THE SUPREME COURT *of* OHIO
JUDICIAL COLLEGE

INSTRUCTIONS TO TAKE AN ONLINE COURSE

You may begin/pause the course at any time. It is recommended to use a desktop/laptop and use Chrome, Firefox or Internet Explorer as your browser.

1. LOGIN:
    Go to sco.csod.com. Enter your **Email Address** and **Password**.
    Tip: Trouble with your password? Click **Forgot Password?** *or email* OhioCourtEDU@sc.ohio.gov.

    If you do not have an account, click **Create Account**.
    NOTE: Co-guardians must complete courses separately under their own accounts to receive certificates in their own names.

    - Click: **All Others**
    - Complete the fields to create a user account
      Tip: Type your name the way you want to appear in your Certificate
    - Click: **Log In**. Enter your email address and the password that you created.

    Once you are logged in, click: **Browse All Education**

2. SELECT YOUR COURSE: *Tip: Check with your court if you are unsure which topic to take*
    6-hour fundamentals course: **ADG 6 Hour: Fundamentals of Adult Guardianship LAYPERSON**.
        The **PROFESSIONAL** version is for attorneys.
    3-hour annual continuing education courses cover the following topics:
    - Alzheimer's and Dementia
    - End of Life Decisions
    - Government Benefits
    - Guardianship of the Estate
    - Introduction to the Developmental Disabilities System
    - Medications and Medical Advocacy
    - Mental Illness and Guardianships
    - STABLE Accounts and Special Needs Planning

3. BEGIN YOUR COURSE:
    After you click the course name, click **Launch**.
    Tip: If you are taking the **FUNDAMENTALS** *course, click* **Module 1 Lesson 1**, *then* **Launch**.
    A new window will open with the course. If it did not open, check popup blockers on your browser.
    You may begin, pause, and resume the course at any time. To resume, log in, click **Learning,** then **My Courses** and click Open Curriculum, then click **LAUNCH**. Click **Resume** (or **YES** to message "Would you like to resume where you left off").
    TIP: Your session may expire after a period of inactivity. If you appear to be stuck, please log out and log back in or try rebooting your computer. You should be able to resume where you left off.

4. EVALUATION: You must complete the mandatory course evaluation at the end of the course to receive your certificate. At the end of the course content, go to your transcript located in **My Courses** and click **Evaluate**.

5. CERTIFICATE: Click **Help** > **Access Certificates** for a guide on accessing your certificate. You must submit your certificate to your local court. For specific guidance on submitting your certificate, contact the probate court where your guardianship is filed.

Additional information: http://www.supremecourt.ohio.gov/Boards/judCollege/adultGuardianship/default.asp
Questions? Contact Judicial College staff at AdultGuardianEdu@sc.ohio.gov