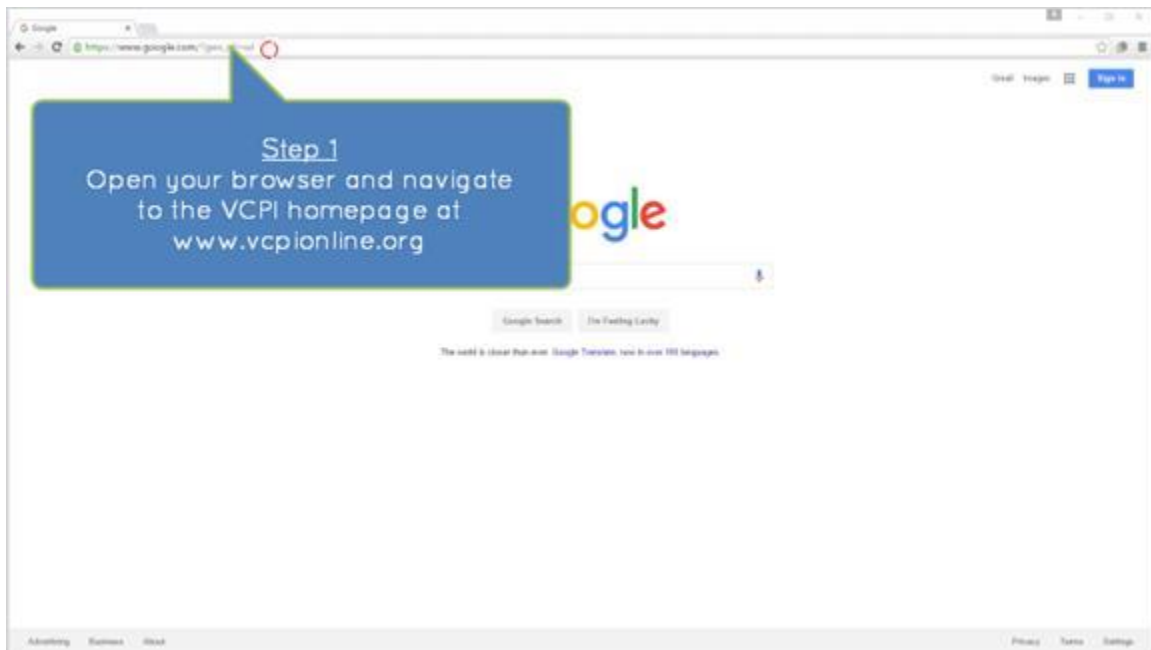


Classroom Training: Enrolling in Classroom Training

How to register for classroom training



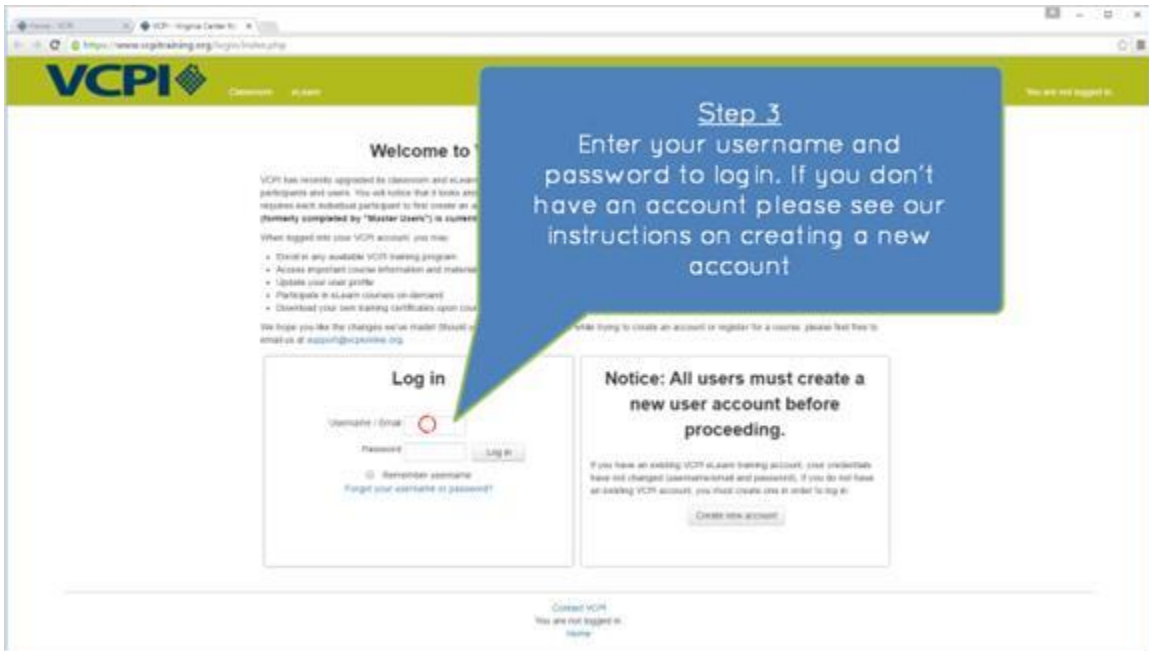
Step 1 – Open your browser and navigate to the VCPI homepage at www.vcpionline.org



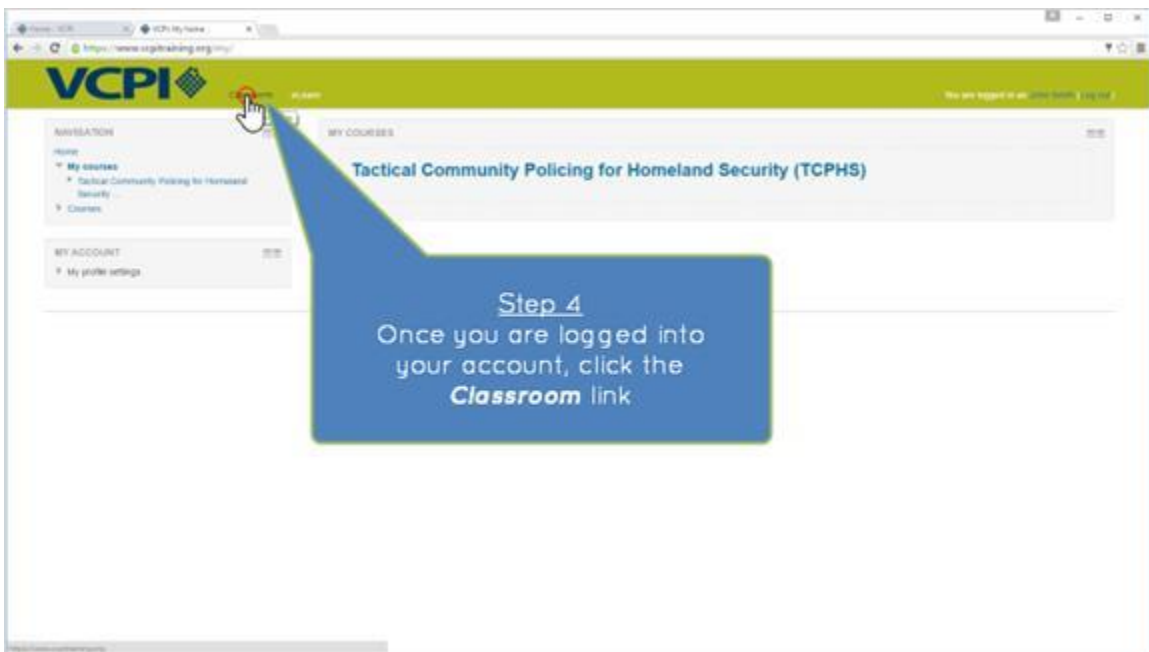
Step 2 – Click the “Login” link in the top right corner of your browser



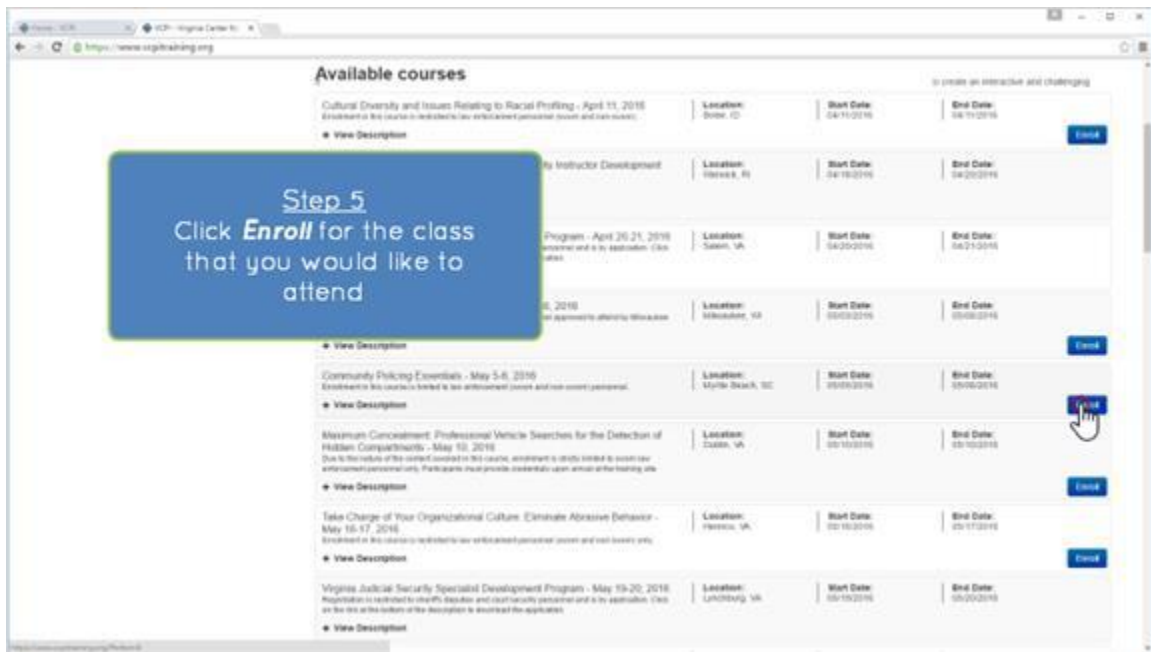
Step 3 – Enter your username and password to login. If you don't have an account please see our instructions on creating a new account



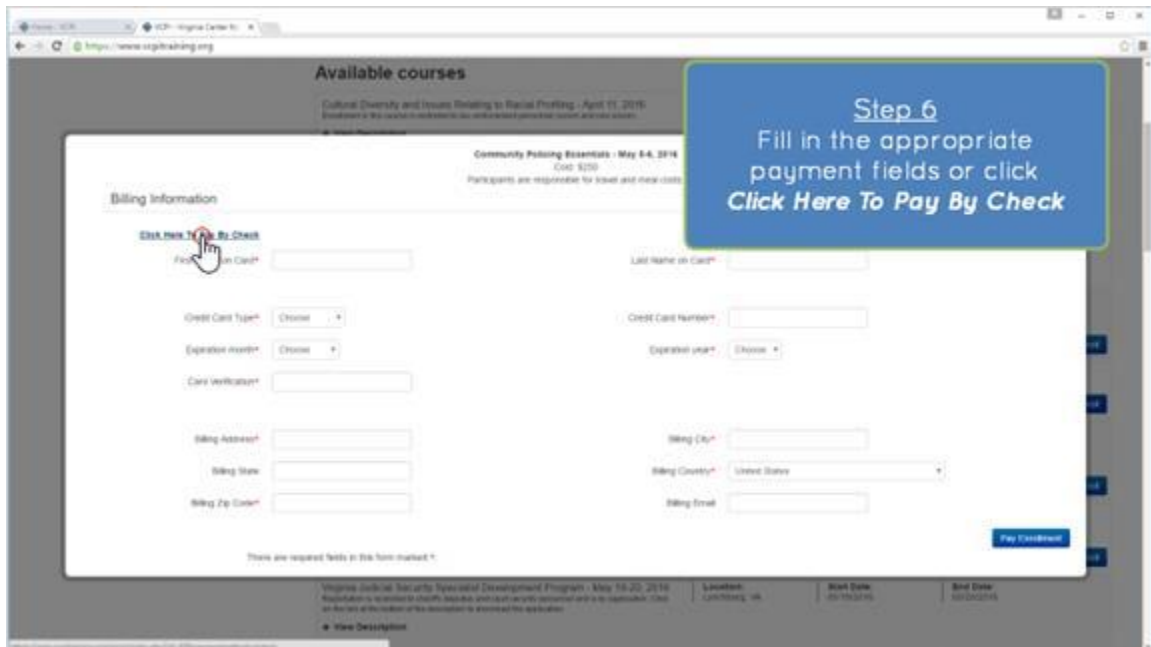
Step 4 – Once you are logged into your account, click the “Classroom” link



Step 5 – Click “Enroll” for the class that you would like to attend



Step 6 – Fill in the appropriate payment fields or click “Click Here To Pay By Check”



Step 7 – You are now registered for VCPI classroom training. Log in to your account and check back here for important updates

The screenshot displays the VCPI website interface. At the top, the VCPI logo is visible on the left, and the user's login status 'You are logged in as John Smith' is on the right. The main content area is titled 'General Course Information' and contains the following text:

Thank you for registering for Community Policing Essentials! Your registration confirmation has been emailed to you.

Date: May 5-6, 2016
Location: Tyler Beach Police Annex
3040 Shuttling Street, Tyler Beach NC 28577
Time: 8AM - 5PM
Dress: Business Casual

Any important information or materials related to this class will be included here. In addition, at the conclusion of the class, the course evaluation and course certificate will be available here.

For questions about accessibility or to request accommodations, please contact Sarah Lewis at coordinator@vcpionline.org or (804) 544-2478.

In the event that you are unable to attend, VCPI asks that you give at least 24-hour cancellation notice. Cancellation notification can be made by email to coordinator@vcpionline.org or by phone to (804) 544-2478. We look forward to seeing you in Tyler Beach in May!

Course Evaluation - Community Policing Essentials - May 5-6, 2016
Complete this short survey to share your input with us. Upon completion, your course certificate will be available to you.

Available after **May 6 2016, 5:00 PM**

Certificate - Community Policing - May 5-6, 2016
Not available until the activity **Course Evaluation - Community Policing Essentials - May 5-6, 2016** is finished complete.

Navigation menu on the left includes: Home, Current course (Community Policing Essentials - May 5-6, 2016), Participants, My courses, Courses, My account (Course administration, Courses, My profile settings), Search forums, Upcoming events (None), and Recent activity (Activity since introduction, March 23, 2016, 1:55 PM).

A blue callout box in the bottom right corner contains the text: **Step 7** You are now registered for VCPI classroom training. Log in to your account and check back here for any important updates.

Thank you for registering your new VCPI account! We hope you'll keep us in mind for your future training needs. Don't forget to check out our classroom calendar and our eLearn center for online courses.