



Registering for an Account

1. Go to NFHSLearn.com and click "Register" at the upper right side
2. Enter your email and password.
3. Enter your personal information, including your name, address, phone number, and activities. This helps NFHSLearn.com with your certificate information and allows your school to locate you.
4. Provide the name which you want to show up on completion certificates.

Ordering a Course

1. One logged in, click the "COURSES" button at the top of the page. Locate the course you are looking for on the list, or search for it. **If you are looking for a Rules Clinic, click "Rules Clinic Courses" on the filter tools to the left of the courses.**
2. Locate your course, mouse over it and click "View Course."
3. Select your state from the drop-down menu and click "Order Course."
4. Choose "myself" unless you are distributing the course to others and click "Continue."
5. Review your order and click "Checkout."
6. Click the checkbox to agree to the refund policy and click "Continue."
7. If your course is free, you will be complete. If your course has a cost, enter your payment information and continue.
8. Once the order is complete, you can return to your NFHSLearn Dashboard to begin your course.

Completing a Course

1. After you order a course, it can be found in your NFHSLearn Dashboard. Click "DASHBOARD" at the top of the page.
2. All of your courses should appear here, under your "My Courses" tab. Find your desired course and click "Begin Course."
3. Go through the content of the course – videos, slides, activities, quizzes, etc. Once complete, you can print out a certificate at the end of the course, or from your "My Certificates" tab on your Dashboard.