

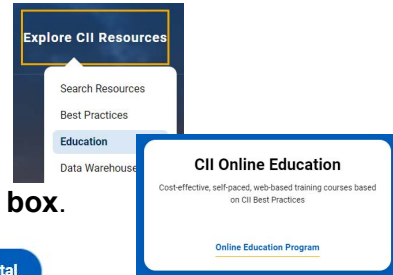
# CII ONLINE EDUCATION LEARNER INSTRUCTIONS

The new CII Online Education Portal allows subscribed learners to access the fully interactive CII Best Practices curriculum via the internet 24/7, while earning Professional Development Hour (PDH) credits.

## ACCESSING PORTAL

During the period of your organization's subscription, you can access the CII Online Education Portal by following the three steps listed below.

- 1) Log into the CII website\*, because access to the portal is restricted to learners of subscribed organizations.
- 2) Navigate the CII menu to **Explore CII Resources**, and click on **Education**.
- 3) On the Education Resources page, click the **Online Education box**.
- 4) Then the blue **Online Education Portal** button.



\* **Don't have a CII login yet?** Go to Page 3 for Website Registration Instructions.

## NAVIGATING CATALOG



The new Online Learning Portal allows CII to offer its content in a more structured way, so we now have **Learning Paths** for the multiple courses on a single Best Practice sequenced in a specific order as well as several **Stand-Alone Courses**.

The portal is quite easy to navigate with all your available Online Courses listed on your Dashboard.

To launch the course simply click on the "Start" button which is listed beside each course.

If you have already taken some of the course, you will see a "Resume" button instead where you can launch it from.

# CII ONLINE EDUCATION LEARNER INSTRUCTIONS

## COURSE DESIGN

Most courses consist of the following four modules:

- **Course Handout** – A downloadable resource needed for learning path or course (*available in first course of learning path*).
- **Main Content** – This module contains multiple sessions covering the topic content.
- **Final Exam** – A 10-question knowledge check on the covered topic.
- **Course Survey** – Your chance to give CII feedback about a particular course.

## EARNING CREDIT

**In order to receive credit for completing a Learning Path, you must:**

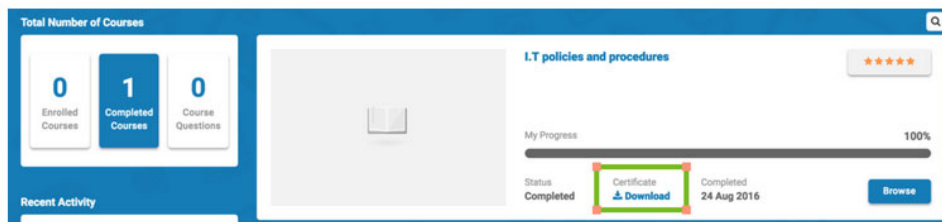
- Complete every module in every course in the Learning Path
- Score at least 80% on every Final Exam

**To receive credit for completing a Stand-Alone Course, you must:**

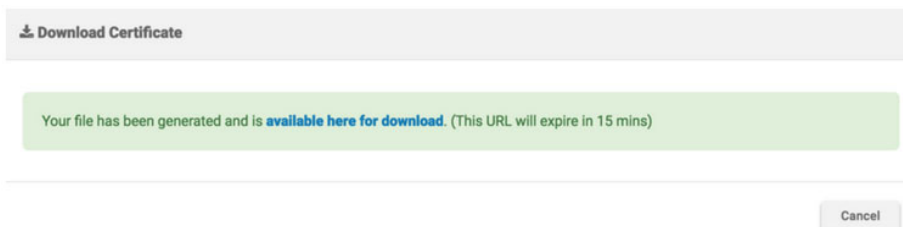
- Complete every module in Course
- Score at least 80% on the Final Exam

## RECEIVING CERTIFICATE

To access your completed courses, you will need to click on the "Completed Courses" option on the left hand side of the page, and can search or scroll through your completed courses. If a certificate has been awarded, you will see a "Download" button for your certificate in the course information. See screenshot below.



By clicking the "Download" button, the certificate generation process will begin. When the certificate is generated, a link will appear that will allow you to download the certificate and view it locally on your machine. See screenshot below.



## NEED ASSISTANCE

If you still require additional assistance after reading these instructions, you may email CII at **Online.Education@cii.utexas.edu**.

# CII ONLINE EDUCATION LEARNER INSTRUCTIONS

## GETTING REGISTERED WITH CII WEBSITE

### Step 1

Go to CII website in any web browser.

 <https://www.construction-institute.org/>

### Step 2

Click **Sign in** button in upper right-hand corner.  
Under the Log In section, click on the word **here** to register



Don't have an account? Click [here](#) to register for one!

### Step 3

On the **Registration** page, please fill out the required fields (\*) and the **Company** field.

When done, click **Submit**.

Register

Registration form fields:

- Profile: \* (Dropdown menu)
- First Name: \*
- Last Name: \*
- Nickname (optional)
- Title (optional)
- Designation: \*
- Address 1: \*
- Address 2
- City: \*
- Country: \* (United States of America)
- State / Province: \*
- Zip / Postal Code: \*
- Email: \*
- Phone Type: \* (Home, Mobile)
- Phone Number: \*
- ☐ I'm not a robot

**Submit**

### Step 4

You will be directed to the confirmation page, where you should see a similar message:

### Registration

Thank you for registering. An email has been sent [kashbell@cii.net](#) with instructions for finalizing your account setup.

#### NEXT...

CII Staff will upload all newly registered learners to the learning portal several times a week. **Please know that we strive to add you as quickly as possible; however, depending on when you register and the volume of other new registrations, this might take up to 3 business days to add you to the learning portal.**

☺Your patience is truly appreciated by our small staff!

**IMPORTANT TIP:** Registering with your work-assigned email address allows the system to automatically connect you to your organization. **Using non-work email addresses like @gmail.com will cause longer delays!**

**IMPORTANT:** If your organization has a subscription to the CII Online Education Courses, you will not be able to access the courses until CII Staff have connected your new record to your organization's roster.

### Step 5

Later, click **Login**, enter your login and password to sign in.  
You'll know it worked when you see your name in the upper right-hand corner.

Welcome, John

**Logout**

**Am I already registered with the CII website? Got another question or need registration assistance?**

Please contact CII at [Online.Education@cii.utexas.edu](mailto:Online.Education@cii.utexas.edu).