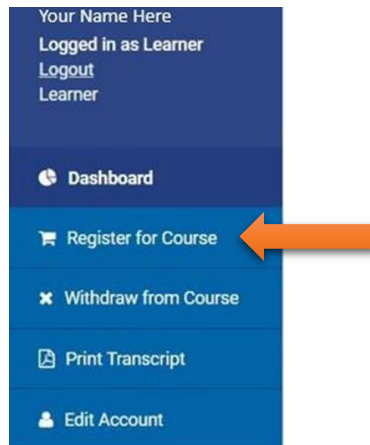


## 7 - Register for Course:

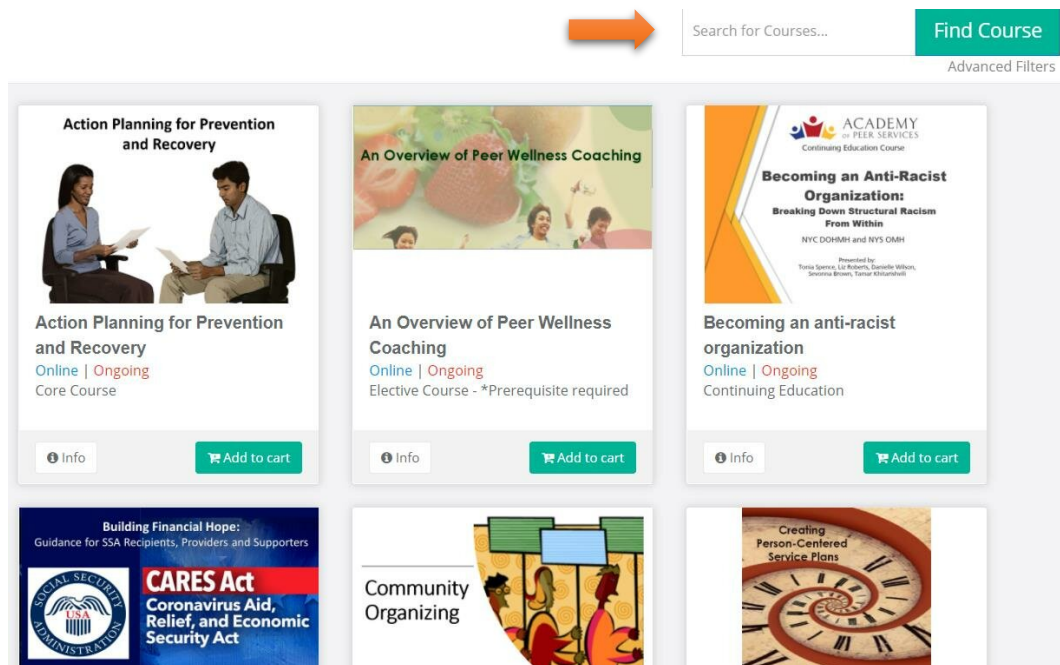
**Step1:** On the Navigation bar click **Register for Course**



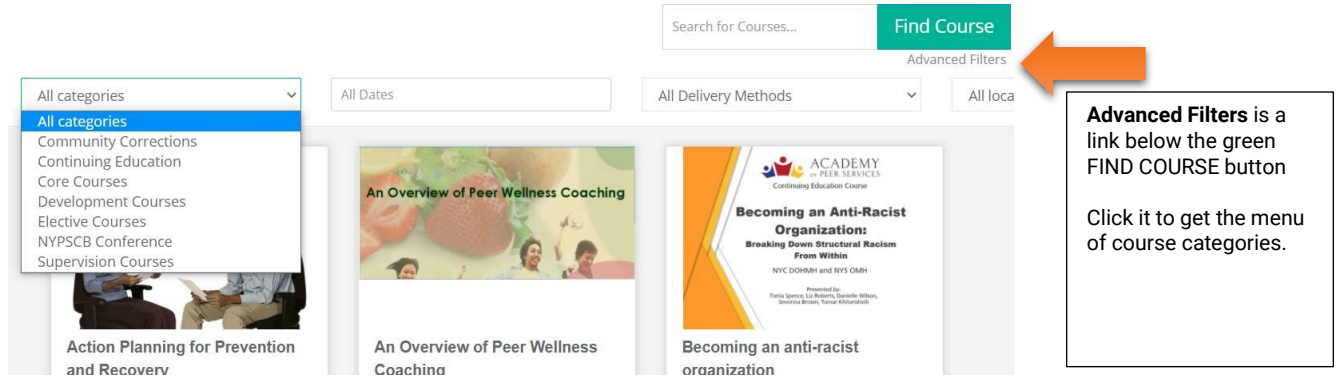
The **Course Catalog** window opens with an alphabetical list of all of the courses.

There are three ways to search for courses in the Course Catalog:

- A. Scroll (alphabetically) through the full list of courses to find the course you want.
- B. Use the "Search field" in the heading to search for a course by topic or title.



C. Use the “Advanced Filters” in the heading to search for **Continuing Education, Core, Elective, Supervision, and Development** courses.



The screenshot shows a search interface with a search bar containing "Search for Courses...", a green "Find Course" button, and a link for "Advanced Filters" below it. An orange arrow points to the "Advanced Filters" link. To the left, a dropdown menu is open, showing a list of categories: "All categories", "Community Corrections", "Continuing Education", "Core Courses", "Development Courses", "Elective Courses", "NYPSCB Conference", and "Supervision Courses". Below the search bar, there are filters for "All Dates", "All Delivery Methods", and "All loca". Three course cards are displayed: "Action Planning for Prevention and Recovery", "An Overview of Peer Wellness Coaching", and "Becoming an anti-racist organization".

**Advanced Filters** is a link below the green FIND COURSE button

Click it to get the menu of course categories.

After clicking Find Course, any courses that match the search term will appear in the Search window.

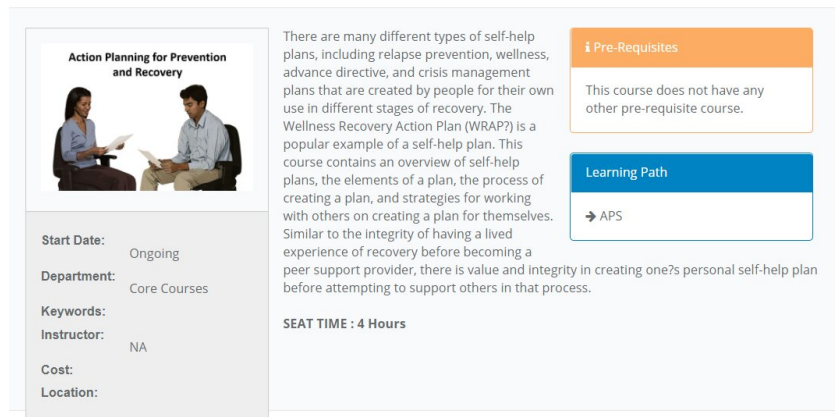
**Step 2:** Click **Info** on one of the courses to learn more.



The screenshot shows a course card for "Action Planning for Prevention and Recovery". The card features a photo of two people sitting and talking. Below the photo, the course title is repeated, followed by "Online | Ongoing" and "Core Course". At the bottom of the card, there are two buttons: "Info" and "Add to cart". An orange arrow points to the "Info" button.

A new screen opens with the prerequisites (if any), the Learning Path (if any), the category (Core, Elective, Supervision), a description of the course, seat time, and the option to close the window or add the course to your cart (choose it).

## Action Planning for Prevention and Recovery



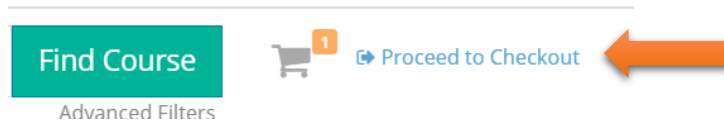
The screenshot shows a course detail page. On the left, there is a thumbnail image of two people sitting and talking, with the title 'Action Planning for Prevention and Recovery' above it. Below the image is a metadata section with the following details: Start Date: Ongoing; Department: Core Courses; Keywords: Core Courses; Instructor: NA; Cost: NA; Location: NA. To the right of the image is a text description: 'There are many different types of self-help plans, including relapse prevention, wellness, advance directive, and crisis management plans that are created by people for their own use in different stages of recovery. The Wellness Recovery Action Plan (WRAP?) is a popular example of a self-help plan. This course contains an overview of self-help plans, the elements of a plan, the process of creating a plan, and strategies for working with others on creating a plan for themselves. Similar to the integrity of having a lived experience of recovery before becoming a peer support provider, there is value and integrity in creating one's personal self-help plan before attempting to support others in that process.' Below the description is 'SEAT TIME : 4 Hours'. On the right side of the page, there are two boxes: 'Pre-Requisites' (orange) with the text 'This course does not have any other pre-requisite course.' and 'Learning Path' (blue) with a link '→ APS'. At the bottom right of the course detail area are two buttons: 'Close' and 'Add to cart'. An orange arrow points to the 'Add to cart' button.

**Step 3:** Click **Add to Cart** if this is a course you want to register to take.

**Note: All courses are free of charge.  
The cart is just a way to register for courses.**

Repeat steps 3-6 to find and add to the cart any other courses you want to register to take.

**Step 4:** Click **Proceed to Checkout** (in the upper right corner of the screen).



The screenshot shows a navigation bar with a green 'Find Course' button, a shopping cart icon with a '1' notification, and a 'Proceed to Checkout' button with a blue arrow. Below the 'Find Course' button is the text 'Advanced Filters'. An orange arrow points to the 'Proceed to Checkout' button.

The number of courses you have added to the cart will be reflected in the cart icon.

A Course Confirmation window opens. Verify the courses listed in the Course Confirmation are the ones you want to take.

**Step 5:** Click **Confirm** to register for the courses. A separate confirmation email is sent for each course.

Course Confirmation

Total Amount: \$0.00

There is 1 courses selected:

Course	Instructors	Start Date	Location	Tuition	Remove
Action Planning for Prevention and Recovery	TBD TBD			\$0.00	<a href="#">Remove</a>

[Change Courses](#)

[Confirm](#)



**Step 6:** Click on **Go to Dashboard** button to get to Dashboard.

Learner Registration

Thank you, you are now registered!

[Go to Dashboard](#)



All registered course/courses will be displayed in the **Active Courses** section of the **Dashboard**.

ACTIVE COURSES

0%

**Action Planning for Prevention and Recovery**

Feb 05, 2021 - Feb 04, 2022

0 Page Views, last 0 days ago

0 min

\*At this time, all Academy of Peer Services courses are offered free of charge by the New York State Office of Mental Health.



Need help? Send email to: [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com)