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This is a tutorial on how to access the CIF component of the course. You'll gain access to the CIF component and Coaching Principles online course at the same time. Slides one through six take you through the process of accessing your courses through our legacy site. Links and instructions for accessing your course are found in your "accessing your online course" email (shown above in the sample email box). If you've already accessed the Coaching Principles course, you can jump right to slide six.



This is the email providing information on accessing your online course. Again, note that you'll be taken to our "legacy" website to access and take your course.



Double click and copy the temporary password provided to you in this email. You'll use it to sign in on the legacy website. Next, click the "Access my online course" button. (If your email did not include a temporary password, that means you already have an account on the site. Click the "Access my online course" button to proceed.)

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This is the sign in screen on the legacy site. Under "Sign in here if you have previously registered," enter the email address you used to purchase your course and paste the temporary password you copied from the "Accessing your online course" email. Click "Sign in."

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Click the "Sign in" button to proceed. You may change your password anytime by clicking on the "Edit profile" text link from the top of the page (shown on the following screen).



The courses that were purchased (in this case, CIF Coaching Principles and the CIF state test) are listed under "Incomplete courses." Under "Test status" there's a link to "Take test." Click the "Take test" link to access the course/test.



On this page, click the link to access the CIF bylaws (PDF document). You'll refer to this document as you answer the test questions. There are 40 questions on the CIF bylaws test.



This is a screen shot of the CIF document you'll use to complete the test questions. You'll toggle between the PDF and the test windows while taking the test.



After completing the 40 questions, click the "submit" button to submit your answers. Your test will be scored immediately.