



We would like you to take the following course/courses through our partner On3Learn:

- [1. AmeriCorps 101](#)
- [2. Prohibited, Unallowable, and Allowable Activities](#)

To begin the process of registering and taking the course(s), visit the following

website: <https://on3learn.digitalchalk.com/>

Attached are a set of tips and instructions you will need to review and follow that cover all the items you will need to know how to do.

- Page 1 provides you with tips to ensure your course experience is a success one of which is super important - *for the best course experience all users MUST USE THE **LATEST VERSION OF GOOGLE CHROME**. If you are unable to access Google Chrome, Firefox is the next best choice;*
- Pages 2 provides you with instructions on how to create your account so you can access the courses we are asking you to take;
- Pages 3-5 provide you with instructions on how to register for, select, and start the courses. **Please note the following:**
 - **You MUST use the following code when checking out courses so it will not cost you anything – ILSUB24 - if your code does not work for any reason, please DO NOT PUT IN A CREDIT CARD** – simply contact info@on3learn.com to solve the issue;
 - **Make sure you take the courses that are created specifically for AmeriCorps site supervisors.** There are courses specifically created for members, site supervisors, staff, and applicants **and you want to take the site supervisor specific courses.**
- Pages 6-7 provide you with instructions on how to access your completed courses, certificates, and resources; and
- Page 8 provides you with instructions on how to retake a completed course, if interested.

If you have any questions about how to access the course or encounter any challenges once you are in and taking one of the courses, please contact info@on3learn.com or 414.988.3314.

We hope you find these courses very helpful. They are a continued medium we are accessing to help you in your learning. Please make sure when you take the course to complete the survey at

the end so you can provide your thoughtful feedback.

Thank you for all that you do to support and be a part of our VOCAL AmeriCorps program. Take care.