End User Instructions HomeTRACK Online

Please read to the end of the document

Dear User,

Thank you for using HomeTRACK Online. These instructions will guide you step by step on how to get started and give you access to your HomeTRACK Online course.

Creating your account
1. While in the login page click **"Signup"**
2. Fill in the necessary and mandatory fields
3. **Please fill in the field** *"Person or Org paying if other than those registered"*
    if the person that registers is different from the person or organization that will pay the HomeTrack course.
4. Click button **"Create account"**
5. You are automatically directed to HomeTRACK Online, your empty dashboard is now created.

In the Dashboard
The User Dashboard is the first thing you will see when you are logged into HomeTRACK Online.
6. If you are a first time user, in your empty Dashboard you will see a message:
    "You don't have any courses at the moment"
    "You can find and add courses from the Course Catalog"
    Click the button **"Get your first course"**.

How to enroll in a course?
1. Now you are ready to enroll in a course.
2. In the Course Catalog you see the English and Spanish HomeTRACK Course
    The Spanish HomeTRACK course is still under construction and will be available later this year
3. Click the Button **"Get this course $100"**
4. If you have received a coupon code please fill in the code and click **"Validate"** first
5. If you do not have a coupon code click **"Get this course (via PayPal)"**
6. Follow the PayPal instructions.

Note: *Depending on the speed of your Internet connection it may take some time before your payment has been approved. Please wait and be patient until your payment is completed.*

7. Once your payment is processed you must click "Return to hometrackonline" and the course will be added to your Dashboard.

The Dashboard shows your course and helps you navigate and manage your coursework.

Note: Users who register and do not pay for the Homebuyer Education course, will be deleted after 24 hours. If your account has been deleted, you will have to re-register and pay for your Homebuyer Education course.

How to start your course

1. You can now start your HomeTRACK course by clicking **"HomeTRACK English"** in your dashboard.
   The course starts with **"Getting Started". Please read thoroughly scroll to bottom and "Mark as Completed."**
2. Next, the **"User Agreement and Privacy Policy"** appears on your screen. Read thoroughly, scroll to the bottom and **"Mark as Completed."**
3. When you have "Marked as Completed" these documents you can start Unit 1 of HomeTRACK Online. You must complete all 5 Units before you can start the **"Final HomeTRACK Quiz."**
4. By successfully completing the Final Quiz you will receive a preliminary **Certificate** of Completion.
5. You must give your Certificate of Completion to a HUD approved housing counseling agency to receive your free one on one counseling session to receive your Final Certificate.

Checking your progress

By clicking at "**Progress"** in the menu to the right you can find out how you are doing with your training including downloading your certificate.

Wishing you success with your HomeTRACK Online e-Learning experience.