



Enroll and Access ePackage 1

Enroll in the MSF ePackage 1 online course here: <https://msfusa.link/295145>

To waive the \$39.99 registration fee, you **MUST** enroll in the online eCourse using this unique link. The course fee is \$0.00 when you use the link.

1. Enter your Student Information in the required fields.
2. Click 'Enroll Student' at the bottom of the page.
3. If you have entered all required enrollment information, near the bottom of the page, you will see a message in light green that says, 'Temporary enrollee successfully added....'
4. Click Complete Registration.
5. Scroll down to the Waiver(s) and Indemnification(s) on the bottom half of the screen.

IF YOU ARE ASKED TO MAKE A CREDIT CARD PAYMENT, STOP!

You did not enroll using your unique link. A payment page only appears when there is a remaining balance due. Please copy and paste the unique link into your browser and re-enter your Student Information. The Fee is \$0.00 if you register using your link. **The MSF does NOT provide refunds if you use your credit card instead of your enrollment link.**

6. To complete the registration, you must read and agree to the Student Release(s) by checking the 'I Accept' box. To activate that checkbox, you must first read the entire release by scrolling to the bottom of the inset document. If you cannot click on the 'I Accept' box, make sure you have scrolled to the end of the waiver (not just the bottom of the enrollment page).
7. Enter your email address in both required confirmation fields and click 'Complete Registration.'
8. Read the information on the reservation confirmation screen and double-check the email address in the 'Student Fees' section. If you need your email address updated, please email msfsupport@msf-usa.org and include your full name, phone number, and the correct email address. Our staff will update your account and email you a temporary password.

IF YOU HAVE AN ACCOUNT FROM A PREVIOUS eCourse ENROLLMENT, YOU WILL NOT RECEIVE NEW LOGIN CREDENTIALS. Please log in at <https://elearning.msf-usa.org> with your original credentials or reset your password using the 'Forgot Password' feature on the login page.

9. **You will receive two emails: a registration confirmation and another with your login credentials.**
10. **Look for an email from 'MSF eCourse Support Desk (via MSF) <msfsupport@msf-usa.org>' titled 'MSF eCourse Server Homepage: New User Account.'** It contains your username, a temporary password, and a link to the course login page. Check your Trash and Spam folders if it is not in your Inbox.



11. Click the link below your username and password to log into your *eCourse* account:
<https://elearning.msf-usa.org>.
12. Enter your username and password on the login page and click 'Log in.'
13. **You will be prompted to change your password.** Re-enter your assigned password in the 'Current Password' field. Then, enter a personalized password in both 'New Password' fields. Click 'Save Changes,' then 'Continue.'
14. On the Homepage, scroll down, and under 'My Courses,' click 'ePackage 1.'
15. Click the red 'Click Here' button.
16. Click 'Enter.' A new window will open and begin loading your course.

If a new window does not appear when you click 'Enter,' adjust your browser's pop-up blocker settings to allow pop-ups and redirects for <https://elearning.msf-usa.org>.

eCourse and Completion Certificate Information

The course will not advance automatically. When the audio for a page ends, use the navigation bar at the bottom of the screen to **move forward by clicking the blinking red forward arrow**.

The course is designed to save your progress and allow you to complete it over multiple sessions.

Upon completion, you will be redirected to the course menu page (with the red 'Click Here' button). Scroll down and click 'Completion Certificate.' Bring this with you to your hands-on class.

Once you complete your online course, you can log back in using 'Review Mode' to revisit the course content and navigate freely using the 'Menu' button in the lower left-hand corner. **DO NOT** click the 'Start new attempt' box on the 'Enter' page.

MSF recommends completing your *eCourse* no more than 30 days before your hands-on class. Acceptance of a certificate outside the 30-day window varies by state. Your local training provider can confirm the requirements in your jurisdiction. **To receive a new certificate, you must complete the course again.** You can do this for free by logging back into your *eCourse* account and checking the 'start new attempt' box.

Contact the MSF eCourse Support Desk for assistance.

msfsupport@msf-usa.org 949 727-3227 x 3158

Monday – Friday 8:30 am – 5:00 pm Pacific Time

Closed weekends and major holidays.