS' menu with the following items: 'Volunteer Advocacy Toolkit and Forum Introduction' (selected), 'The State of Advocacy - 2021 Replay', 'Policy Issues and How We Make Change', 'Advocacy 101', 'A Conversation with Experienced Advocates', 'How to Tell Your Story', 'Hook, Line, and Sinker', 'Putting Your Story into Action', 'Your Voice Matters', and 'Exit Course Instructions'. The main content area has a dark header for the current page. Below it, introductory text states: 'In April of 2021 we had our second virtual Advocacy Forum. This course consists of videos of the presentations made in that forum, as well as helpful links, and knowledge checks along the way.' A second paragraph says: 'Linked below is our Advocacy Toolkit - which you will also find in the resources section of each course, for your convenience.' A list of links follows: 'Volunteer Advocacy Toolkit', 'Advocacy Homepage', 'Advocacy Email Signup', 'Lawmaker Engagement Report Back', and 'Share Your Story'. At the bottom, a navigation bar includes 'Exit', a question mark icon, 'Course', 'Previous', and 'Next'.