



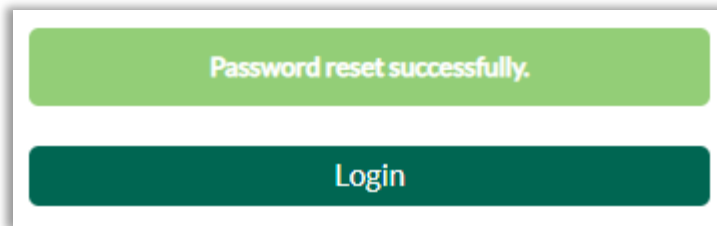
# New User Instructions

## FLIP IT! Online Course, 2<sup>nd</sup> Edition

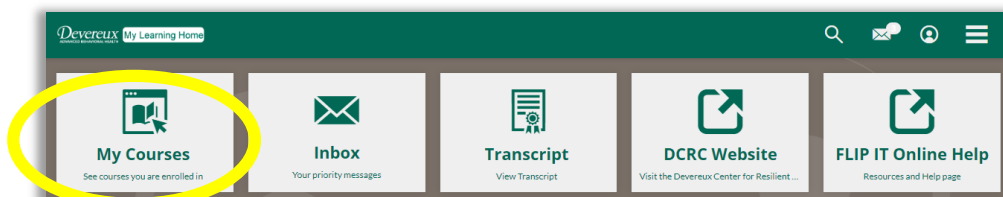
1. Go to <https://devereuxmylearning.myabsorb.com>.
2. Click on "Forgot Password."
3. Type in your email address, then click on "Reset Password."
4. Check your email for the password reset information.

A form for resetting a password. It has a "Username" label above a text input field. Below this is a horizontal line with "OR" in the center. Underneath is an "Email Address" label above another text input field. At the bottom is a large green button labeled "Reset Password".A login form with a "Username" label above a text input field, and a "Password" label above another text input field. Below the fields is a green button labeled "Login". At the bottom, there is a checkbox labeled "Keep me logged in" followed by a link "Forgot Password?". The "Forgot Password?" link is circled in yellow.

5. Click on the provided link to reset/create your password.
6. As long as your password is accepted, you should see the below page, where you can click to log into the course.



7. After logging into the course, click on the pod that says, "My Courses."

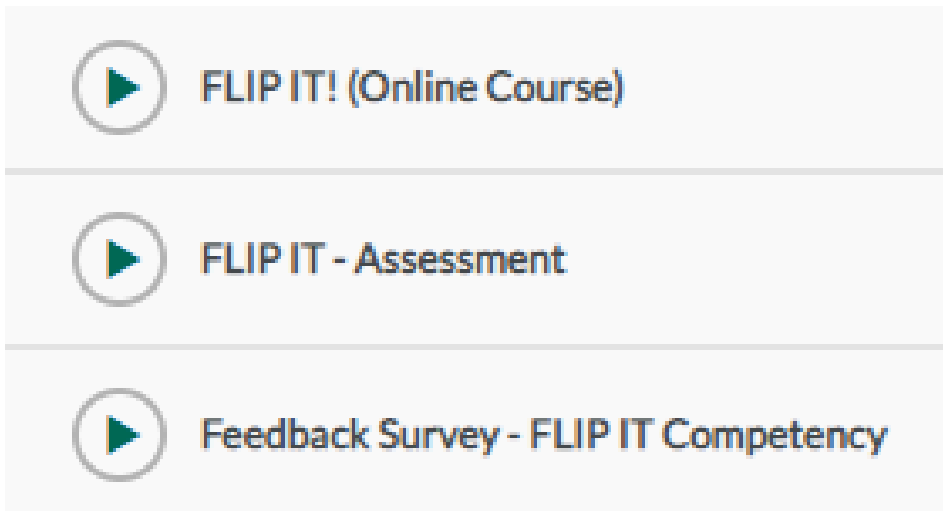




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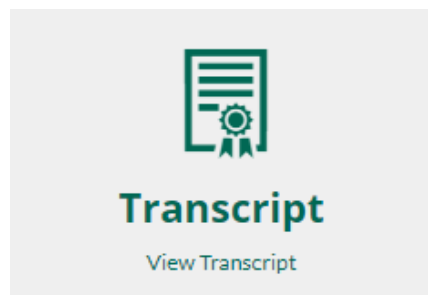
[continued]

8. To fully complete the *FLIP IT!* Online Course, including printing your certificate, you must go through each of the items shown below. Don't forget that you can always log out and return to the course at any time!



*Please note that if you purchased or are signed up for the Participation Certificate version, there is NO Final Assessment.*

9. Once you go through each of the items and mark them complete, you will need to return to the home page (by clicking on "My Learning Home"), and then click on "Transcript" to access your certificate.



## GOOD LUCK!

Note: Your access to the course lasts one year from your initial set-up date. If you have any questions or trouble with the course, please email us at [deca@devereux.org](mailto:deca@devereux.org).