

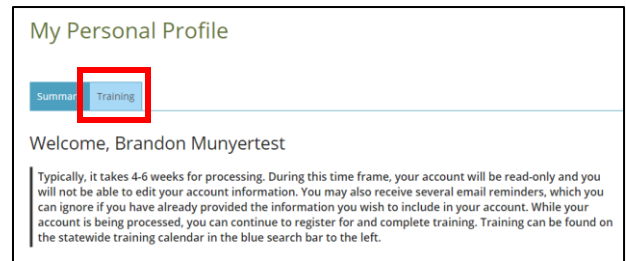



Accessing the Message Board

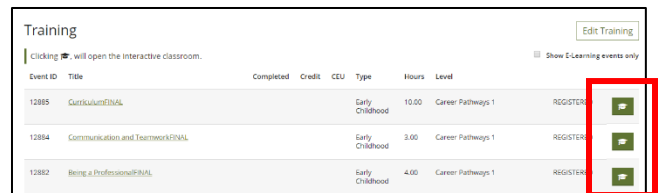
1. Go to www.ndgrowingfutures.org and log in to your Growing Futures Registry account.



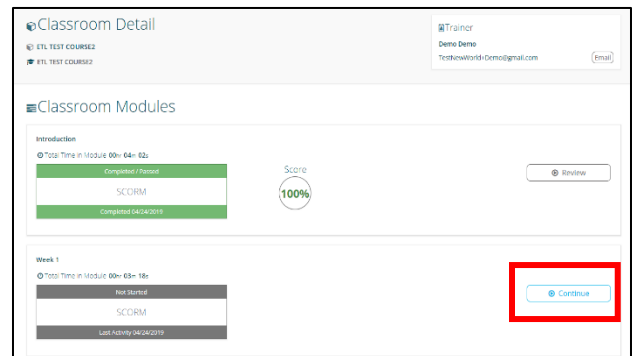
2. Click the **Training** tab at the top of the screen.



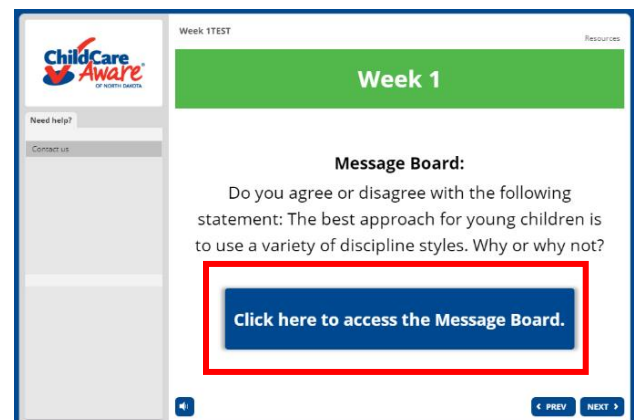
3. Click the  for the online, instructor-led course you want to begin.



4. Click **Continue** next to the weekly module you want to access.



5. Stop at the Message Board slide. Click **Click here to access the Message Board.** to access the Message Board.



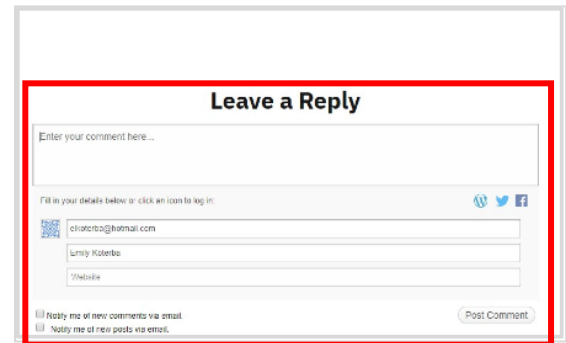


Accessing the Message Board

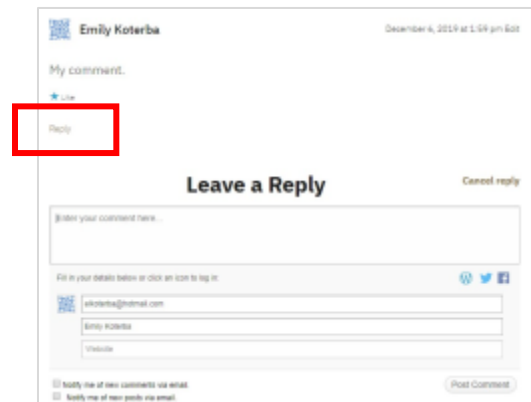
- The Message Board will open in another tab. You will see a menu at the top of the page. Click on "Instructions" if you wish to review the requirements for posting to the Message Board. Otherwise, click on the question(s) for the appropriate week to respond to the instructor's post as well as to other participants' posts.



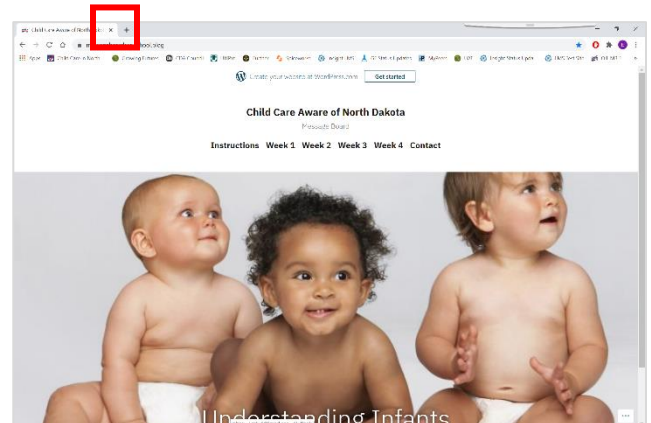
- When you are ready to comment on the instructor's post, click inside the "Leave a Reply" box and you will be prompted to enter your email address and name (you do not need to enter anything in the "Website" box). Once you enter your information, click the "Post Comment" button.



- When you are ready to comment on another participant's post, click "Reply" next to their post, enter your name and email, type your response in the "Leave a Reply" box and click "Post Comment."




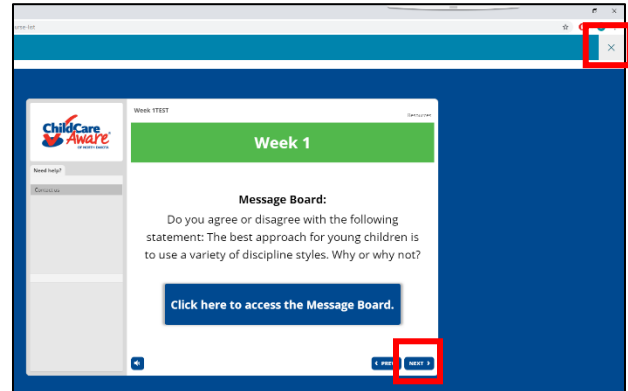
- Click the "X" in the tab to close the Message Board once you have finished posting your responses.






Accessing the Message Board

10. After you close the Message Board, you will be brought back to your course. Click the  in the blue bar at the top of the screen to exit the course or the *Next* button to proceed to the next slide.



11. If you want to access the Message Board again, click  and you can choose to resume where you left off or start over from the beginning. There are also *Previous* buttons in the course to allow you to go back and visit a previous slide.

