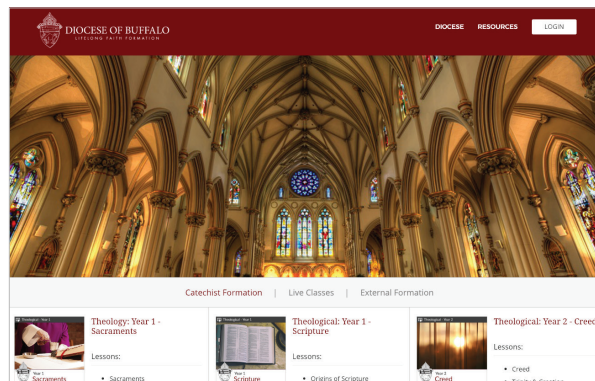


Signing up for an online or live course

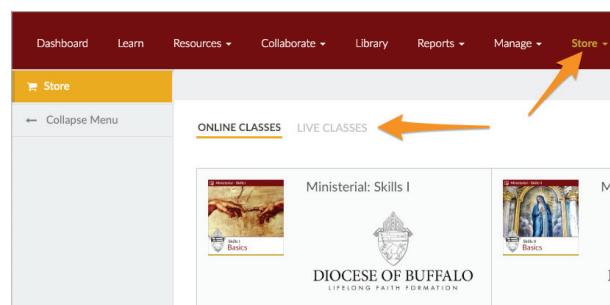
1 Go to the Diocese of Buffalo formation page

- Go to www.dobformation.org
- Click **Login** to register for a live or online class



2 To register for a live or online course

- Once Logged in, Click **Store > Courses** in the top menu to view the online and live course available for purchase
- Use the Online and Live Classes Buttons to see the options for both live and online courses that are available



3 The Shopping Cart

- Select the Course and click **Add to Cart**
- To add another Course click **Close**
- When done click **Checkout**



Checkout Process

- Enter in your email address.
- Create or Enter your password
- Fill out your **Billing Address**
- Fill out your **Payment Address**
- Click the blue **Place Order** button

Note: After your order is complete, you will receive a receipt via email

Secure Checkout

Instructions

1. Fill out your billing and/or shipping information
2. Choose a method of payment
3. Click the Place Order button

Account

✓ Account

jfooster@buffaloadmin.com not you?

Billing Address

[Add New Address](#)

Paying With

[Credit Card](#)

Coupon Code

Enter code [Add](#)

Order Summary

Sub Total:	\$40.00 (USD)
Tax:	\$0.00 (USD)
Total:	\$40.00 (USD)

[Place Order](#)

4 Complete the Checkout process

- Click **Place Order** to finish transaction. You will see a confirmation screen and receive an email receipt






1 Log into your account

- Go to www.dobformation.org
- Click **Login** to log into your account
- Enter your email address and password, click **Sign In**

NOTE: If forget your password or you see a message saying you already have an account, click the **Forgot Password?** link to receive an email to reset your password.

2 Access your online course or view your live event

- Click on the **Learn** button in the top menu
- Select your course or event



Theological: Year 1 - Scripture
Theological: Year 1 - Scripture
0%

3 Navigating your online course

- Lessons are easy to navigate. From your **Courses** screen under **Learn**, you will see a vertical list of your lessons and course progress.
- Once in a lesson, you can navigate pages using the **Menu** to the left as well as using the **Next** and **Previous** buttons. When entering a lesson, you will be taken to the last page you left off on.

RECONSTRUCT THE VERSE

Reconstruct the Verse Instructions: Drag each answer to the box that you feel is correct. Once results.

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Origins of Scripture

Jesus Christ

The Gospels

Archive Course

Origins of Scripture

Origins of Scripture



1 View your Reports

- Click on the **Reports** button in the top menu and click **My Reports**.

Choose your course and view your progress and results by lesson.

Course:

Diocese of Brooklyn - RCIA Demo

Lessons

Name	Completed	Total Time	First Score	Best Score	Status	Notes
RCIA Course - Welcome	8/15/2014	77.8m			100%	
25th Sunday in Ordinary Time	8/9/2015	144.7m	20%	20%	100%	

Print Report

2 View your Transcript / Certificate

- Click on the **Reports** button in the top menu and click **My Transcripts** to view a history of all of the courses you have been enrolled in.
- Click on the **Reports** button in the top menu and click **My Certifications** to view any Certifications and download Certificates for the courses you have completed.

Transcript

Course	Start Date	End Date	Status ▲
Prayer	09/18/2012	12/03/2014	✓
Faith Foundations (Public)	01/02/2013	12/15/2014	✓
1st Grade: Our Heavenly Father (Rv4)	09/21/2015	09/08/2015	✓
1st Grade: Our Heavenly Father (Rv4)	08/22/2012	09/08/2015	✓
3rd Grade: Our Life with Jesus (Rv4)	08/22/2012	12/03/2014	✓

3 Send Certification Requests to receive past credit

- Click on the **Reports** button in the top menu and click **My Certifications**.
- To request credit, select the Certification with a requirement you want to fulfill. When you find the requirement, click **Send Approval Request**.

Fill out the **Approval** item name, the date it was completed, description, and add a file to document proof of completion.

Send Approval Request

Requirements < Approve Requirement

Requirement: Prayer (LLF)

Approval Item Name:

Approval Item Name

Date Completed:

Description:

Describe how requirement was fulfilled

Select files...

drop files here to upload

Cancel

Submit