

How to Complete an Online Course

Once you have registered for an online course you will receive an email confirmation along with a separate email which includes a hyperlink and directions on how to complete the course and receive credit.

You will have 30 days to complete the online course before your registration expires.

Please follow the instructions below:

How to take this online training:

1. Login to your account or create an account if you don't already have one
2. Select the Catalog tab, then E-courses
3. Select All Courses (Listed alphabetically)
4. Scroll down to the course you signed up for
5. Click on course title and login again if prompted to
6. Select "Click here to launch the course."
7. Upon completion of the training, fill out a brief survey.
8. Save your "certificate of completion" to your own computer

Once you have completed the online training:

1. Return to <https://cssd.ctclearinghouse.org>
2. Login to your CSSD student account
3. Locate the CSSD online course title
4. Select "complete form" to fill out a CSSD online evaluation
5. At the end of the evaluation form, select "choose file" to upload your certificate
6. Click "Submit Form."

If you need to cancel your registration, please notify us as soon as possible by emailing us at CSSDCalendar@wheelerclinic.org or calling us at 860-793-2164.

Thank you,

CSSD Training Calendar Staff at Wheeler Clinic

CSSDCalendar@wheelerclinic.org