



How to Enroll in Your MSF Basic *eCourse* Using A Coupon Code

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Where to Go to Enroll in Your Basic eCourse

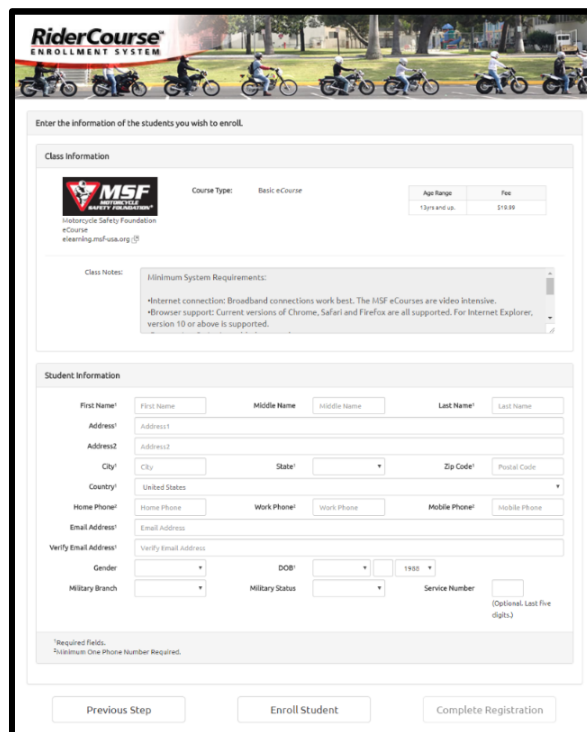
[This is a link to the Enrollment website. You can click here to get started if you are viewing this document on your computer.](https://training.msf-usa.org/eCourse/Basic)

Alternatively, you can enter it directly into your internet browser (Google Chrome, Internet Explorer, Safari, Firefox, etc.) to begin your enrollment.



The Enrollment website URL is <https://training.msf-usa.org/eCourse/Basic>


When you get to the eCourse enrollment page, it looks like this!



RiderCourse
ENROLLMENT SYSTEM

Enter the information of the students you wish to enroll.

Class Information

 Course Type: Basic eCourse

Age Range	Fee
13yrs and up	\$19.99

Class Notes: Minimum System Requirements:
*Internet connection: Broadband connections work best. The MSF eCourses are video intensive.
*Browser support: Current versions of Chrome, Safari and Firefox are all supported. For Internet Explorer, version 10 or above is supported.

Student Information

First Name* Middle Name Last Name*

Address*

Address2

City* State* Zip Code* Postal Code

Country*

Home Phone* Work Phone* Mobile Phone*

Email Address*

Verify Email Address*

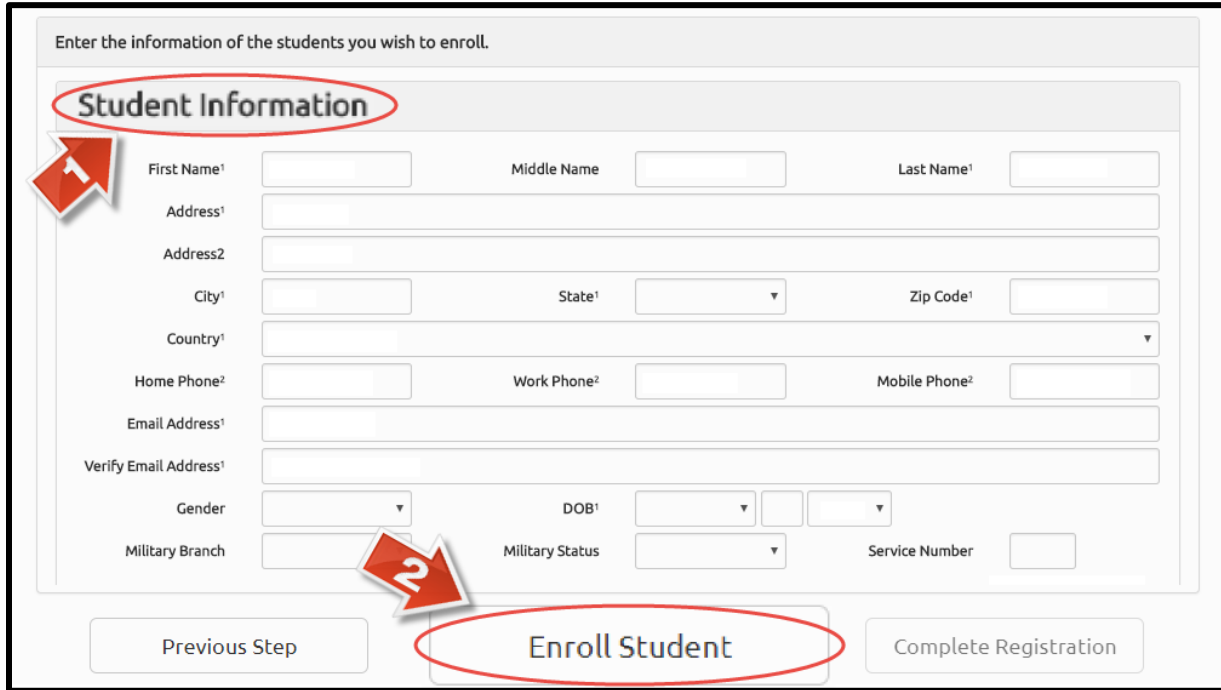
Gender* DOB* 1930

Military Branch* Military Status* Service Number (Optional, Last Five digits)

*Required fields.
*Minimum One Phone Number Required.

Enter Student Information

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

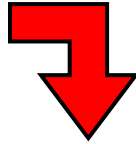


The screenshot shows a web form titled "Enter the information of the students you wish to enroll." The form is divided into a "Student Information" section and a bottom navigation area. The "Student Information" section contains the following fields: First Name¹, Middle Name, Last Name¹, Address¹, Address2, City¹, State¹ (dropdown), Zip Code¹, Country¹ (dropdown), Home Phone², Work Phone², Mobile Phone², Email Address¹, Verify Email Address¹, Gender (dropdown), DOB¹ (dropdown with month and day boxes), Military Branch, Military Status (dropdown), and Service Number. A red arrow with the number "1" points to the "Student Information" header. A red arrow with the number "2" points to the "Enroll Student" button. The "Enroll Student" button is circled in red. The bottom navigation area includes "Previous Step", "Enroll Student", and "Complete Registration" buttons.

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!



Temporary enrollee successfully added. Temporary enrollees' seats are not reserved until the enrollment process is complete. Click 'Complete Registration' to continue the enrollment process or fill out the form again and click 'Add Additional Student' to add additional temporary enrollees.

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.

Temporary Enrollee(s)				
Action	Name	Address	DOB	Fee(s)
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Madison Ward	2 Jenner Irvine, CA 92618	1/1/1988	Basic eCourse \$19.99

Gift card or promotional code:

Total Amount Due: \$19.99

About Coupon Codes

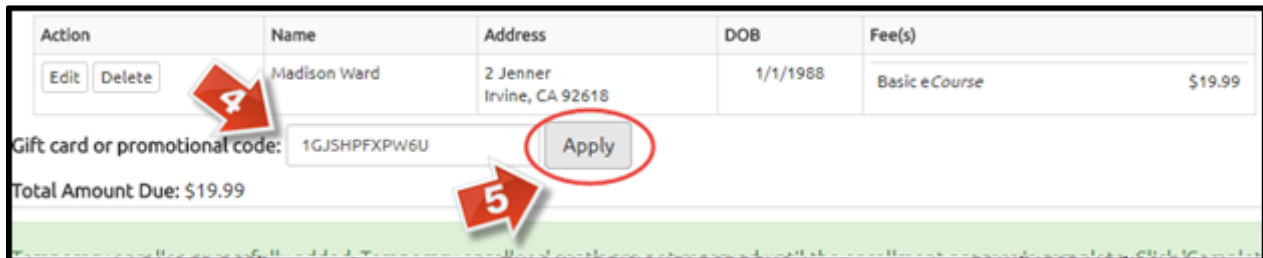
Your Coupon Code is 12-characters long and a combination of numbers and CAPITAL LETTERS.

There are **NO** zeros, only **CAPITAL o's (OSCAR)**.

Watch out for the CAPITAL i's (INDIA) and number one's (1-2-3...). They can look very similar.

4. Enter your 12-character Coupon Code in the 'Gift card or promotional code' field.

The **Total Amount Due** remains \$19.99 until you have completed the next step.



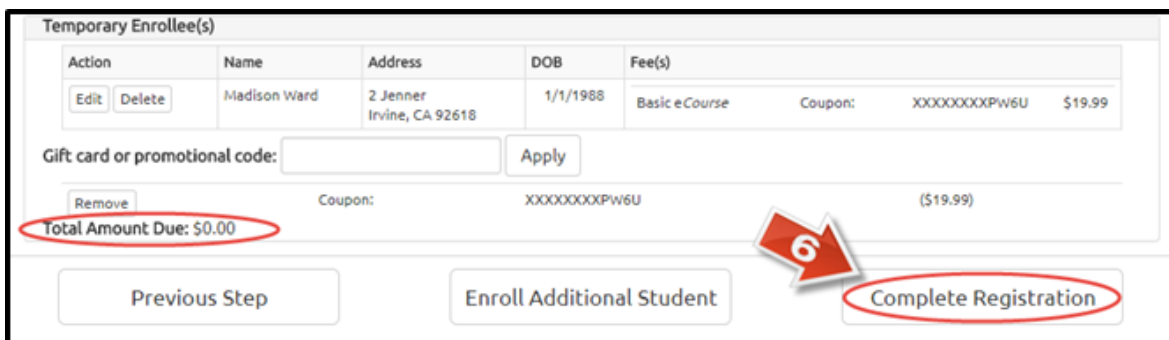
Action	Name	Address	DOB	Fee(s)
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Madison Ward	2 Jenner Irvine, CA 92618	1/1/1988	Basic eCourse \$19.99

Gift card or promotional code:

Total Amount Due: \$19.99

5. Click **Apply** and your **Total Amount Due** will change to **\$0.00**.

6. Click **Complete Registration**.



Temporary Enrollee(s)					
Action	Name	Address	DOB	Fee(s)	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Madison Ward	2 Jenner Irvine, CA 92618	1/1/1988	Basic eCourse	Coupon: XXXXXXXXPW6U \$19.99

Gift card or promotional code:

Coupon: XXXXXXXXPW6U (\$19.99)


Total Amount Due: \$0.00


Review and Confirm Registration Information

7. 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**.

Review Registration Information and Confirm.

Registration Information



Motorcycle Safety Foundation eCourse
elearning.msf-usa.org 
Course Type: Basic e Course

Student(s)

Name	Fee(s)
Madison Ward	Basic e Course Coupon: XXXXXXXXPW6U \$19.99

Gift card or promotional code:

 Coupon: XXXXXXXXPW6U (\$19.99)

Total Amount Due: \$0.00

Motorcycle eCourse Waiver & Indemnification org. 01/13

I. READ CAREFULLY: THIS SECTION IS A LEGAL RELEASE, ASSUMPTION OF RISK, WAIVER AND COVENANT NOT TO SUE AGREEMENT


IF YOUR SCREEN LOOKS LIKE THIS, PROCEED TO STUDENT RELEASE



**IF YOU ARE ASKED TO MAKE A CREDIT CARD PAYMENT STOP!
YOUR COUPON CODE WAS NOT PROPERLY APPLIED**

A payment page only appears when there is a remaining balance due. To proceed, enter your 12-character Coupon Code and Click Apply.

Registration Information


Motorcycle Safety Foundation eCourse
elearning.msf-usa.org
Course Type: Basic eCourse

Name	Fee(s)
Madison Ward	Basic eCourse \$19.99

Gift card, coupon or promotional code:

Total Amount Due: \$19.99

Payment Information

DISCOVER MasterCard VISA DISCOVER

Credit Card Number¹ Expires¹ 1 / 2018 CVV2¹

First Name¹ Middle Name Last Name¹

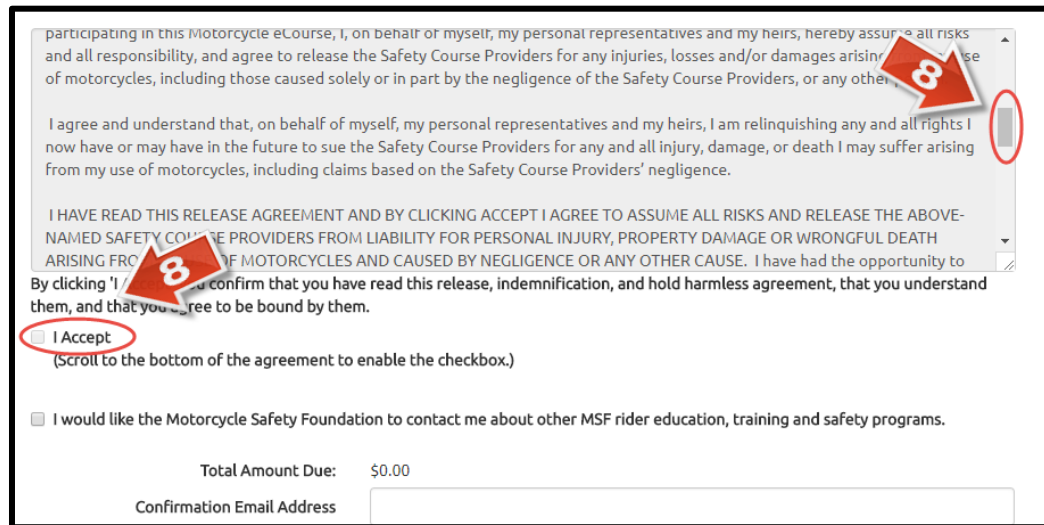
These areas will not be highlighted on your screen; they are highlighted in this diagram for instructional purposes.

The **MSF DOES NOT provide refunds** if you elect to use your credit card instead of the Coupon Code provided by your hands-on provider.

When the **Total Amount Due: \$0.00**, proceed to the **Student Release Section** on the bottom half of the page and follow the instructions in **Step 8**.

Student Release: Read and Accept

8. 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**.



The screenshot shows a scrollable document with the following text:

participating in this Motorcycle eCourse, I, on behalf of myself, my personal representatives and my heirs, hereby assume all risks and all responsibility, and agree to release the Safety Course Providers for any injuries, losses and/or damages arising from the use of motorcycles, including those caused solely or in part by the negligence of the Safety Course Providers, or any other...

I agree and understand that, on behalf of myself, my personal representatives and my heirs, I am relinquishing any and all rights I now have or may have in the future to sue the Safety Course Providers for any and all injury, damage, or death I may suffer arising from my use of motorcycles, including claims based on the Safety Course Providers' negligence.

I HAVE READ THIS RELEASE AGREEMENT AND BY CLICKING ACCEPT I AGREE TO ASSUME ALL RISKS AND RELEASE THE ABOVE-NAMED SAFETY COURSE PROVIDERS FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH ARISING FROM THE USE OF MOTORCYCLES AND CAUSED BY NEGLIGENCE OR ANY OTHER CAUSE. I have had the opportunity to read this release, indemnification, and hold harmless agreement, that you understand them, and that you agree to be bound by them.

I Accept
(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:

Annotations: A red arrow with the number '8' points to the scroll bar on the right side of the document. Another red arrow with the number '8' points to the 'I Accept' checkbox. A red circle highlights the scroll bar.

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

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



BY CLICKING ACCEPT, I AGREE TO BE BOUND BY THIS AGREEMENT

By clicking '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.

I Accept
(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: madmotor@maildrop.cc

Verify Confirmation Email Address: madmotor@maildrop.cc

Previous Step

Complete Registration

Callout 9 points to the 'I Accept' checkbox. Callout 10 points to the 'Previous Step' button. Callout 11 points to the 'Complete Registration' button.

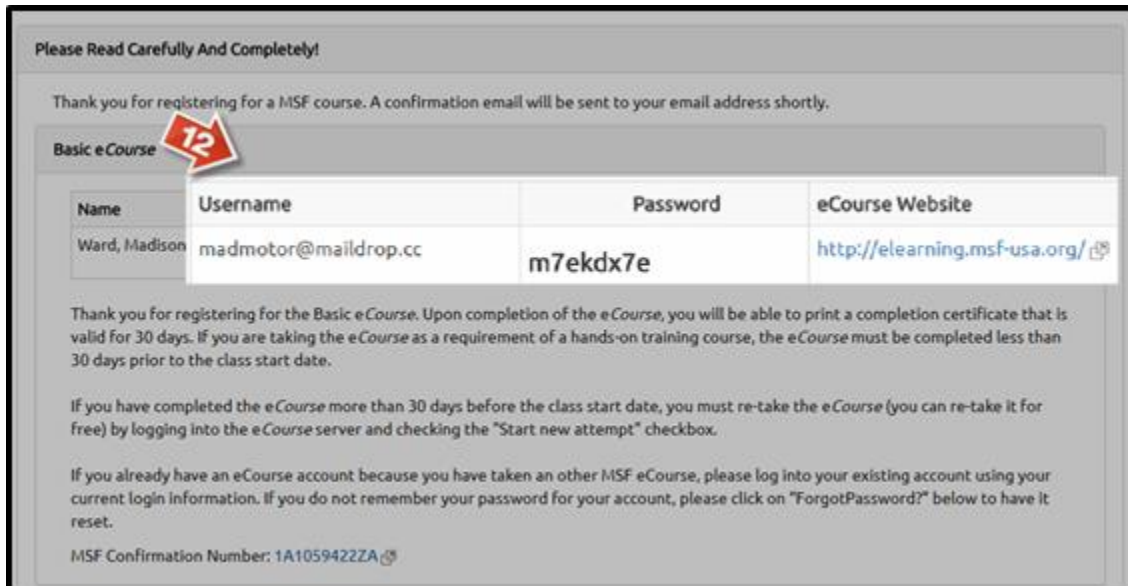
10. Enter your email address in the required confirmation fields. You will be entering it twice.

11. Click on **Complete Registration**.

Your *eCourse* Login Credentials

12. 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 *eCourse* login site <http://elearning.msf-usa.org>

WRITE DOWN YOUR LOGIN INFORMATION OR PRINT THIS PAGE!



Please Read Carefully And Completely!

Thank you for registering for a MSF course. A confirmation email will be sent to your email address shortly.

Basic eCourse

Name	Username	Password	eCourse Website
Ward, Madison	madmotor@maildrop.cc	m7ekdx7e	http://elearning.msf-usa.org/

Thank you for registering for the Basic eCourse. Upon completion of the eCourse, you will be able to print a completion certificate that is valid for 30 days. If you are taking the eCourse as a requirement of a hands-on training course, the eCourse must be completed less than 30 days prior to the class start date.

If you have completed the eCourse more than 30 days before the class start date, you must re-take the eCourse (you can re-take it for free) by logging into the eCourse server and checking the "Start new attempt" checkbox.

If you already have an eCourse account because you have taken an other MSF eCourse, please log into your existing account using your current login information. If you do not remember your password for your account, please click on "ForgotPassword?" below to have it reset.

MSF Confirmation Number: 1A1059422ZA

WRITE DOWN YOUR LOGIN INFORMATION OR PRINT THIS PAGE!

You can click on the website URL to get to the MSF *eCourse* Server Login Page.

<https://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**.



How to Log in if You Can't Find Your Confirmation Information

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 noreply-res@msf-usa.org

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 [MSF eCourse login page](#). 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 pm **Pacific Time**
CLOSED WEEKENDS