

# HomeCentris University Instructions

- Go to the HomeCentris website and find HomeCentris University in the Careers menu. Or use this address: [www.homecentris.com/university](http://www.homecentris.com/university)
- Once you reach the main University page, you will have two choices:



- Login/Register. Use this if you are already a student or, if you are a new student with a Voucher code.
  - Browse All Courses. To view all available classes for voluntary career development, you can go here. If you find a class you like, you will have to enroll in the class. The “Enroll” Button will take you to the Login page if you are already a student. If not, you’ll need to Register as a new student. Enrolling in courses allows HomeCentris to track who has successfully passed a course. Once you Register, you will be taken back to the Course you selected. All Courses are free to employees.
- Once Registered or Logged In, you will land on your My Dashboard page. This page shows all your courses, certificates, grades, etc. At any time, you can view your progress here.

- To get started in your assigned classes, you must enter the Voucher Code given by your supervisor. To do this, click “Redeem Voucher Code.”



Voucher Code. Your supervisor will give you this code. Once entered, you will be automatically enrolled in the courses required for your position.

- After Redeeming your Voucher Code, you are ready to start. Find the first course you want to take and click on it.

- You will then see the various lessons in your course. Most courses have one or two lessons. To start, click anywhere in the gray box to launch the course or click the blue “Get Started” button.



- After you have watched the video, you must take a short quiz to finalize the course. To start the quiz, click the orange “Take Quiz” Button.

- Answer the questions as best you can. When finished, the instructor will give you your grade and tell you if you passed. You will see your correct answers in green and your incorrect



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answers in Red. If you did not answer question correctly, click on it for an explanation.



- If you failed the quiz, you will be asked to take it again. Please study your incorrect answers and retake the quiz.

- Repeat these steps until finishing all your assigned courses.