MSF e-Course Access

Please review the minimum system requirements before attempting to access the MSF Basic eCourse:

Minimum System Requirements

- Internet connection: Broadband connections work best. The MSF e*Courses* are video intensive.
- Browser support: Current versions of Chrome, Safari and Firefox are all supported. For Internet Explorer, version 10 or above is supported.
- Be sure JavaScript is enabled on your browser.
- The e*Courses* render best on a desktop computer with at least 1024x768 resolution.
- The e*Courses* require Adobe Flash so they will not work on an iPad.
- The e*Courses* are not optimized for mobile phones or modern tablets.
- You will need access to a printer at the end of the courses to print a completion certificate.

To get to the e-Course, open your email confirmation letter, and click on the link under "e-Course Website" in the "e*Course* Login Credentials" of your letter.

eCourse Login Credentials			
Name	**Username**	**Password**	**eCourse Website**
schemm, briana	bwombacher@svia.org	mmz9engf	http://elearning.msf-usa.org/

(You can click on the link for the website, or you can click on the little arrow to the right of the link that points upwards to the right. Either will take you to the website.)

That will bring you to the following log-in screen:

Enter in your Username and Password from your confirmation letter, and click on Login.

Once logged in, the system will ask you to change your password for security purposes:

Re-enter your current password in the top field called "Current Password".

Enter a new password of your choice in the second field called "New Password".

Re-enter your new password in the third field called "New Password (again)":

Then click "Save Changes" at the bottom of the page.

Once you have updated your password, you'll be taken to your profile page:

Click on the word "Home" that is just below your name in the upper left:

This will get you to the Basic e*Course* home page.

To continue to the course, click on the words "Basic e*Course*":

You'll be brought to the following page:

Click on "Click Here to Begin":

Then click on "Enter" at the bottom of the next screen:

You have now started the MSF Basic eCourse:

To exit the e*Course* at any time, click on the "Exit" button at the bottom right corner of the video screen. The system will save where you leave off, and will continue from this point the next time you enter the e*Course*.

Obtaining the eCourse certificate

Once you have completed and passed the MSF Basic e*Course*, <u>wait until the audio on the final slide has fully played itself through</u>. (This is important because if you do not, you will not be able to access your certificate, as the program will think you are not finished.) When the audio is finished and you have received the message that you have completed, click on "Exit" in the bottom right corner of the screen to get you back to the e*Course* menu:

In the eCourse menu, click on the link in the middle section that says "Completion Certificate":

This will open up your certificate so that you can print.

If you need further assistance, please contact the **MSF Support Desk** at msfsupport@msf-usa.org, or **(949) 727-3227 x3158**, Monday through Friday, 8:00am-4:30pm Pacific Time.