**CourseAvenue Deliver: Self-Registration and Course Enrollment Instructions**

**IMPORTANT!** To ensure that you can receive registration system e-mails, please add "no-reply@courseavenue.com" to your approved senders list before starting the self-registration process.

**Step 1: New Learner Self Registration**

a. Click the following URL: <https://deliver.courseavenue.com/Registration/ILRU>

b. Fill in the required fields then click “Continue”. Your email address will be your user

 name. Remember the password you select.

c. Close the confirmation screen then look for a confirmation email from CourseAvenue

 with additional information on completing the registration process. If you do not

 receive this email, please check your spam folder before contacting support

 (ilru@ilru.org).

d. Open email (from ‘no-reply@courseavenue.com) and click the confirmation link

 provided within the body of the email.

e. You will see a confirmation screen letting you know that your account was

 successfully validated. **Close the confirmation window and proceed to Step 2.**

**Step 2: Log in to the ILRU Training Site**

**IMPORTANT!** Disable **all** browser "pop-up blockers" **before** logging into CourseAvenue Deliver. To learn more about disabling pop-up blockers, click the link on the RapidCourses home page. If, after disabling pop-up blockers the course still won’t launch, **hold down the CTRL key until the course (or tool) launches.**

a. Proceed to ILRU’s CourseAvenue Deliver Training Site:

 <https://deliver.courseavenue.com/login.aspx?o=ilru>

b. Enter the user name and password you selected. Your user name will be your email

 address and the password will be the same that you chose during Step 1 above. Click

 “Log in”.

c. The first time you enter the site, you will be required to select and answer a security

 question. Click “Save”.

d. Once you are logged into the training site, select the “Course Enrollment List” link.

e. Click the “Course Details” button in the “Action” column for the course you wish to

 enroll in.

f. Click the “Enroll” button located at the bottom of the screen; then click “Launch.”

If you are unable to complete the training, your progress will be saved. Upon returning to the training site, a short-cut link to the uncompleted course will be available in the top right section of the main screen under “Current Enrollments”.

Please e-mail ilru@ilru.org for technical support.