How To Enroll In Your MSF Basic e*Course* Using A Coupon Code

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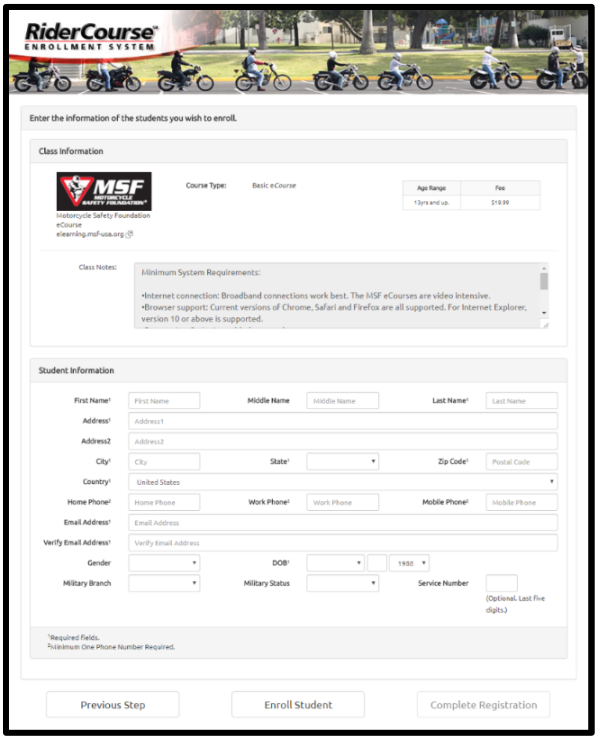
Where to Go To Enroll in Your Basic e*Course*

[This is a link to the Enrollment website. You can click here to get started if you are viewing this document on your computer.]

Alternatively, you can enter it directly into your internet browser (Google Chrome, Internet Explorer, Safari, Firefox, etc.) to begin your enrollment.

The Enrollment website URL is https://training.msf-usa.org/eCourse/Basic

When you get to the e*Course* enrollment page, it looks like this!



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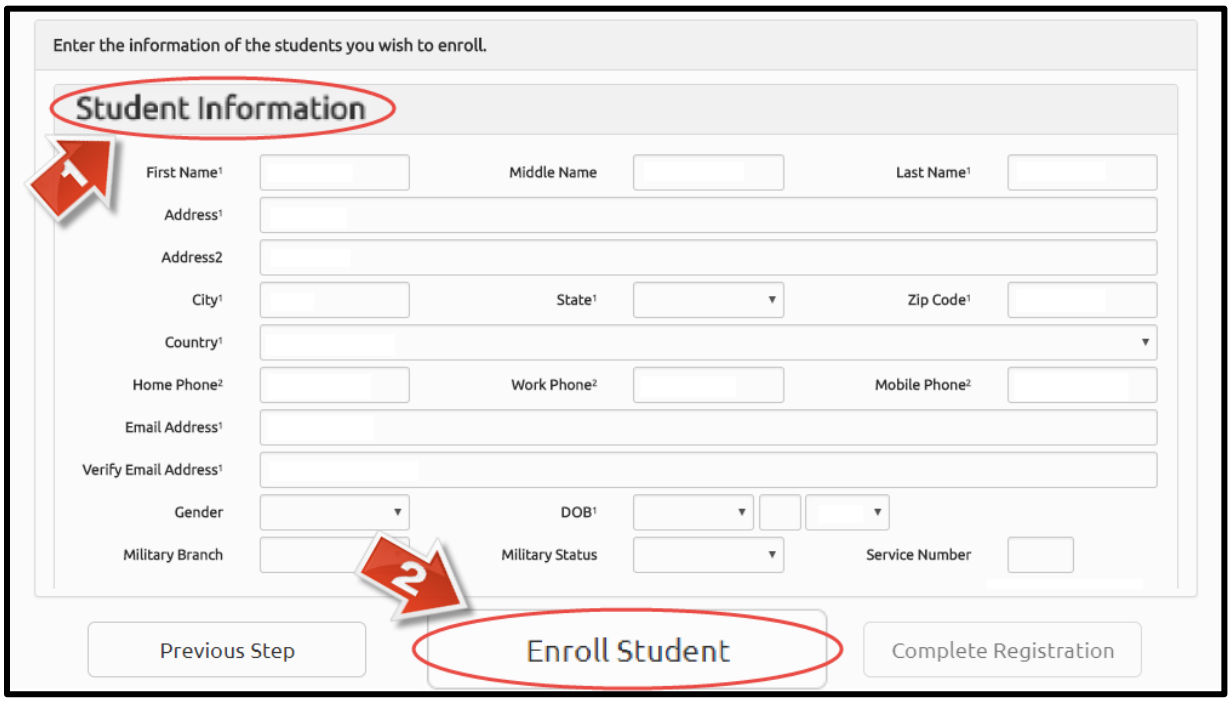
Enter Student Information

1. Enter your **Student Information** in the required fields.



2. Click on **Enroll Student**

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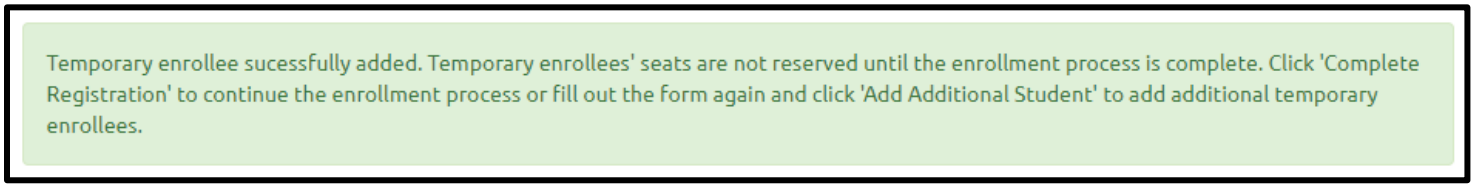
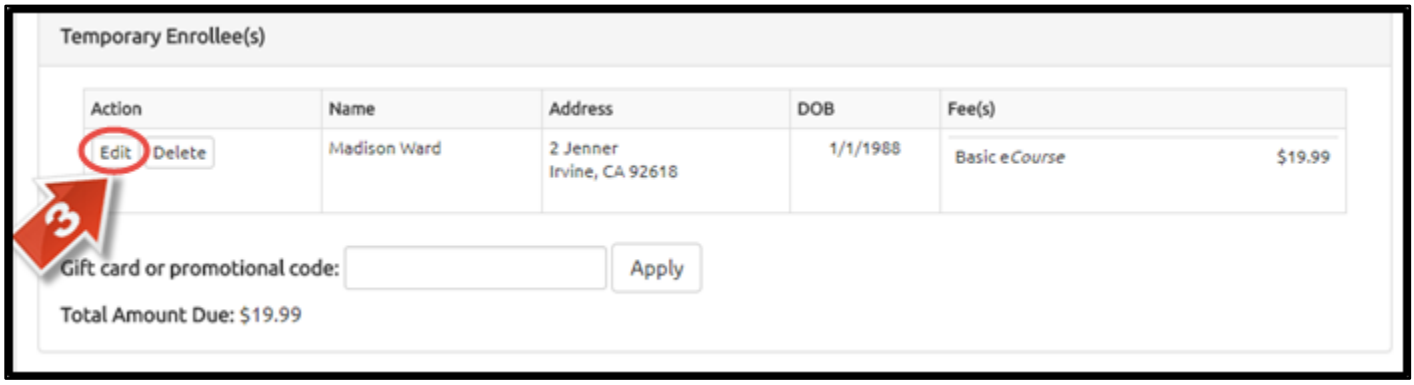
Review And Edit Your Information
(Fix Typos or Mistakes!)

3. If you have entered all required enrollment information, look for this message to appear near the bottom of the page that 'Temporary enrollee successfully added….' It looks like this!



Take a moment to review the information listed under heading, **Temporary Enrollee(s)**.

If you made a mistake and need to fix it, click on the **Edit** button to make corrections.



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About Coupon Codes

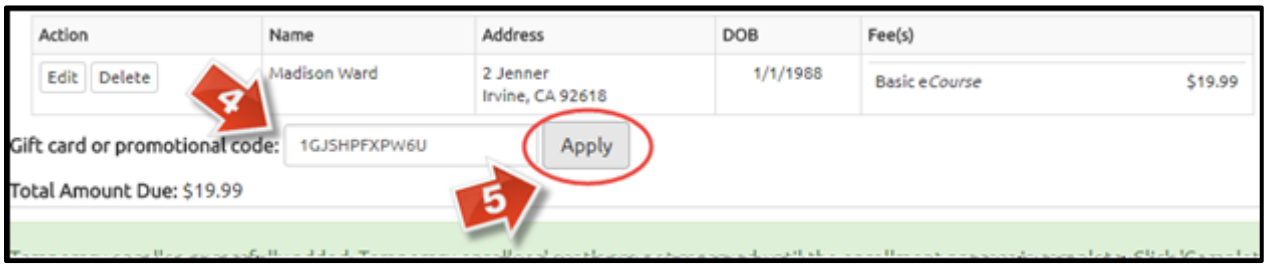
Your Coupon Code is 12-characters long and a combination of numbers and CAPITAL LETTERS.

There are NO zeros, only CAPITAL o's (OSCAR).

Watch out for the CAPITAL i's (INDIA) and number one's (1-2-3…). They can look very similar.

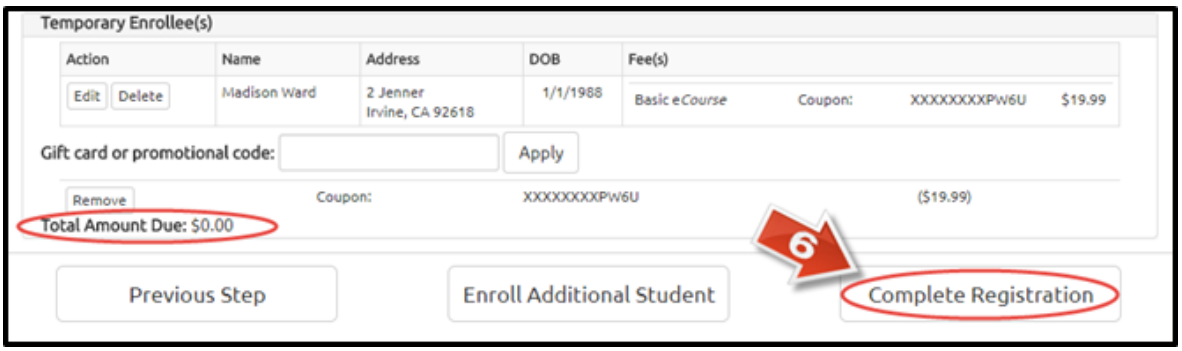
4. Enter your 12-character Coupon Code in the **'Gift card or promotional code'** field.

The **Total Amount Due** remains $19.99 until you have completed the next step.



5. Click **Apply** and your **Total Amount Due** will change to **$0.00.**

6. Click **Complete Registration**.



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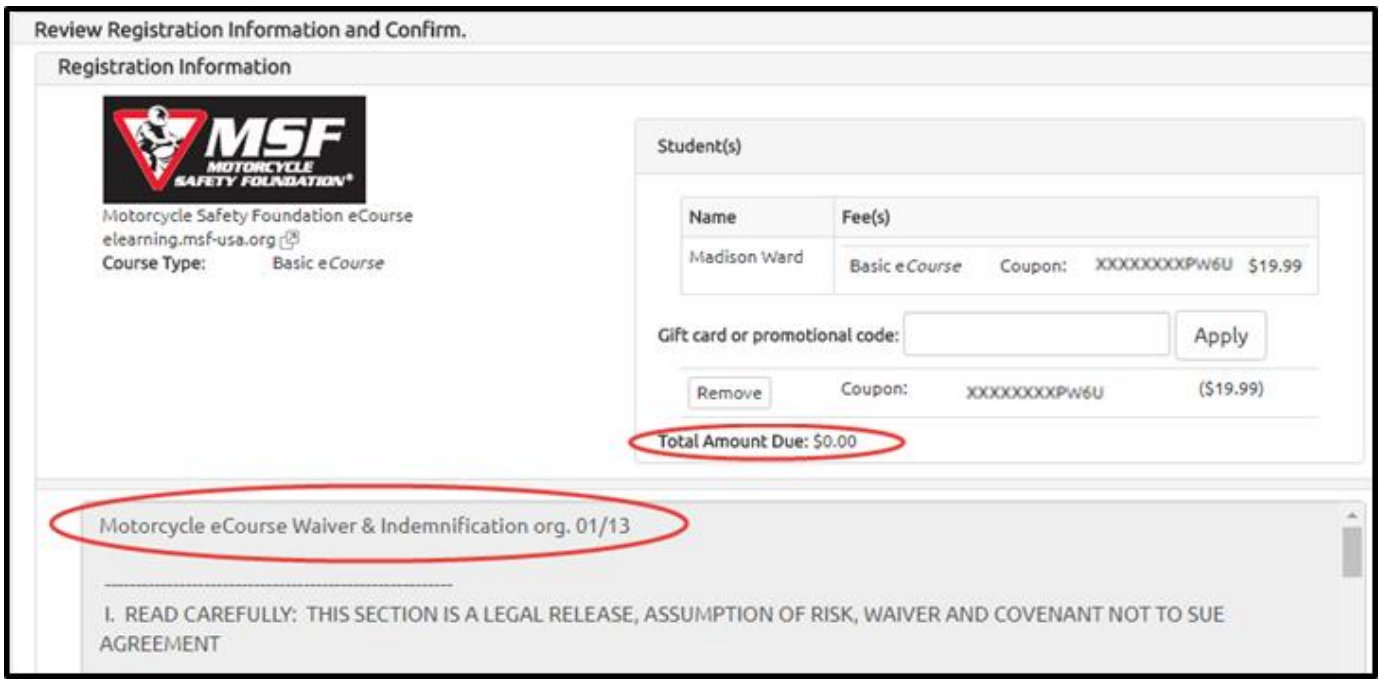
Review and Confirm Registration Information

7. At this point, if the **Total Amount Due: $0.00** and the **Waiver and Indemnification** is visible on the bottom half of the screen, proceed to **Step 8** in this guide and complete the **Student Release**.



IF YOUR SCREEN LOOKS LIKE THIS, PROCEED TO STUDENT RELEASE

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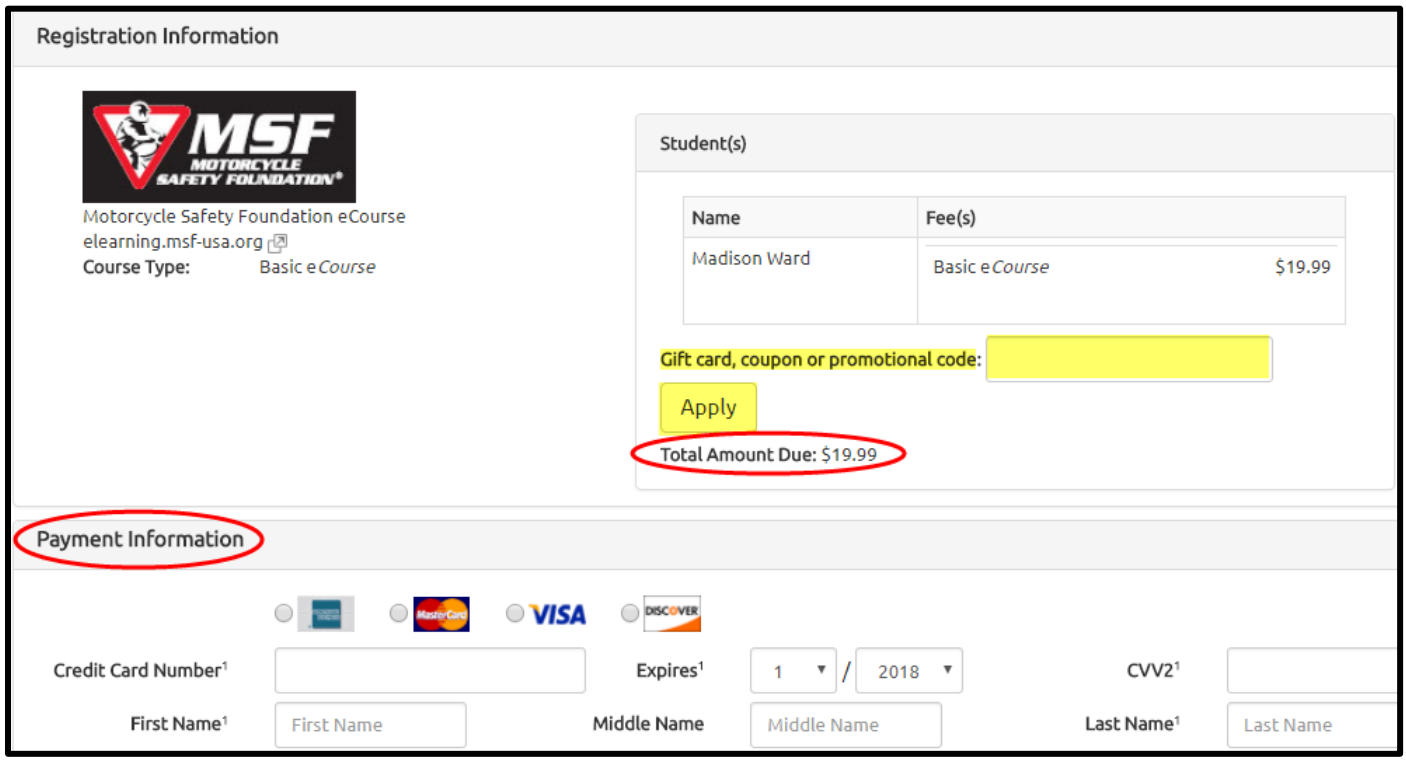
IF YOU ARE ASKED TO MAKE A CREDIT CARD PAYMENT

STOP!

YOUR COUPON CODE WAS NOT PROPERLY APPLIED

A payment page only appears when there is a remaining balance due. To proceed, enter your 12-character Coupon Code and Click **Apply**.



These areas will not be highlighted on your screen; they are highlighted in this diagram for instructional purposes.

The **MSF DOES NOT provide refunds** if you elect to use your credit card instead of the Coupon Code provided by your hands-on provider.

When the **Total Amount Due: $0.00**, proceed to the **Student Release Section** on the bottom half of the page and follow the instructions in **Step 8**.

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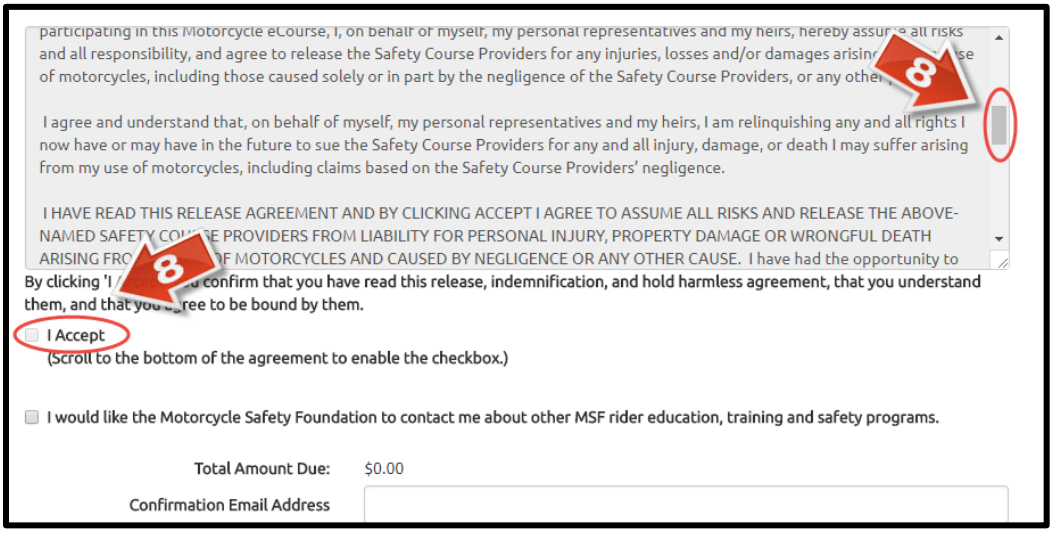
Student Release: Read and Accept

8. In order to complete the registration, you must read and agree to the **Student Release** by checking the '**I Accept**' box. To activate that checkbox, you must first read the release by **scrolling to the bottom of the inset document**.



If you cannot click on the '**I Accept**' box, make sure you have scrolled to the end of the waiver (and not just the bottom of the Enrollment page).

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Student Release: Accept, Confirm & Complete

9. Make sure the **'I Accept'** box is checked.

10. Enter your email address in the required confirmation fields. You will be entering it twice.

11. Click on **Complete Registration**.

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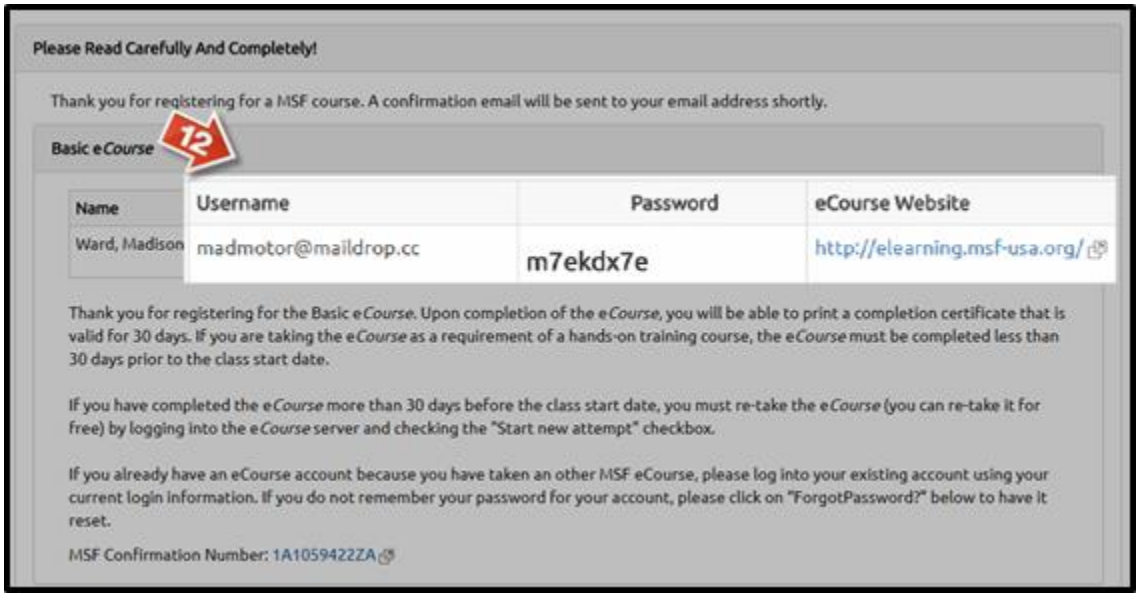
Your *eCourse* Login Credentials

12. **On your enrollment confirmation page**, scroll down until you find your user login (it will be your email address), your **eight** character password (this time all the letters will be lowercase), and the e*Course* login site elearning.msf-usa.org

WRITE DOWN YOUR LOGIN INFORMATION OR PRINT THIS PAGE!



WRITE DOWN YOUR LOGIN INFORMATION OR PRINT THIS PAGE!

You can click on the website URL to get to the MSF e*Course* Server Login Page.
https://elearning.msf-usa.org

Enter your Username (email address) and Password (8-characters, all letters in your password will be lowercase).

Click on **Log in**.

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How to Log In If You Can't Find Your Confirmation Information

If you accidentally closed your confirmation page without saving the information, don't worry, you **will receive a duplicate copy via email**.

If you don't see it in your Inbox, make sure to **look in both your Spam** and **Trash folders** for an email from noreply-res@msf-usa.org

If you cannot locate the email, and you closed your confirmation page without saving your password, you can use the **'Forgot your username or password?'** option on the MSF e*Course* login page. The email address you used during the enrollment process will be your username.

You can always email or call the MSF e*Course* Support Desk for assistance.

Email	msfsupport@msf-usa-org	Phone	949 727 3227 x 3158
Hours	Monday – Friday 8:30 am – 5:00 pm Pacific Time CLOSED WEEKENDS		

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