- 1. Click the link to MPF's Caregiver Training https://michiganparkinsonfoundation.academy.reliaslearning.com/
- 2. Click **"Login"** in the upper right corner of the screen (See image below)



3. In the middle of the screen you should see a link in red that says, "Click Here to Create your free Account." Click that link, and from there fill out information and click register.

\*\*If you are already registered with Relias, login on the left side of the screen then proceed to step 4.

 After clicking register it should direct you back to the main Michigan Parkinson Foundation screen. From there, hover your mouse over the "Parkinson's Disease" tab and click "caregiving" from the drop down. (See image below)

![](_page_0_Picture_6.jpeg)

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5. Click "Parkinson Caregiver Training" in the middle of the screen (see image below)

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- 6. Click **"add to cart"** then click **"checkout."** This will take you to secure checkout where you will have to put in billing address, <u>you will NOT be charged for anything</u> this is simply how the process works, you will not be asked for any payment information.
- 7. After done filling out your billing address. Click "proceed to next step".

OKENS

8. You should see the total as \$0.00, click **"submit order"** this will give you a receipt. To go to the course, click the link in the receipt OR you can hover over **"My Academy"** and click **"My Courses"** (see image below)

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9. Click **"enter course"** to proceed to the training 😇

\*\*<u>Once started, if a video does not pop up for you, make sure you do not have the pop-ups blocked by your</u> internet browser. You can turn this off by clicking the tiny box with a red x that's on the top right side of your internet browser under the "minimize" and 'X' at the top of the page.