



Group Sign-Up Instructions

A firm administrator can setup multiple learners individually using the following instructions:

- Using the login instructions, create a new account and register the learner with their credentials. *(Note, you will be creating a profile for the learner which will require you to select a username and password and include contact information. You will also need their CLE licensing information and CNA Policy Number)*
- Once you create an account, it will take you to the Course Catalog where you can select the course, enroll and pay the enrollment fee.
- Once you have enrolled and paid the fee, log out of the program.
- Provide the URL, the Username and Password to the learner so they can access the content and take the course.

Follow the above steps for EACH learner you would like to register. Since CLE is issued for individual learners based on their attendance and license number, each learner must have their own registration profile complete with username, password, email, and licensing information.

Questions – contact CEU Institute at 800-556-3559 or email

CNAsupport@ceuinstitute.net



144 West Crystal Lake Avenue | Suite 1010 | Lake Mary, FL 32746

www.ceuinstitute.net

S:\Course Outlines & Materials\Client Outlines & Materials\CNA\SELF STUDY COURSES\LAWYER GROUP\Instructions for Group Signup.docx