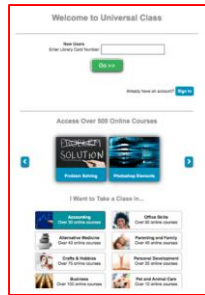


NOTE

Universal Class for Libraries empowers you to learn from over 500 courses across diverse topics. Join Courses – Learn – Enjoy!

Access your library's Universal Class site in a browser.

LOGIN with existing account credentials or click **CREATE NEW ACCOUNT** to create an account or sign in with an existing account.



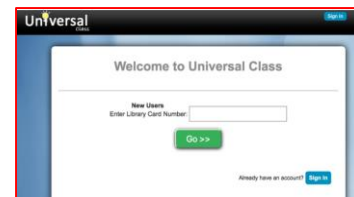
1 Note: You may browse before creating an account.

FIRST TIME USER: Enter your library and user information.

Click **GO**.

Enter additional information as needed and **SIGN IN**.

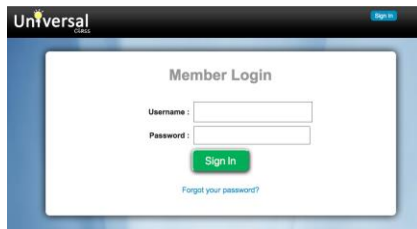
2



EXISTING USER:

Enter your user information.

Review terms and privacy policy. Click **SIGN IN**.



3

Universal Class will open to your personal homepage.

First time service opens to main search page.

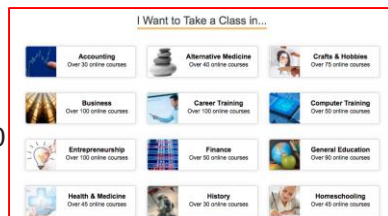
Returning user opens to personal activity dashboard.

4



Select the **COURSE CATALOG** to access available courses.

There are over 500 courses across over 30 course categories.

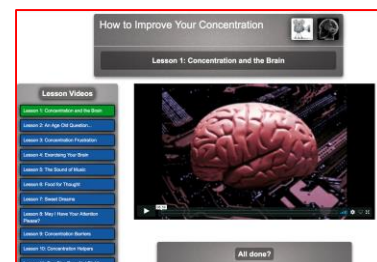


5

Course overview opens with simple self-guided prompts to review course objectives and lessons.

Select to **JOIN COURSE** in full CEU or Video mode.

6



NOTE: Universal Class works completely in a secure and private browser. All your work is secure, private and saves as you go. When you return you resume where you left off. You may take up to five (5) courses at a time and take up to six (6) months to complete a course. Visit FAQ section for more information on course options and requirements.