Instructions for Accessing Independent Learning Courses and Downloading Certificate

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| **Step 1**  Go to <https://neapartnera.learnupon.com/>  OR  Use the direct link provided to go directly to enroll in the course  Log in or create an account |  |
| **Step 2**  Click on the “Dashboard” button (upper left corner)  *If you used the direct link skip to step 4* |  |
| **Step 3**  Click on “Catalog” |  |
| **Step 4**  Find Course  Click on the “Enroll” button |  |
| **Step 5**  Confirm that you wish to enroll |  |
| **Step 6**  Click on the “Start” button |  |
| **Step 7**  Click on the “Start Course” button |  |
| **Step 9**  Navigate through the course |  |
| **Step 10**  Download Certificate |  |