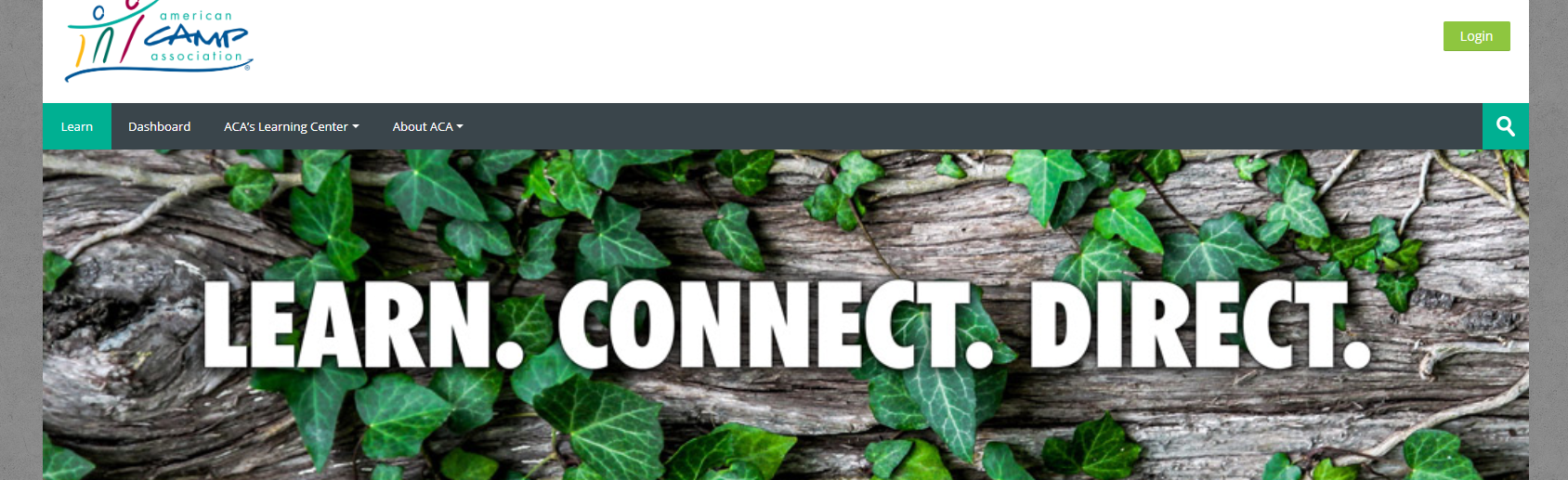
****

**Accessing Course Staff Training in the ACA Learning Center**

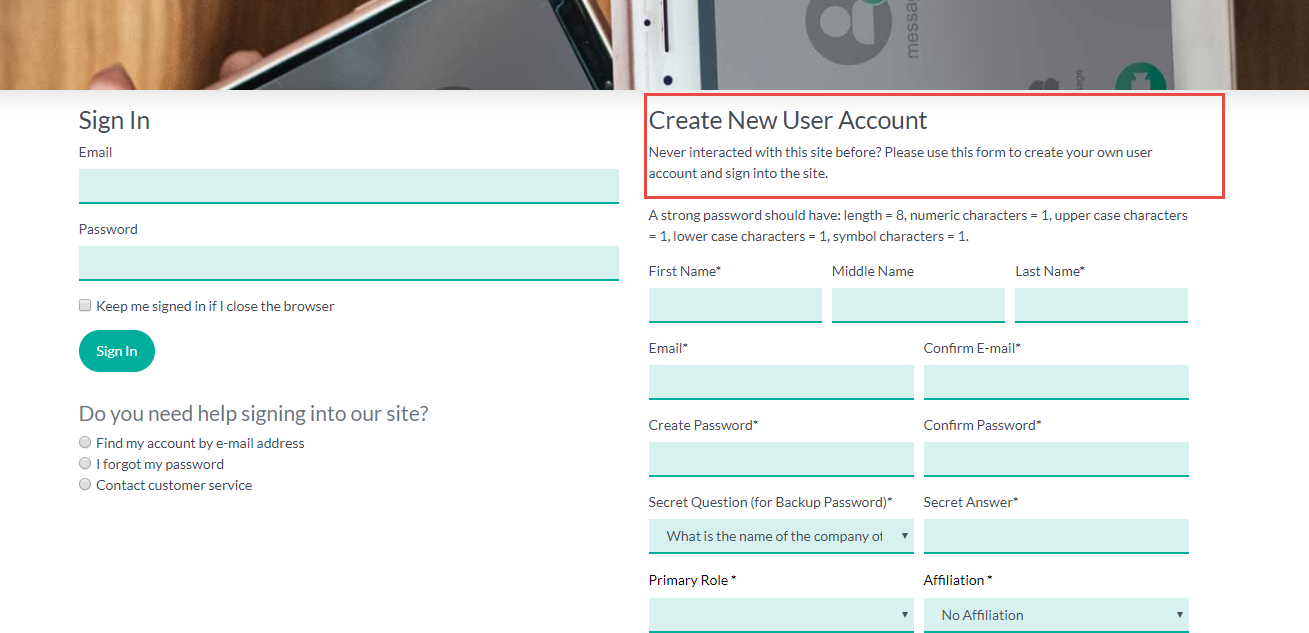
To access this course for the FIRST time you will need to self-enroll.

**Self-Enrollment for those NEW to the Course**

**Step 1:** Go to <http://learn.acacamps.org/> and follow the login link in the upper right-hand corner.



**Step 2**: Step 1 takes you to this page (<https://mx.acacamps.org/SignIn.aspx>)



On this page you will create/establish an ACA Account/ID – unique to you. Make note of your username and password as you’ll need them on subsequent trips to the course. ***Please do not enter an email with capital letters – our system will not log you in.***

**Step 3:** Once Step 2 is complete the system takes you back to the ACA Learning Center <http://learn.acacamps.org/> page AND you are Logged-in

**Step 4: FIND YOUR COURSE**: Type “Redwoods” in the search box at the right side of the website

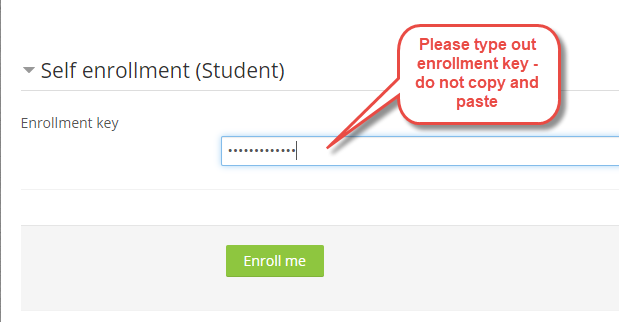
Graphical user interface

Description automatically generated

**Step 5:** Scroll down and choose **Camp safety Trainings Package**

Graphical user interface, application

Description automatically generated

**Step 6:** Use this enrollment code (case sensitive): **KOINONIA2023** to enroll yourself into the course and your camp’s group. Type the enrollment code – do not copy and paste. \*If an error message pops up just close it and continue. Scroll down to enter the passcode\*

**Special Note:** ***You’ll only need to enroll once.***

Upon subsequent visits to the Learning Center [**http://learn.acacamps.org/**](http://learn.acacamps.org/) – login with your username and password, and access any/all courses you have been enrolled into through the **My Courses** link in the **Navigation block** on the learning center home page.

**In Summary**

**Self-Enrollment Steps (No Illustrations):**

**Step 1**: Go to <http://learn.acacamps.org/> and **follow the log-in link in the upper right-hand corner**. It is important that you start here.

**Step 2:**  It will take you to <https://mx.acacamps.org/SignIn.aspx>.  Sign-in with an existing account/ID or create/establish an ACA Account/ID – unique to you.  Make note of your username and password as you’ll need them on subsequent trips to the course.

**Step 3**: Once you have logged in, it bounces you back to the ACA Learning Center (<http://learn.acacamps.org/>)

**Step 4 and 5:** Type “Redwoods” in the search box at the right side of the website. Click on your course **Camp safety Trainings Package**

**Step 6:** Enroll yourself. Use this enrollment code (case sensitive): **KOINONIA2023** to enroll yourself into the course and your camp’s group. \*If an error message pops up just close it and continue. Scroll down to enter the passcode \*

*Upon subsequent visits to the Learning Center* [***http://learn.acacamps.org/***](http://learn.acacamps.org/) *– login with your username and password, and access all of courses you have been enrolled into through the* ***My Courses*** *link in the* ***Navigation block*** *on the learning center home page.*