



Instructions For Completing NetLearning At Home

- Step 1:** Go to the DMC website at www.dmc.org
- Step 2:** Click on Staff Resources at the bottom of the screen
- Step 3:** Click on NetLearning Student Interface
- Step 4:** Type in your Employee ID number in the Participant ID Box
- Step 5:** Click on Login
- Step 6:** Your "CBL To Do List" will appear
- Step 7:** Click on the first Course Title
- Step 8:** Click on review course material and follow all screen prompts:
"Next" - takes you to the next page
"Back" - takes you to the previous screen.
- Step 9:** After you review the material take the quiz. Continue reviewing the materials and taking the tests until you complete all modules. Each course title successfully completed will automatically move into your Transcripts.
- Step 10:** Print a copy of your transcript and give to your agency representative.

You must complete all assigned courses before your first day of the assignment. If you have questions, contact your agency representative.

Good Luck!