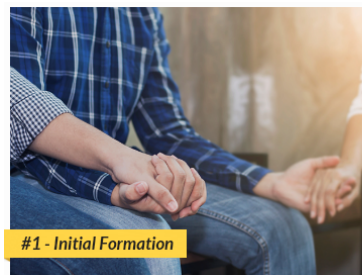


SIGNING UP FOR AN ONLINE OR LIVE COURSE

1 Go to the Lifelong Faith Formation home page

- Go to www.bqonlineformation.org
- Select #1 for Initial Formation
- Select #2 for Ongoing Formation



#1 - Initial Formation

Living and Leading by Faith
Catechetical Leader and Catechist Formation



#2 - Ongoing Formation

Live and Online Courses
Catechetical Leader and Catechist Formation

2 Find a course to enroll in

- View the courses by scrolling down
- Click **Live Courses** or **Online Courses** to filter by type

NOTE: All of the live and online courses are also available for purchase from the Store when you log into your account

All Courses

Live Courses

Online Courses

3 The Shopping Cart

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

Quantity	1	Add to Cart
Close		Checkout

4 Checkout Process

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

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

Secure Checkout

Account

Email **required**

olivia@mcfd.com

Save

(For new and returning customers)

Password **required**

Enter a password to create a new account

Create Account

Billing Address

Add New Address

Paying With

Credit Card

Place Order

5 Complete the Checkout process

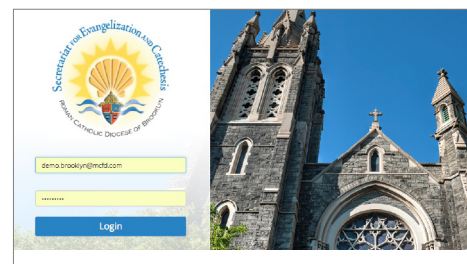
- Click **Place Order** to finish transaction.
You will see a confirmation screen and receive an email receipt

ACCESSING YOUR COURSES

1 Log into your account

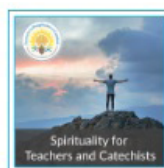
- Go to www.bqonlineinformation.org
- Click **Login** to log into your account
- Enter in your email address and password, click **Sign In**

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

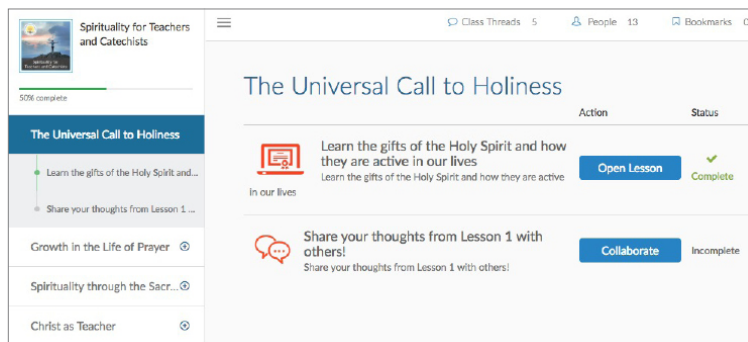
- Click on the **Learn** button in the top menu
- Select your course or event



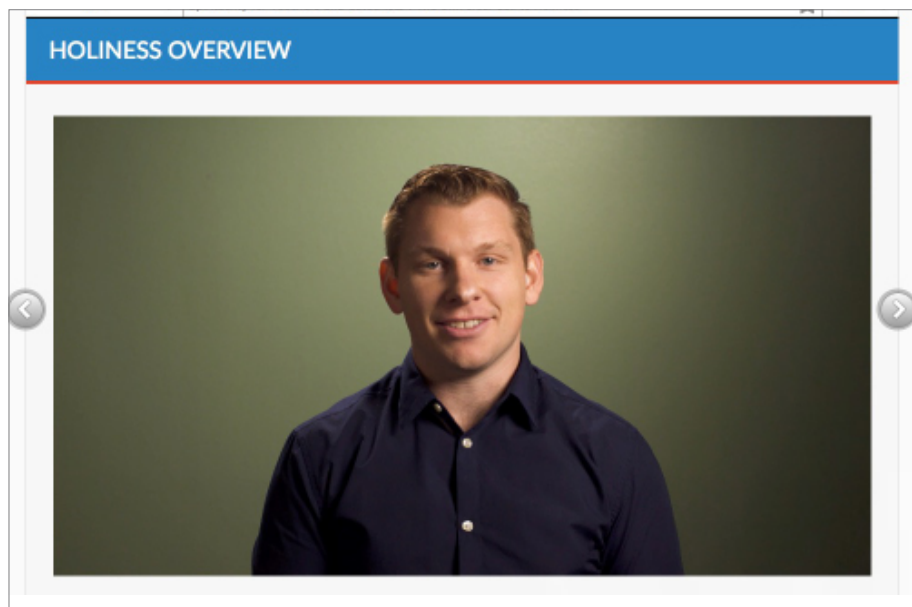
Spirituality for Teachers and Catechists

Spirituality for Teachers and Catechists is an engaging, 5 part course that guides the participant along the road of holiness. The course explores the foundations of spiritual theology while offering concrete applications to help participants grow in their daily prayer life. Each lesson contains high quality video instruction, interactive activities, and quizzes to apply the knowledge gained throughout

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.



YOUR REPORTS AND CERTIFICATIONS



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

Send Approval Request

- 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.

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