**Student Instructions to complete Online Registration:**

Go to the login screen at [www.alerrt.org](http://www.alerrt.org).

1. Login to your user account by clicking on the LOGIN tab or create an account at [alerrt.org/register](https://alerrt.org/register).
2. Click on the user icon in the upper right corner > STUDENT WEBSITE > ONLINE REGISTRATION > enter the Course Number that the Instructor or class POC sent.

**\*\*\*Student will have to wait for Instructors to APPROVE their registration. If the student does not receive an approval, they CANNOT begin or attend the class. The student can watch the approval process on their DASHBOARD as it goes from Pending to APPROVED by refreshing their screens\*\*\***

1. Once approved by the instructor, you can open your DASHBOARD by logging back into the ALERRT Website and clicking on STUDENT WEBISTE (if you logged out or were timed out).
2. As a student, you can now click on the class’s title [ex: Level I – Indirect] under COURSES on your DASHBOARD.   
   \*\*Note: The next version will have a “Go To Course” button.
3. This will take the you to the course and you can start testing by clicking the “Start Test” tab at the bottom of the screen.
4. Any follow up Post-Tests or Critique completion are handled by the students following steps 4 & 5 above.

The rest of the information to FINALIZATION is completed by the instructor. Once the class is finalized, students should receive an email to the email address they annotated during their registration process.

Students can follow the instructions on the email to log in to ALERRT’s Website, go to STUDENT WEBSITE > CERTIFICATES > MY CERTIFICATES > GENERATE CERTIFICATE and print their certificate after downloaded.