1. From the MBF Website, hover over “Learn More” and click on “Online Trainings.”

2. Choose the desired course by clicking on “ACCESS HERE.”

3. Click on the “blue cart bar: $0.00” to add the desired course(s) into the cart. (You will not be charged.)
   - You may add multiple courses to your cart.
4. Click on the **Shopping Cart** in the upper righthand corner.
5. Click on “**View Shopping Cart**.”

![Image of Shopping Cart]

6. Click “**Proceed to Checkout**.”

![Image of Proceed to Checkout]

7. **Log In** to your existing account or **Create a New Account**.
   - If you are unsure if you have an account, you may try the following login information:
     - User ID: *Your Email Address* – Password: *Welcome123*
   - If you need to **Create an Account**, please skip to Page 5 for instructions to set up an account.

**Existing Accounts**

1. Sign In with your User ID and Password and click “**Login**.”

![Image of Login]
2. Click “Proceed to Checkout.”

3. Complete the Shipping Information fields and click “Proceed to Checkout.”

4. Click “View Courses.”
5. Click “Start” on the desired course.

6. Click “Start.”

We hope you enjoy the course!

Customer Service Information

Users occasionally experience technical difficulties in the Absorb platform, such as courses freezing before they are able to finish or receiving error messages to “Sign up” or invalid username and passwords. If you experience any of these difficulties, we are here to help.

Please contact us for assistance at 904-642-0210 or email support@mbfpreventioneducation.org.
New Account Set Up

1. If you do not have an existing account, create a new account by clicking “Sign Up.”

2. Complete the Account Information fields and click “Proceed to Checkout.”

3. Complete the Shipping Information fields and click “Proceed to Checkout.”

Your account is now set up.
4. Next, you will receive the following two emails:

**Email #1:**
1. This email is a receipt for your records only. **There are no links in this email to connect to the training.**

---

**Invoice Fu4cWfyp9U7VqgAGeB**

<table>
<thead>
<tr>
<th>Order Receipt</th>
<th>Order Receipt</th>
<th>Monique Burr Foundation for Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>8/18/2020</td>
<td></td>
</tr>
<tr>
<td>Purchase By / Billing Info:</td>
<td>Your Name Here</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7807 Baymeadow Road East, Suite 102</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jacksonville, Florida, 32256</td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>Payment Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase For / Shipping Info:</td>
<td>Your Name Here</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7807 Baymeadow Road East, Suite 102</td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>Credit Card:</td>
<td>****</td>
<td></td>
</tr>
<tr>
<td>Reference Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Quantity</th>
<th>Price / Item ($)</th>
<th>Sub Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Country Tax</td>
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<tr>
<td>State/Province Tax</td>
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<td></td>
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</tr>
<tr>
<td>Total Discount</td>
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<td>-0.00</td>
<td>-0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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**Access Details**

**Ignore this Link**

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Thank you,

Monique Burr Foundation for Children

support@mbfpreventioneducation.org
**Email #2:**

1. This email is a registration and activation email. To activate your account and access courses, click on the following link:

   ![Email Image](image1)

   Hi Julie LeMay,
   
   Thank you for registering for the Monique Burr Foundation for Children for Children’s online courses. Below is the link to activate your new account and launch the courses.

   Please note the Username and Password you created when you registered and bookmark the education website [www.childsafehmatters.ed](http://www.childsafehmatters.ed) to access the courses in the future. Alternatively, you can access the education website and the courses in the future via the MBF website at [https://www.mfb/preventioneducation.org/team-moreonline-training](https://www.mfb/preventioneducation.org/team-moreonline-training).

   Please click on the following link in order to activate your new account:
   [www.childsafehmatters.ed](http://www.childsafehmatters.ed)/LearnAccounts/Activate/1uLUT74TVFjX3FoP9O1jGTY5anLwRuiNg1D1KQ6v82wKTVYol3DKYY-GB55Qm7UTiN0x0sV19qFvS10yW56W1hW85yv49546wS6C8MKW4f1]

   If you have any problems or need assistance, please contact us at info@mfb/preventioneducation.org or 984-042-0210.

   Thank you,
   
   The MBF Team

   Note: This is a system generated message. Please do not reply to this email.

2. The link should take you to the following page verifying your account is activated. Click “**Continue.**”

   ![Activation Link Image](image2)

3. You will then see your account dashboard. Click “**My Courses**” to access the courses you added to your cart previously.

   ![Dashboard Image](image3)
4. Click “Start” for the desired course.

![My Courses](image1.png)

5. Click “Start.”

![Real World Safety: Protecting Youth Online and Off](image2.png)

We hope you enjoy the course!

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