

Rental Training Online

Registration procedures

Before entering APRO's Rental Training Online Virtual University, you may want to print this page to use as a guideline for registering for online courses.

Important:

- ▶ Each student must have his/her unique e-mail address before beginning Rental Training Online courses. A free e-mail account can be set up through Yahoo or Hotmail.
- ▶ To charge your courses through your company and get the APRO member discount, an authorization code must be set up by APRO in advance. Please contact APRO by e-mail or by calling 800/204-2776, ext. 109, and request an authorization code application at least one week prior to signing up for a course. APRO members receive a 50 percent discount per course, credited upon registration with an authorization code.
- ▶ When registering for a course, do not reload or refresh the browser window and do not click on the "back" button on your Web browser. Do not register more than once. This could result in being charged more than once for the same course.

Registering for Rental Training Online courses:

- ▶ Go to www.rtohq > RTO Education Resources > Rental Training Online > Enter the Virtual University.
- ▶ Click on the Rent-to-Own Training link.
- ▶ If you're not sure if your computer has the required software to take a course, click on "system requirements." You will be instructed on how to download the necessary free programs.
- ▶ Select the course you wish to take and click "Add to cart"—or click "Sample" if you wish to preview the course first. The sample will let you complete the first lesson in the course before actually signing up or paying for the entire course. When you are ready to sign up, click on "Add to cart."
- ▶ Click on "Checkout and proceed."
- ▶ On the registration page, enter the required information and select a password.
- ▶ You can choose to pay by credit card or have the course billed to your company. In order to use company billing and to get the APRO member discount, an authorization code must be set up by APRO in advance. Please contact APRO by e-mail or by calling 800/204-2776, ext. 109, and request an authorization code application at least one week prior to signing up for a course. APRO members receive a 50 percent discount per course, credited upon registration with an authorization code.
- ▶ After registering, you will be given an online tutorial to help you navigate the course.
- ▶ Begin the course. You can stop and start at any time and you have 90 consecutive days to complete the course.
- ▶ Upon passing your final exam, you may print the page with your score for an official record. You may then print your official Certificate of Completion.

Need help?

- ▶ For technical questions, contact 360Training tech support by e-mail or by calling 800/442-1149 between 9 a.m. and 6 p.m. Central time. For questions concerning the overall Rental Training Online program, contact Shelley Martinek, APRO's education director, by e-mail or by calling 800/204-2776, ext. 109.