

# How to Enroll in Your MSF Basic e*Course* With Your Unique Link

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### Where to Go to Enroll in Your Basic eCourse

To **waive** the \$19.99 registration fee, you **must enroll** in the online e*Course* **using the unique link** you received from your hands-on provider.

The course **fee will be \$0.00** if you use the unique link.

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Military Branch <sup>3</sup> Military Status <sup>3</sup> Service Number <sup>3</sup>	
(Optional. Last five digits.)	
<sup>1</sup> Required fields.	
<sup>2</sup> Minimum One Phone Number Required. <sup>3</sup> If you choose to enter your military information, you must fill in all three military fields.	



## **Enter Student Information**

**1.** Enter your **Student Information** in the required fields.

Enter the information of the students you wish to enroll.					
Student Info	ormation				
First Name1	Middle Name Last Name <sup>1</sup>				
Address <sup>1</sup>					
Address2					
City <sup>1</sup>	State1 V Zip Code1				
Country <sup>1</sup>	<b></b>				
Home Phone <sup>2</sup>	Work Phone <sup>2</sup> Mobile Phone <sup>2</sup>				
Email Address <sup>1</sup>					
Verify Email Address <sup>1</sup>					
Gender					
Military Branch	Military Status    Service Number				
Previous	Step Enroll Student Complete Registration				

2. Click on Enroll Student



## **Review and Edit Your Information** (Fix Typos or Mistakes!)

3. If you have entered all required enrollment information, look for this message to appear near the bottom of the page that 'Temporary enrollee successfully added....' It looks like this!



Take a moment to review the information listed under heading, **Temporary Enrollee(s)**.

If you made a mistake and need to fix it, click on the **Edit** button to make corrections.

emporary Enrollee	(s)				
Action	Name	Address	DOB	Fee(s)	
Edit Delete	Madison Ward	2 Jenner Irvine, CA 92618	1/1/1988	Basic e <i>Course</i>	\$0.00
Cift card or promotional code: Apply					
Total Amount Due: \$ \$0.00					

### 4. Click Complete Registration.





## **Review and Confirm Registration Information**

**5.** At this point, if the **Total Amount Due: \$0.00** and the **Waiver and Indemnification** is visible on the bottom half of the screen, proceed to **Step 8** in this guide and complete the **Student Release**.

	Student(s)		
Motorcycle Safety Foundation eCourse	Name	Fee(s)	
elearning.mst-usa.org gp Course Type: Basic e Course	Madison Ward	Basic e Course	\$0.00
	Gift card or promotio	onal code:	Apply
	Total Amount Due: 5	0.00	
Motorcycle eCourse Walver & Indemnification or	rg. 01/13		

#### IF YOUR SCREEN LOOKS LIKE THIS, PROCEED TO STUDENT RELEASE



### IF YOU ARE ASKED TO MAKE A CREDIT CARD PAYMENT **STOP!**

You did not enroll using your unique link!

A payment page only appears when there is a remaining balance due.

Registration Informatio	n					
	5 <b>F</b>		Student(s)			
Motorcycle Safety Fou	indation eCourse		Name	Fee(s)		
Course Type: E	ि Basic e <i>Course</i>		Madison Ward	Basic e <i>Co</i>	ourse	\$19.99
Gift card, coupon or promotional code: Apply Total Amount Due: \$19.99 Payment Information						
	AsterCar	© VISA	SCOVER			
Credit Card Number <sup>1</sup>		Ex	pires <sup>1</sup> 1 •	/ 2018 •	CVV2 <sup>1</sup>	
First Name <sup>1</sup>	First Name	Middle	Name Middle N	lame	Last Name <sup>1</sup>	Last Name

These areas will not be highlighted on your screen; they are highlighted in this diagram for instructional purposes.

Please Copy and Paste the unique link into your browser and re-enter your Student Information. The Fee is \$0.00 when you register using your link.

Class Information				
<b>W</b> MSF	Course Type:	Basic e Course	Age Range	Fee
MOTORCYCLE SAFETY FOUNDATION*			13yrs and up.	\$0.00
Motorcycle Safety Foundation eCourse				
Motorcycle Safety Foundation eCourse elearning.msf-usa.org 团				



## **Student Release: Read and Accept**

6. To complete the registration, you must read and agree to the Student Release by checking the 'I Accept' box. To activate that checkbox, you must first read the release by scrolling to the bottom of the inset document.



If you cannot click on the 'I Accept' box, make sure you have scrolled to the end of the waiver (and not just the bottom of the Enrollment page).



## Student Release: Accept, Confirm and Complete

7. Make sure the 'I Accept' box is checked.

<ul> <li>king 'I Accept' you confirm that you have read this release, indemnification, and hold harmless agreement, that you understand then, and that you agree to be bound by them.</li> <li>I Accept to the bottom of the agreement to enable the checkbox.)</li> <li>I would like the Motorcycle Safety Foundation to contact me about other MSF rider education, training and safety programs.</li> <li>Total Amount Due: \$0.00</li> <li>Confirmation Email Address</li> <li>Verify Confirmation Email Address</li> </ul>	BY CLICKING ACCEPT, I AGREE TO BE BOUT	ND BY THIS AGREEMENT
<ul> <li>Cking 'I Accept' you confirm that you have read this release, indemnification, and hold harmless agreement, that you understand them, and that you agree to be bound by them.</li> <li>I Accept (scroll to the bottom of the agreement to enable the checkbox.)</li> <li>I would like the Motorcycle Safety Foundation to contact me about other MSF rider education, training and safety programs.</li> <li>Total Amount Due: \$0.00</li> <li>Confirmation Email Address</li> <li>Verify Confirmation Email Address</li> </ul>		
I Accept     Iscred to the bottom of the agreement to enable the checkbox.)      I would like the Motorcycle Safety Foundation to contact me about other MSF rider education, training and safety programs.      Total Amount Due: \$0.00      Confirmation Email Address      Verify Confirmation Email Address      Output	cking 'I Accept' you confirm that you have	re read this release, indemnification, and hold harmless agreement, that you understand m.
(scroll to the bottom of the agreement to enable the checkbox.)  I would like the Motorcycle Safety Foundation to contact me about other MSF rider education, training and safety programs.  Total Amount Due: \$0.00  Confirmation Email Address Verify Confirmation Email Address	Accept	555 S
I would like the Motorcycle Safety Foundation to contact me about other MSF rider education, training and safety programs.  Total Amount Due: \$0.00  Confirmation Email Address  Verify Confirmation Email Address	(Scroll to the bottom of the agreement to	enable the checkbox.)
Total Amount Due: \$0.00 Confirmation Email Address Verify Confirmation Email Address	I would like the Motorcycle Safety Founda	tion to contact me about other MSF rider education, training and safety programs.
Confirmation Email Address Verify Confirmation Email Address	Total Amount Due:	\$0.00
Verify Confirmation Email Address	Confirmation Email Address	
8	Verify Confirmation Email Address	
9	8	
		C
Previous Step Complete Registration	Previous Step	Complete Registration

- **8.** Enter your email address in the required confirmation fields. You will be entering it twice.
- 9. Click on Complete Registration.



## Your eCourse Login Credentials

**10.** On your enrollment confirmation page, scroll down until you find your user login (it will be your email address), your **eight** character password (this time all the letters will be lowercase), and the e*Course* login site <u>elearning.msf-usa.org</u>

### WRITE DOWN YOUR LOGIN INFORMATION OR PRINT THIS PAGE!

sic e Course	stering for a MSF course. A confirmation	n email will be sent to your email addres:	s shortly.
Name	Username	Password	eCourse Website
Ward, Madison	madmotor@maildrop.cc	m7ekdx7e	http://elearning.msf-usa.org/ @
valid for 30 days 30 days prior to If you have comp	. If you are taking the eCourse as a require class start date. Deted the eCourse more than 30 days binto the eCourse server and checking the taxes of taxes o	irement of a hands on training course, t efore the class start date, you must re-t be "Start new attemnt" checkbox	he e <i>Course</i> must be completed less than ake the e <i>Course</i> (you can re-take it for

### WRITE DOWN YOUR LOGIN INFORMATION OR PRINT THIS PAGE!

You can click on the website URL to get to the MSF e*Course* Server Login Page. http://elearning.msf-usa.org

Enter your Username (email address) and Password (8-characters, all letters in your password will be lowercase).

Click on Log in.



If you accidentally closed your confirmation page without saving the information, don't worry, you **will receive a duplicate copy via email**.

If you don't see it in your Inbox, make sure to **look in both your Spam** and **Trash folders** for an email from <u>noreply-res@msf-usa.org</u>

If you cannot locate the email, and you closed your confirmation page without saving your password, you can use the **'Forgot your username or password?'** option on the <u>MSF</u> <u>eCourse login page</u>. The email address you used during the enrollment process will be your username.

### You can always email or call the MSF eCourse Support Desk for assistance.

Email	msfsupport@msf-usa.org	Phone	(949) 727-3227 x 3158
Hours	Monday – Friday 8:30 am – 5:00 CLOSED WEEKENDS	0 pm <mark>Pac</mark>	cific Time