

FSQAP Training Center CourseAvenue Deliver: Self-Registration and Course Enrollment Instructions


IMPORTANT! To ensure that you can receive registration system e-mails, please add "no-reply@courseavenue.com" to your approved senders list before starting the self-registration process.

Step 1: Self Registration

- a. Begin the self-registration process by clicking on the following URL:
<http://deliver.courseavenue.com/Registration/QHS?gc=253408F4-E241-4CBB-852E-7BA16C542E8D>
- b. Fill in the required fields and click "Continue". Your email will be your user name. Remember the password you select.
- c. Close the confirmation screen and look for a confirmation email from CourseAvenue with additional information on completing the registration process. If you do not receive this email, please check your spam folder before contacting support (helpdesk@dfmc.org).
- d. Receive email and click the confirmation link provided within the body of the email.
- e. You will see a confirmation screen letting you know that your account was successfully validated. **Close the confirmation window and proceed to Step 2.**

Step 2: Log in to the Training Site

IMPORTANT! Please disable **all** browser "pop-up blockers" **before** logging into the CourseAvenue Deliver Training Site. [Click here to learn more about disabling "pop-up blockers."](#)

- a. Proceed to CourseAvenue Deliver Training Site:
<http://deliver.courseavenue.com/>
- b. Enter the user name and password you selected. If you self-registered, your user name will be your email address and the password will be the same that you chose during Step 1 above. Click "Log in".
- c. The first time you enter the site, you will be required to select and answer a security question. Click "Save".
- d. Once you are logged into the training site, select the "Course Enrollment List" link.
- e. Click the "Course Details" button  in the "Action" column for the course you wish to enroll in.
- f. Click the "Enroll" button located at the bottom of the screen; then click "Launch."



If you are unable to complete the training, your progress will be saved. Upon returning to the training site, a short-cut link to the uncompleted course will be available in the top right section of the main screen under "Current Enrollments".

Please e-mail helpdesk@dfmc.org for technical assistance.