

## DirectSTEP eLearning

Please follow the instructions below to **create an account** on the **DirectSTEP® eLearning** website:

1. Go to [HTTP://OKSDE-DS.LRP.COM](http://OKSDE-DS.LRP.COM)
2. Please read the “Is This Your First Time Here?” section located towards the bottom of the screen
3. Click the **Create new account** button at the very bottom of the page
4. Create a username (Recommended format: John Sample = jsample)
5. Create a password (Recommended format : J#sample1)

**Please Note: It is a good idea to write down your username and password and keep it somewhere safe. This information will NOT be emailed to you after you register.**

6. Enter your email address, first and last name, city, and country
7. Complete the reCAPTCHA (Note: If your web browser does not display a reCAPTCHA image, try a different web browser, or contact your IT department)
8. Click **Create my new account** button
9. You will receive a confirmation e-mail with a link to the website

To take a **DirectSTEP® eLearning** course:

10. Login to using your username and password
11. Select a course you would like to take
12. Click onto the **Enroll Me** button.
13. Click the course link next to the icon of a gold box.
14. Click the **Enter** button to begin taking the course.
15. You can use the arrow icons to move through the slides in the lower left-hand corner of the slide player. **Note: There is no audio with these courses.**
16. When you reach the Final Assessment, you will need to click the **Submit** button after you select an answer. You will be directed to a new window which will inform you whether or not you answered each question correctly. You will need to score an 80% or higher to pass.
17. When you have completed the assessment, it is important that you click the **Exit Activity** link in the upper right-hand corner of your screen to get credit for completing the course and to record your grade. *You may need to scroll up to locate the **Exit Activity** Button.*
18. Your “Course Completion Certificate” link will now be active. If you want to download or print your Completion Certificate, you may do so from this page.