

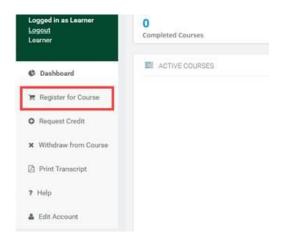
## National Organic Program Organic Integrity Learning Center

## How to Register for a Course

Once you are logged into the USDA AMS National Organic Program (NOP) <u>Organic Integrity Learning</u> <u>Center (OILC)</u>, signing up for a course is like buying a product at an online store, but all training is free.

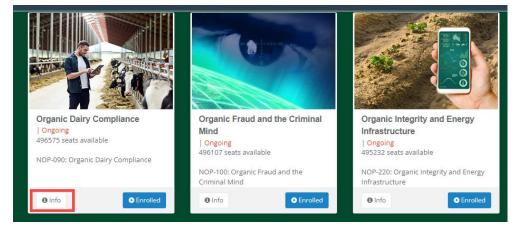
To register for an NOP course in the OILC, perform the following steps.

1. Click Register for Course located on the left navigation menu from the OILC dashboard.



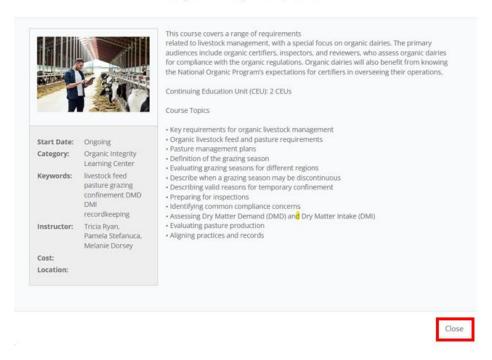
The Registration page displays all available courses in the program.

2. For any available course, click the **Info** button to see descriptions, CEUs, keywords, and topics for that course.

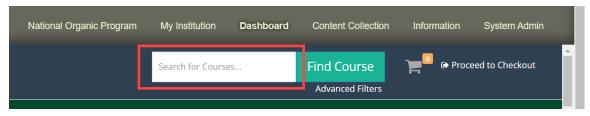




## Organic Dairy Compliance

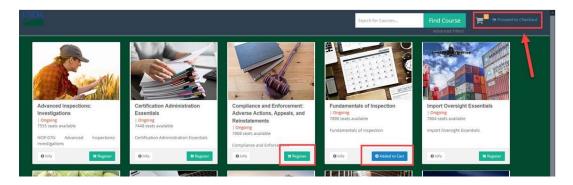


- 3. When you finish reviewing course information, click **Close**.
- 4. At the top of the Registration page, enter text in the Search field to locate courses by keywords or words within course titles.

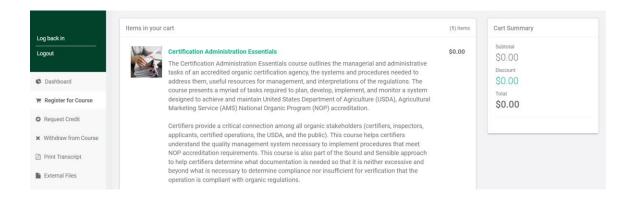


5. Click the **Register** button for each course in which you would like to enroll. The Register button then changes to **Added to Cart**.



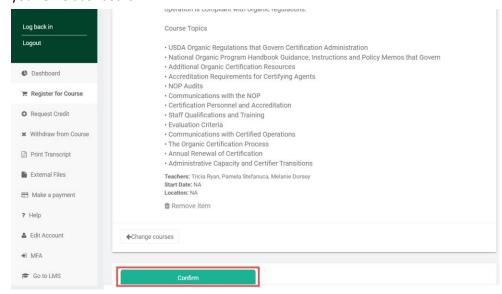


6. Click the **Proceed to Checkout** link next to the shopping cart at the top of the page. The selected courses display.



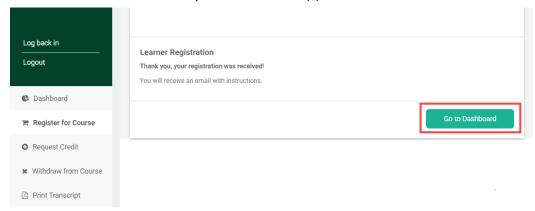
The tuition is \$0 – All training in the Learning Center is free!

7. Scroll down to the bottom of the page, then click the **Confirm** button to add the course(s) to your OILC dashboard.

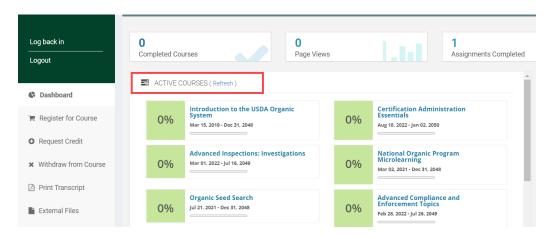




8. Click **Go to Dashboard** to view your added course(s).



9. Click on the course title from the list of Active Courses.



## **Important Notes**

- Once you have completed a course, it displays under the list of Completed Courses.
- To access all completed course content, register for the National Organic Program Training
   Archive course to review (read-only) material from all OILC courses.

