Getting Started with Ride Connection Learning Center

Purpose: This document details how to access the Ride Connection Learning Center. Once you have accessed the center you can:

- Create a new user account
- Select online trainings to participate in
- Complete trainings and print certificates

Note: If you already have an account, begin on page 4 with Step Two: Select Online Trainings to Participate in. **DO NOT OPEN MORE THAN ONE ACCOUNT**

If you are unsure whether you have an active account or need help recovering your password, please email training@rideconnection.org for help.
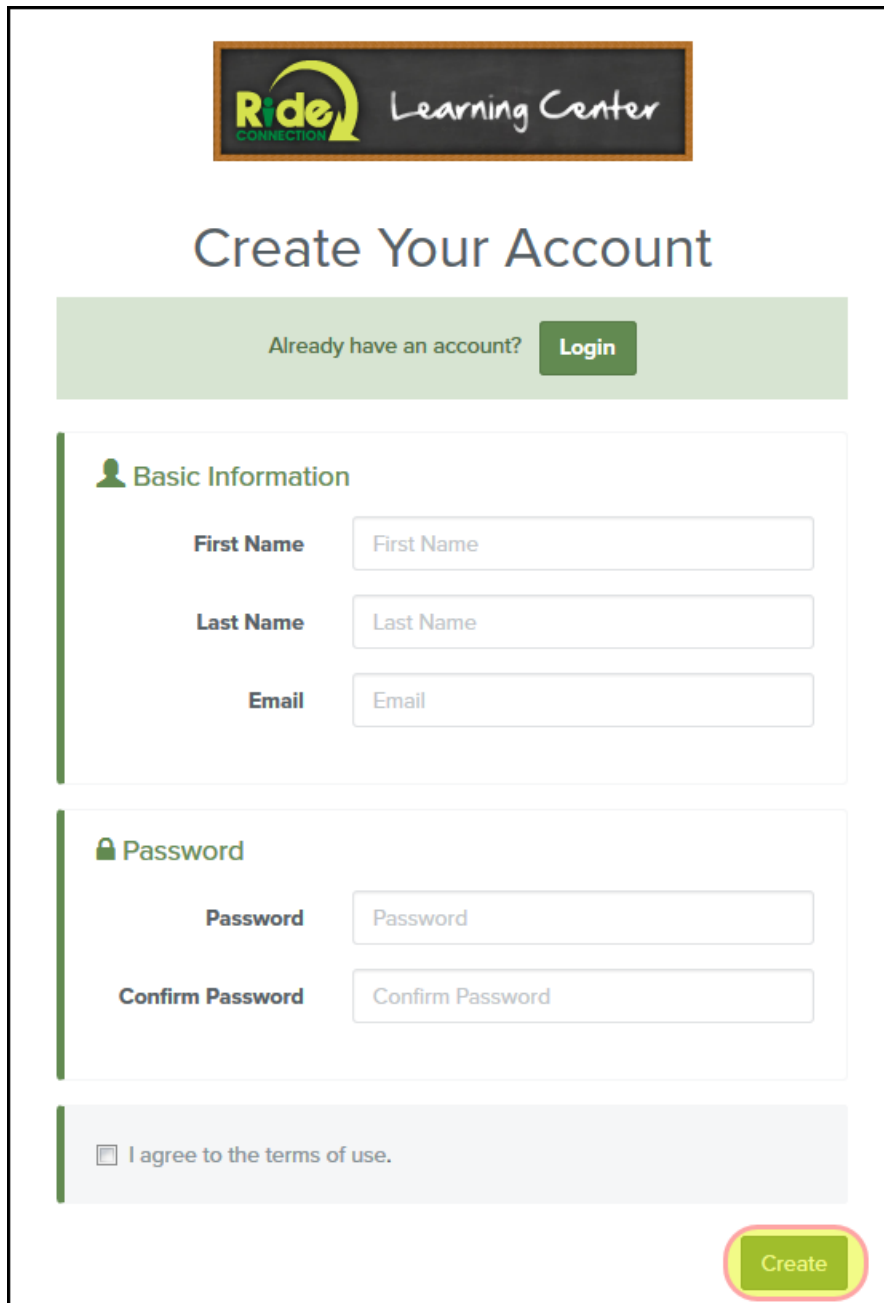
Step One: Create a New User Account

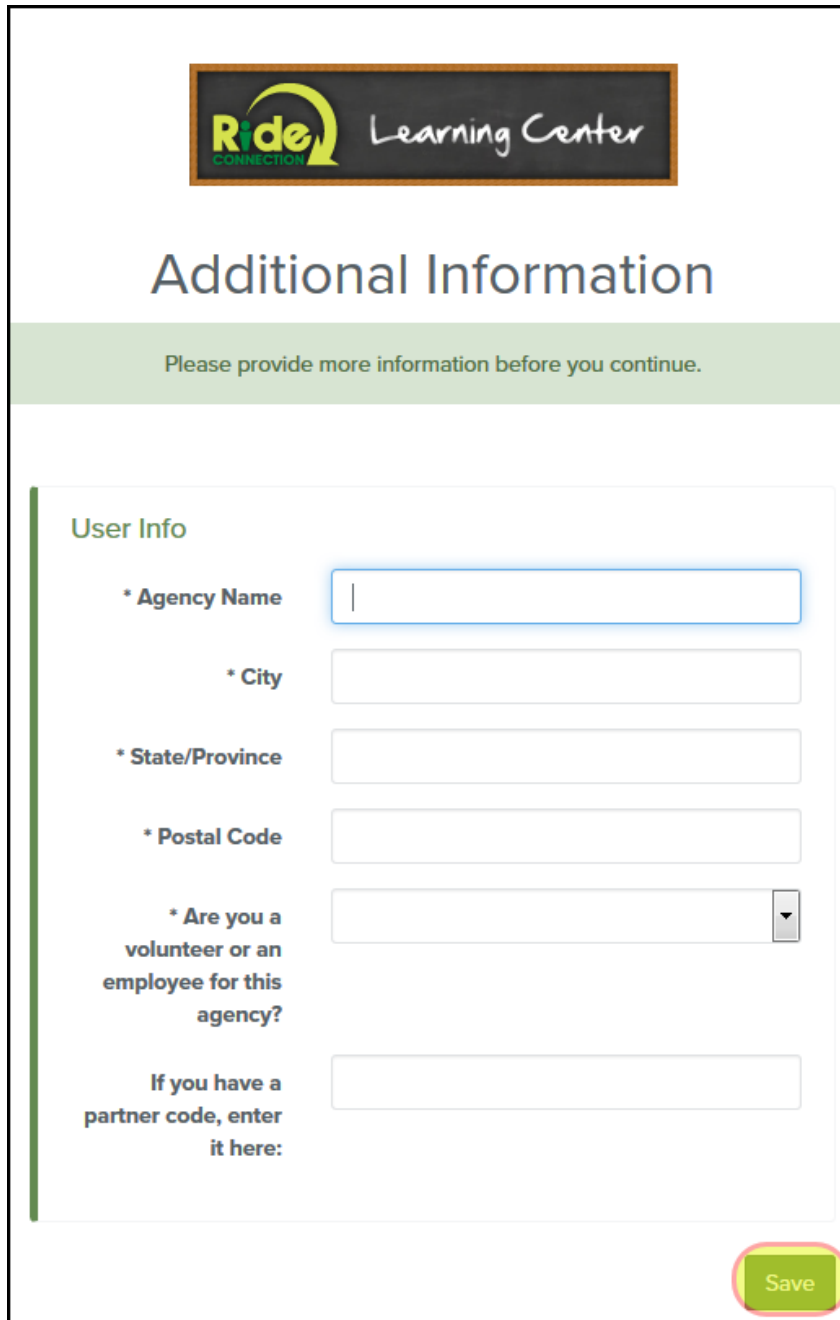1. Go to: https://rclearningcenter.digitalchalk.com

2. Click the **Create Account** button.

3. The **Create Your Account** page will open. Fill out all of the information on this page and click **Create.**

4. Complete the **Additional Information** section and click **Save**.

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Step Two: Select Your Trainings

1. When you log into your account, you are at your **dashboard**, but since this is your first time here, you don't have any courses yet.

2. Click the **Catalog** tab to see the courses available to you.
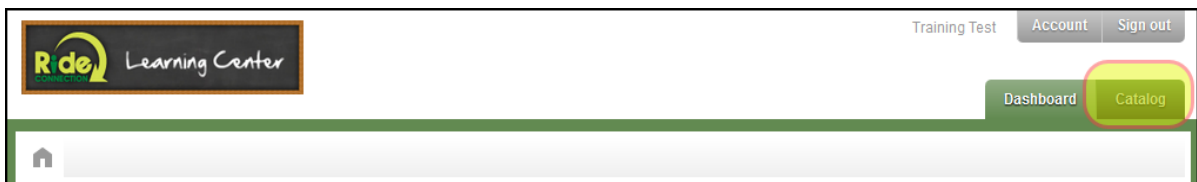
3. Review the available courses. To select a course, click the **Add to Cart** button underneath the course description. Repeat for each desired course.

4. At the top of the screen, the shopping cart will show how many courses you have selected. Click the green button with the **shopping cart icon** to continue.

5. The checkout screen will appear.

6. Click **Checkout** to enter your information and then click **Continue.**

   Note: If you are driving for a partner agency and have a discount code, enter it here. If you are not driving for a partner agency, enter your payment information as instructed on the screen. If you do not know the code or are unsure if you drive for a partner agency, contact training@rideconnection.org to verify **before** entering your credit card information. No refunds will be issued.
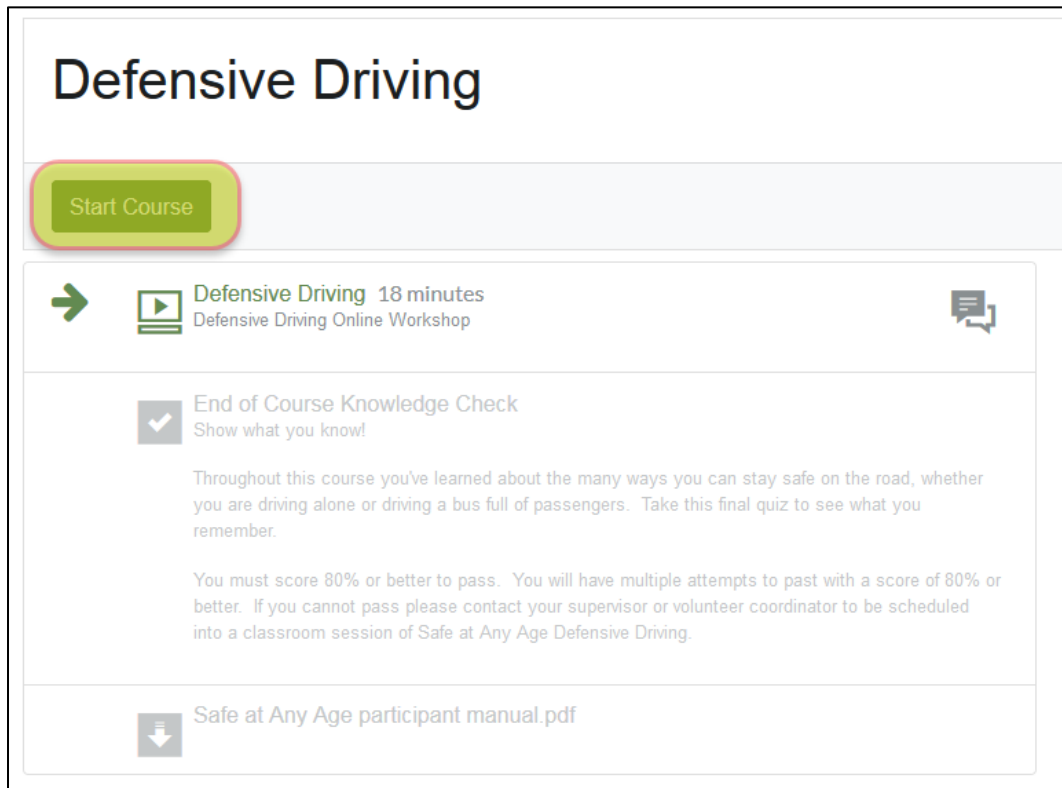
   If you have a discount code, please do not use it more than once for each class. If you are having difficulty with a course, please contact us for help before buying the class again.

Step 3: Complete Trainings and Print Certificates

1. Click the **Dashboard** tab to see your course(s). The Dashboard is like your homepage. Your course(s) will appear here.

2. Click the course you want to take to get started.

3. You will be taken to a screen that looks like this. Click the **course name** to be taken to the course content.

4. Your course will appear. Press **play** and follow the instructions on your screen.

5. When you have viewed all the slides in the course, the final slide will direct you to go back to your **dashboard**. (You can also click the link provided at the bottom of the course.) When you are at your dashboard, click the class you are working on and you will now see that you have a **quiz item** available to you.

6. Click the quiz link and then click **Begin Test**. You will have multiple attempts to pass the quiz with a score of 80% or better. If you cannot pass the quiz, please contact your supervisor to be scheduled into a classroom session instead.

7. After you successfully complete your final quiz a **certificate link** will appear. Click on the link to **download the certificate**. <u>Please save a copy for yourself and give a copy to your supervisor.</u> Ride Connection will automatically be alerted when you complete the class and will record your completion date in your driver file.

Need Help?

Please email support@digitalchalk.com.