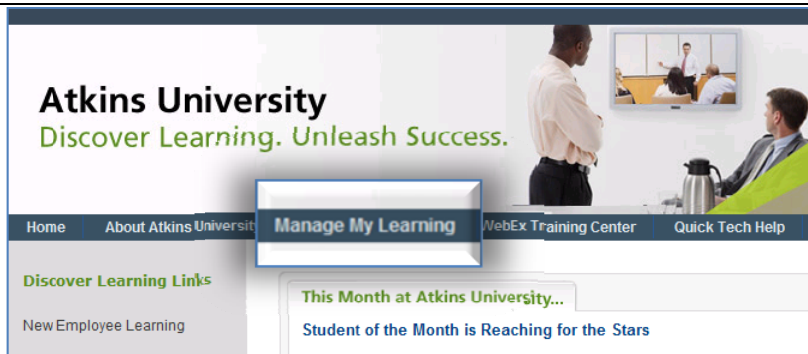


## How To Enroll in a RedVector Course

### Before you begin:

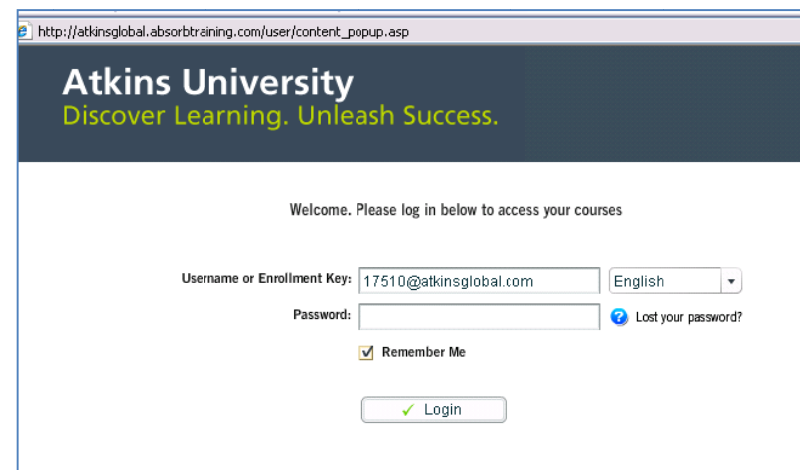
- Learners may not enroll in more than 12 credit hours with RedVector at any given time.
- The firm expects all RedVector course enrollments to be completed within 30 days from date of enrollment.
- Learners are solely responsible for ensuring that courses are accepted by their governing boards, even though RedVector is an approved PDH provider.
- All course completions will be added to your University transcript on a monthly basis.

### VIEW

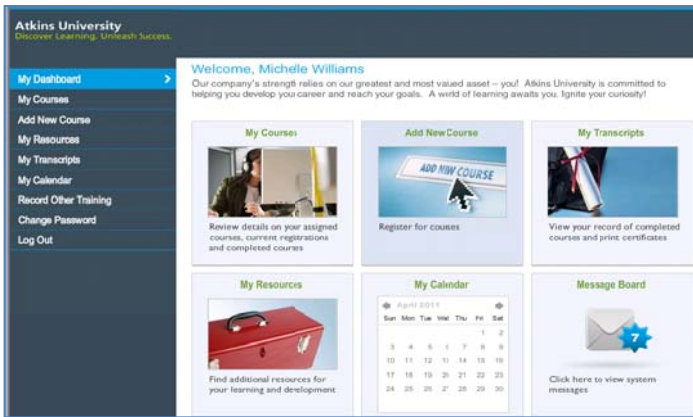


### STEP

1. Open an internet browser window and direct your browser to:  
<http://learn.atkinglobal.com>  
 If you are not connected to the network, continue to Step 2.  
 If you are connected to the network, click **Manage My Learning** and skip to Step 3.

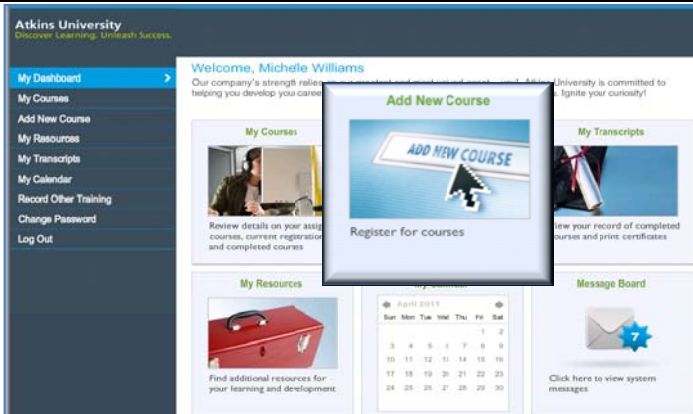


2. If you are not connected to the network, click on the link below to access the login page:  
[http://atkinglobal.abcbrtraining.com/user/content\\_popup.asp](http://atkinglobal.abcbrtraining.com/user/content_popup.asp)  
 Input your username (employeeID@atkinglobal.com; e.g. 17510@atkinglobal.com).  
 To retrieve your system generated password, click **Lost your password** and input your employee ID email address as explained above. Your credentials will be emailed to you.  
 Input your password, then click **Login**

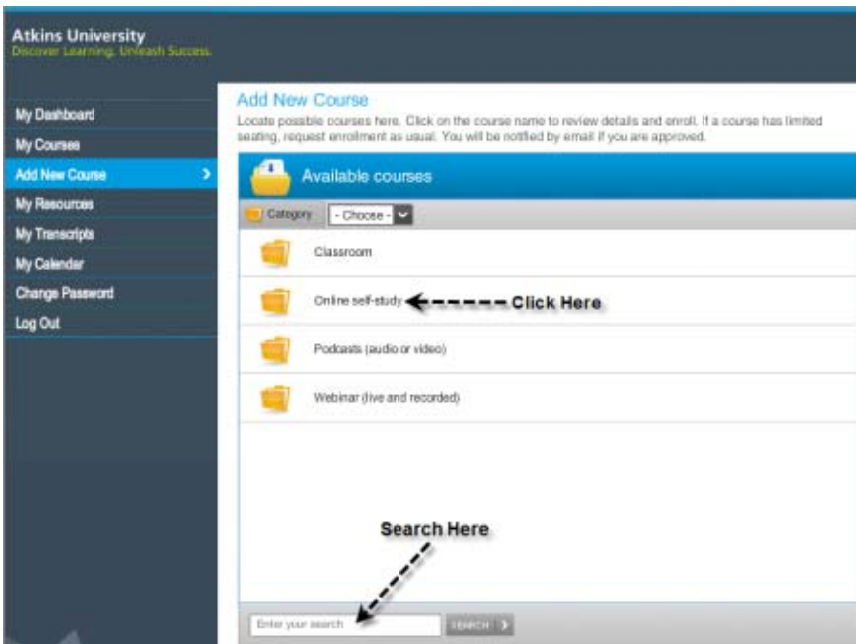


3. You should now be logged into your learning dashboard, and your name should displayed at the top of the page, as shown in the example here.

If you need further assistance or have questions about the login process, please contact Atkins University at [learn.na@atkinsglobal.com](mailto:learn.na@atkinsglobal.com).



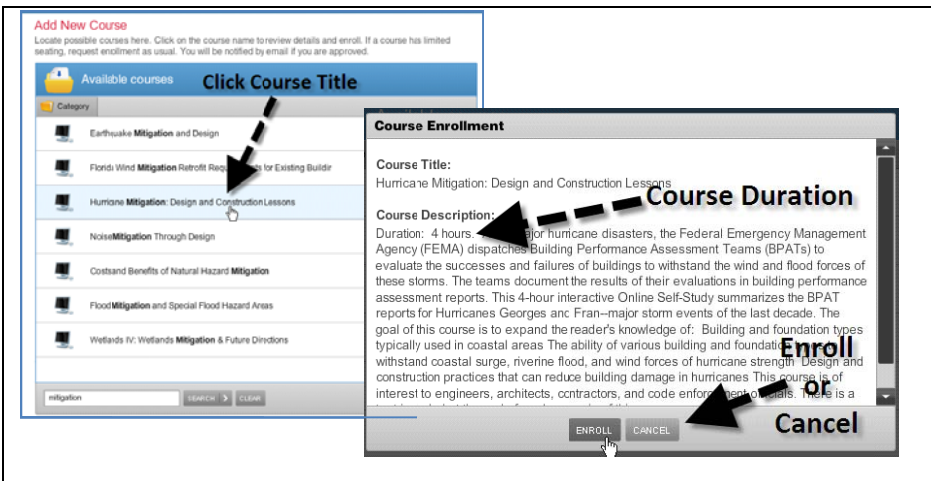
4. Click **Add New Course**



5. Click **Online self-study**

– OR –

Use the search box to search by a keyword (i.e. design-build, LEED, etc.)

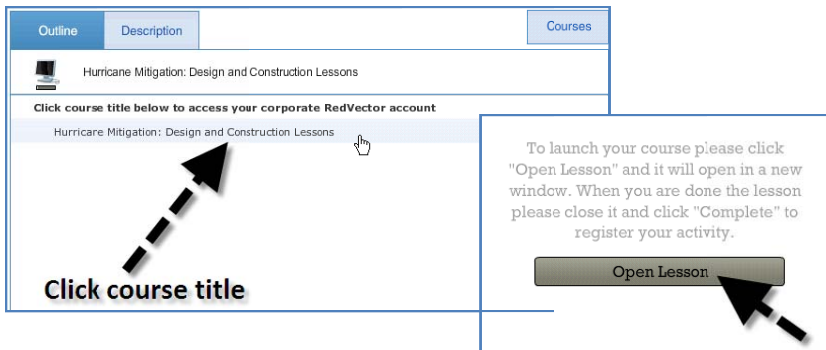


6. Once you've located a course, click on the course title to view the course details.

The *Course Enrollment* window will display the course details.

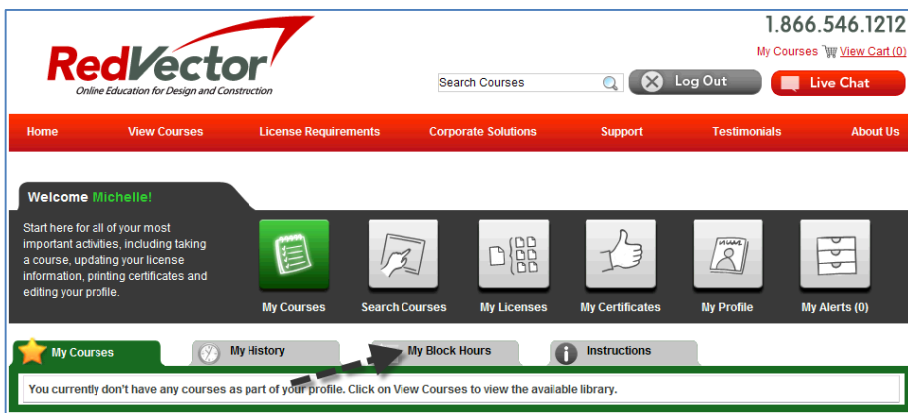
Note Course Duration. Read description.

Click **Enroll** and proceed to Step 5; **OR** Click **Cancel** to continue your search.

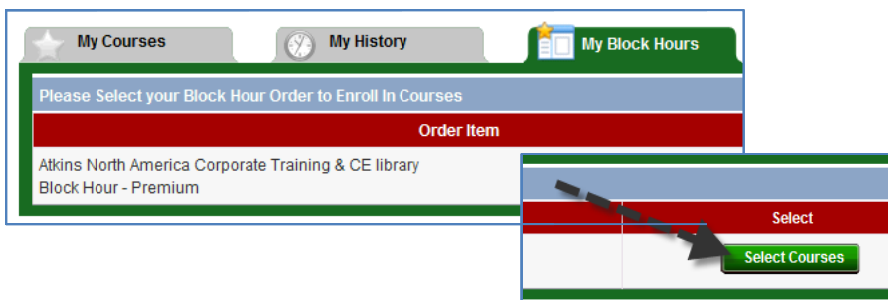


7. Click the course title to access your corporate RedVector account.

Click **Open Lesson**.



8. Click the **My Block Hours** tab.



9. Click **Select Courses**.

Atkins North America Corporate Training & CE library

**1 SEARCH BY:**      **2 OPTIONAL**      **3 CHOOSE YOUR LICENSE(S):**

Profession & State      Keywords: hurricane mitigation      Item #:       Non-Licensed Professional  
 Professional Organization      Category: Select             

10. Verify **My Licenses** is selected.

Type key words from the course title in the *Keywords* box.

Click **Search**.

Results For - Keywords: hurricane mitigation | Licenses : NO LICENSES SELECTED

2 item(s) found      Page 1 of 1      50 per page       

<input type="checkbox"/>	Item #	Type	Preview	Catalog Item	Rating	Hours	<input type="button" value="ENROLL"/>
<input type="checkbox"/>	RV-10214a			Florida Wind Mitigation Retrofit Requirements for Existing Buildings IV2	★★★★☆	1	<input type="button" value="ENROLL"/>
<input type="checkbox"/>	RV-4882			Hurricane Mitigation: Design and Construction Lessons	★★★★☆		<input type="button" value="ENROLL"/>

11. Click **Enroll** to launch the course.

If you have questions or need further assistance, please submit a [Help Desk ticket to Atkins University](#).