

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 or Firefox as your browser. Online courses must be completed by **December 30, 2022**. Allow 2 days for technical assistance.

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**

3-hour annual continuing education courses cover the following topics:

- Alzheimer's and Dementia
- Elder Abuse
- End of Life Decisions
- Ethical Principles and Standards (*available April 1, 2022*)
- 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 the course did not open, check popup blockers on your browser.

You may begin, pause, and resume at any time. To resume, log in, click **Learning**, then **My Courses** and click Open Curriculum, then click **LAUNCH**. Click **Resume**.

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 the lesson.

4. EVALUATION: Following the last lesson's content, you must **complete the evaluation in order to finish the course and release your certificate**. To complete the evaluation, go to your transcript located in "My Courses" and click "evaluate."

5. CERTIFICATE: Under the Help tab, select **Access Certificates** for a guide on accessing your certificate. You must **submit your certificate to your local probate court** where your guardianship is filed. For questions on filing your certificate, contact your probate court.

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