

# MSF eCourse Enrollment & Access Instructions

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## Enroll and Access ePackage 1

Enroll in the MSF ePackage 1 online course using the unique link provided by your program sponsor. To waive the \$39.99 registration fee, you must use this link. The course fee is \$0.00 when you enroll through your sponsor's link.

### Step 1: Enroll

1. Enter your Student Information in the required fields.
2. Click '**Enroll Student**' at the bottom of the page.
3. If your information was entered correctly, a light green message will appear: 'Temporary enrollee successfully added...' Click '**Next Step**.'
4. Scroll down to the **Waiver(s) and Indemnification(s)**.

**If you are asked to make a credit card payment, stop. A payment page only appears if you did not use your sponsor's unique link. Copy and paste the link directly into your browser and re-enter your information. The MSF does not provide refunds if you pay by credit card instead of using your enrollment link.**

5. **Read the Student Release(s)** in full by scrolling to the bottom of the inset document, then check the 'I Accept' box. The checkbox will not activate until you have scrolled to the end of the release.
6. Enter your email address in both confirmation fields and click '**Complete Registration**.'
7. **Confirm the email address** shown in the Student Fees section of the reservation confirmation screen. If it is incorrect, email [msfsupport@msf-usa.org](mailto:msfsupport@msf-usa.org) with your full name, phone number, and correct email address. Staff will update your account and send a temporary password.

**Returning students:** If you have an existing eCourse account from a previous enrollment, you will not receive new login credentials. Log in at [elearning.msf-usa.org](http://elearning.msf-usa.org) with your original credentials, or use the 'Forgot Password' link to reset.

### Step 2: Log In and Access Your Course

1. **You will receive two emails:** a registration confirmation and a separate email with your login credentials. Look for a message from 'MSF eCourse Support Desk (via MSF) <msfsupport@msf-usa.org>' titled 'MSF eCourse Server Homepage: New User Account.' Check your Spam and Trash folders if it does not arrive in your Inbox.
2. Click the login link in the email or go directly to [elearning.msf-usa.org](http://elearning.msf-usa.org). Enter your username and temporary password, then click '**Log in**.'
3. You will be prompted to **set a new password**. Enter your temporary password in the 'Current Password' field, then enter and confirm your new password. Click 'Save Changes,' then 'Continue.'
4. On the Homepage, scroll down to '**My Courses**' and click '**ePackage 1**.'

### Step 3: Complete the Course

Your course is organized into modules. Each module must be completed in order before the next one unlocks.

**Navigating the course:** Use the course menu on the left side of the page (click the menu icon in the upper left if it is hidden) to jump to any chapter or select a lesson directly from the Course Modules

section on the main page. After completing each lesson, click the **Exit** button at the bottom of the page to return to the course menu, where you can launch the next quiz.

Your progress is automatically saved as you go. You can stop and return to the course at any time.

**Quizzes:** A short quiz follows each module. You must pass the quiz before the next module unlocks.

#### **Step 4: Download Your Completion Certificate**

After completing all modules and quizzes, your Completion Certificate will appear at the bottom of the course page. Click it to open and download. Bring your certificate to your hands-on class.

**Reviewing completed content:** Once you finish the course, you can log back in to revisit any module at any time.

**Need a new certificate?** Use the 'Retake Course' button within 180 days of your initial enrollment to retake the course and generate a newly dated certificate at no charge.

**30-day recommendation:** MSF recommends completing your eCourse no more than 30 days before your hands-on class. Certificate acceptance outside this window varies by state—confirm requirements with your local training provider.

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#### **Need Help?**

##### **MSF eCourse Support Desk**

[msfsupport@msf-usa.org](mailto:msfsupport@msf-usa.org) | 949-727-3227 option 1 for English, option 8 for Spanish

Monday–Friday, 7:30 am–5:00 pm Pacific Time. Closed weekends and major holidays.