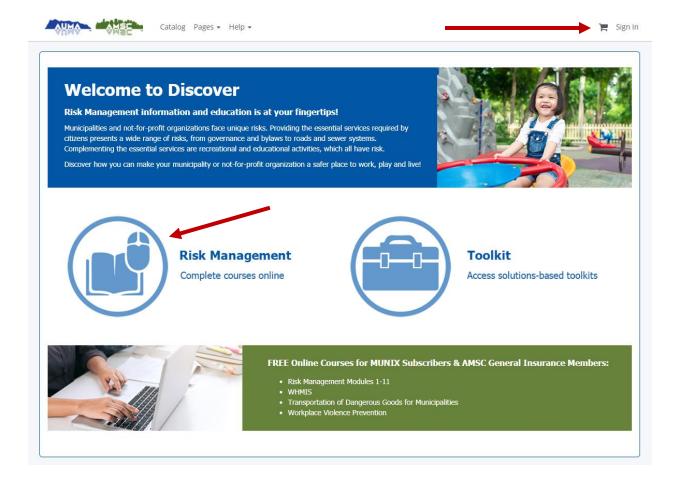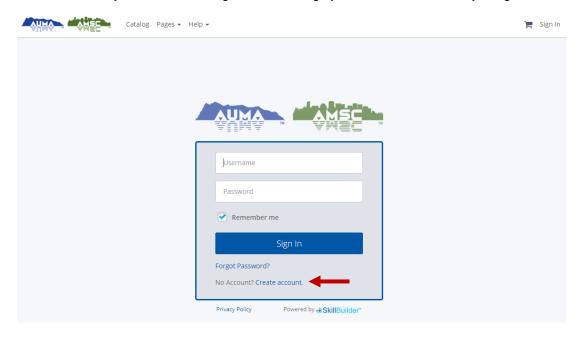1. Go to https://auma.skillbuilder.co/ and sign in
- Find the "Sign In" link on the top right hand corner to log into your profile
- You can also click on the mouse and book icon next to "Risk Manangemet complete courses online" to access the course catelogue
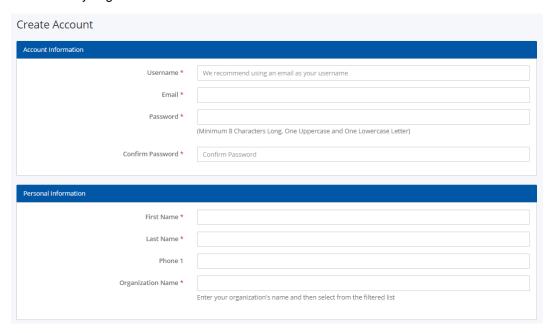
2. Using Sign In and Create Account
- Enter your username (hint: it is usually your municipal or personal email address)
- Enter your password and click on "Sign In"
- If this is your first time using our e-Learning system, there are two ways to get started
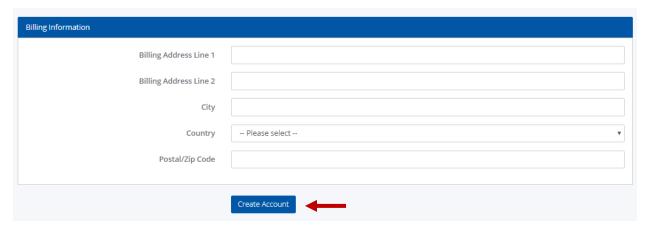

- **If this is your first time using our e-Learning website**, you will need to click on "Create an Account"
- Fill in as much information as you can and ensure you add your member organization as you are likely eligible for free course content
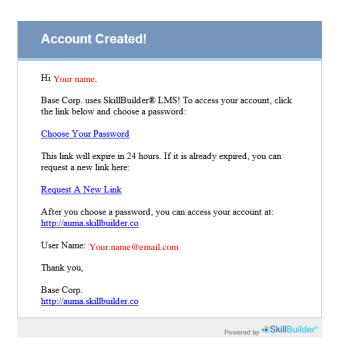
- When you have finished filling in all the fields, click on "Create Account"
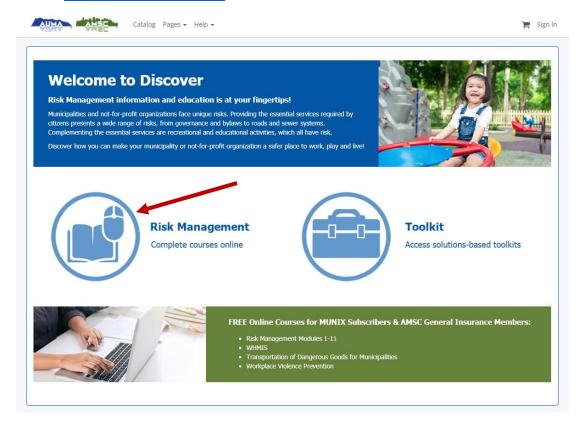

- **If it is your first time signing in and you were added in by an administrator**, you will receive an email addressed to you
- Use the "Choose Your Password" link to create your personal and private password
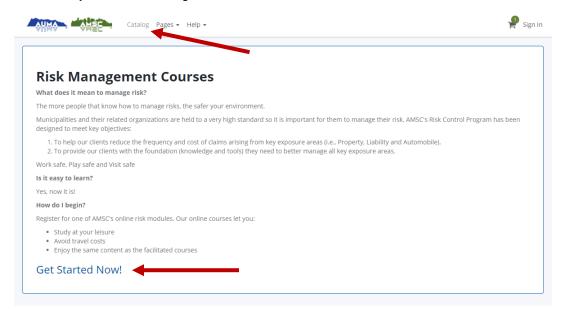
3. Clicking on the mouse and book icon next to "Risk Manangemet complete courses online" on https://auma.skillbuilder.co/
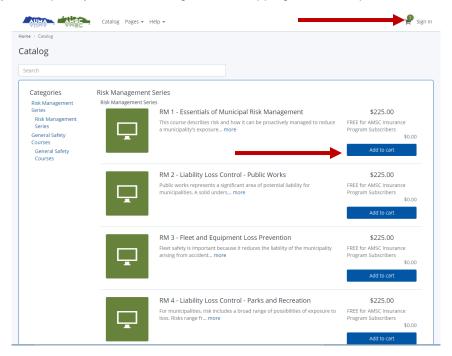

- It will take you to page where you can access our e-Learning offerings and shopping cart two ways via the "Catalog" or "Get Started Now!" links
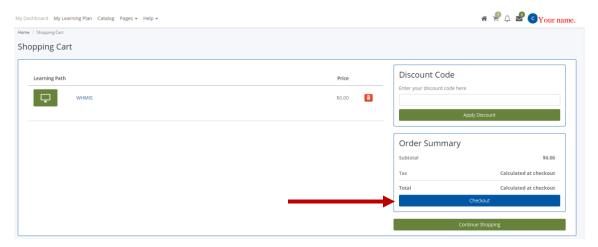
- You will find to our current e-Learning offerings
- Select the desired modules you would like by clicking "Add to Cart" marked in blue below the price
- When you complete your selections, go to the shopping cart to complete the transaction
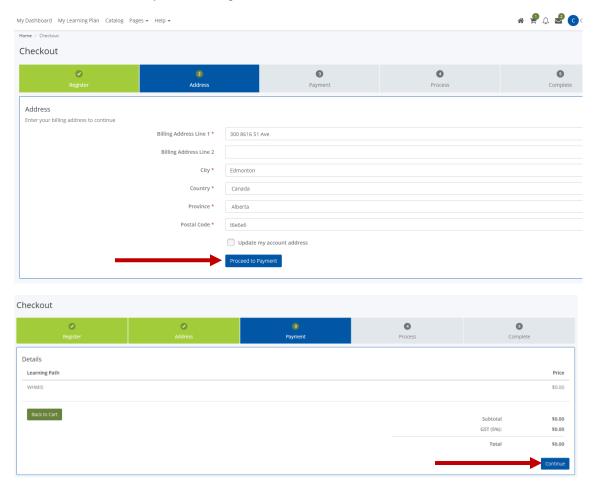
4. Complete your transaction
- At the checkout, AMSC members will have a $0 total, but you still do need to complete the transaction by clicking on "Checkout"
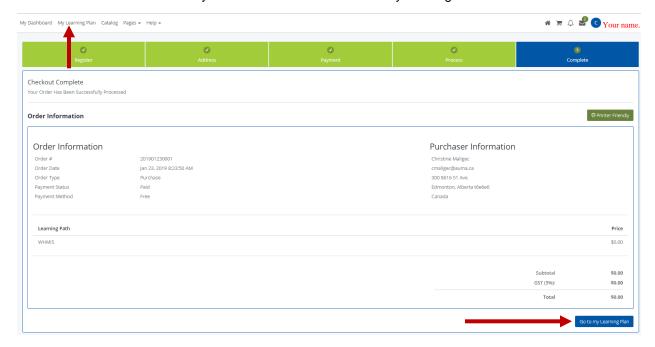

- Confirm or enter in your address and click on "Proceed to Payment" and then "Continue" to add the modules to your Learning Path

5. Head to "My Learning Path" to work on your modules
- Click on the "Go to my Learning Path" button or the "My Learning Path" tab at the top of the page to access the modules you have selected or are currently working on

- This is where you will find your completed modules marked in green and open modules in orange
- Click on the module you would like to work on to take you to activities

- Inside each module, there is a "Learning Path" that will take you through activities and exams that will guide you through the learning experience
- The dotted lines and arrows with help you align each activity and exam
- It is recommended you follow the order
- Once complete, an electronic certificate of recognition will be issues when you click on the "Recognition" shield icon