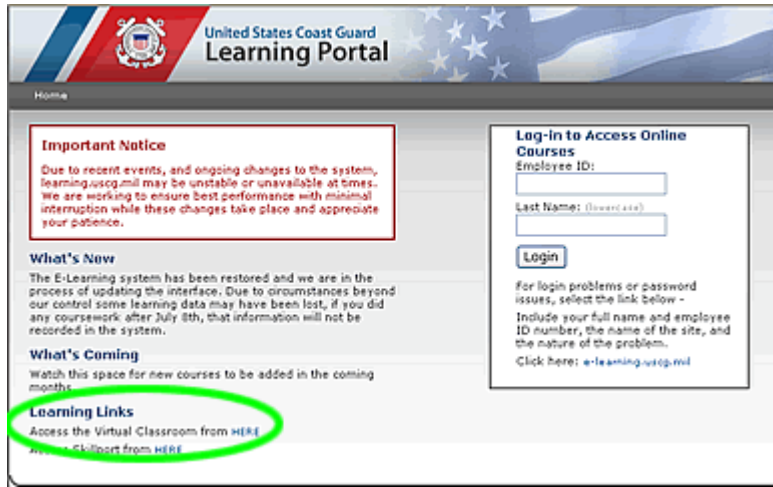


1 How to Create an Account.

Open the Coast Guard Learning Portal at: <https://learning.uscg.mil/>



2 Under **Learning Links** on the lower left hand side, click the **Access the Virtual Classroom** from **HERE** link.



3 The **Virtual Classroom** website will open.

Click the **Create new Account** link on the left in the login section.

<p>United States Coast Guard Virtual Classroom</p> <p>Courses » Login » New account</p> <p>Create a new username (Employee ID) and password to log in. Non-appropriated funds employees, new civilian employees (without Employee ID) and contractors should use e-mail for username:</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Please supply some information about yourself: (Note: your email address must be a real one)</p> <p>Email address: <input type="text"/></p> <p>Email (again): <input type="text"/></p> <p>First name: <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>City/town: <input type="text"/></p> <p>Country: <input type="text" value="United States of America"/></p> <p><input type="button" value="Create my new account"/></p>	<p>4 The New account page will open.</p> <p>Enter your employee ID for your Username NOTE: If you are a non-appropriated funds employee, new civilian without an employee ID or contractor, use your email address for your username.</p> <p>Enter a Password.</p> <p>Enter your Email address.</p> <p>Enter the same Email address for verification.</p> <p>Enter your First name.</p> <p>Enter your Last name.</p> <p>Enter the City/town in which you are located.</p> <p>Select a Country from the dropdown menu.</p> <p>Click the Create my new account button.</p>
<p>United States Coast Guard Virtual Classroom</p> <p>Courses » Confirm your account</p> <p>An email should have been sent to your address at joe.coastie@uscg.mil</p> <p>It contains easy instructions to complete your registration.</p> <p>If you continue to have difficulty, contact the site administrator.</p> <p><input type="button" value="Continue"/></p>	<p>5 The Confirm your account page will open.</p> <p>The page will confirm that an email will be sent to the email address provided.</p> <p>Click the Continue button.</p>

From: e-learning@uscg.mil
 To: Coastie, Joe
 Cc:
 Subject: Coast Guard E-learning: account confirmation

Hi Joe Coastie,

A new account has been requested at 'Coast Guard E-learning; using your email address.

To confirm you new account, please go to this web address:

[http://...](#) (Correct address will appear in your personal email.)

In most mail programs, this should appear as a blue link which you can just click. If that doesn't work, the cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator, Admin User (e-learning@uscg.mil)

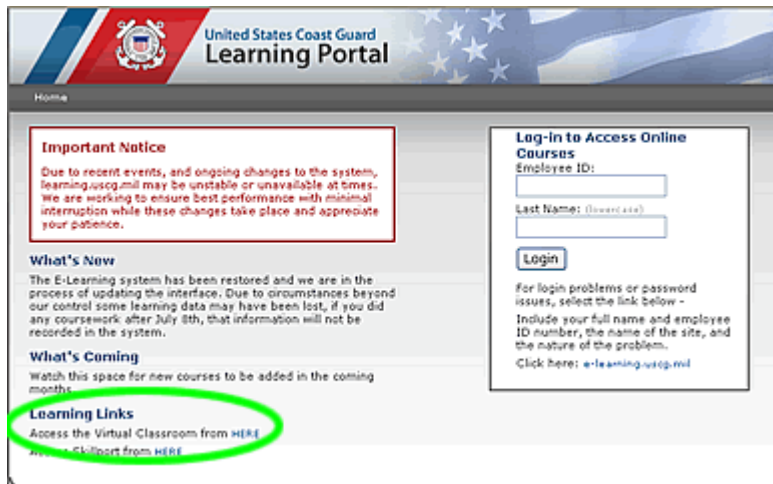
6 A **Coast Guard E-learning: account confirmation** email will be sent to the email address you provided.

Click the link in the email to confirm the registration.

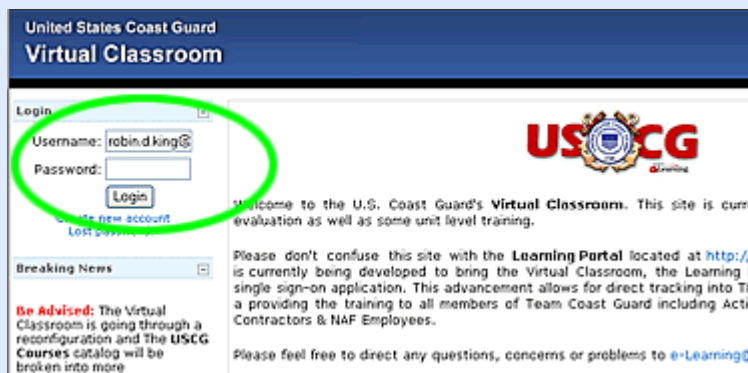
If clicking the link doesn't open the web browser, then cut and paste the address into the address line at the top of your web browser window.

7 How to Login After Creating an Account

Open the Coast Guard Learning Portal at: <https://learning.uscg.mil/>



8 Under **Learning Links** on the lower left hand side, click the **Access the Virtual Classroom** from **HERE** link.

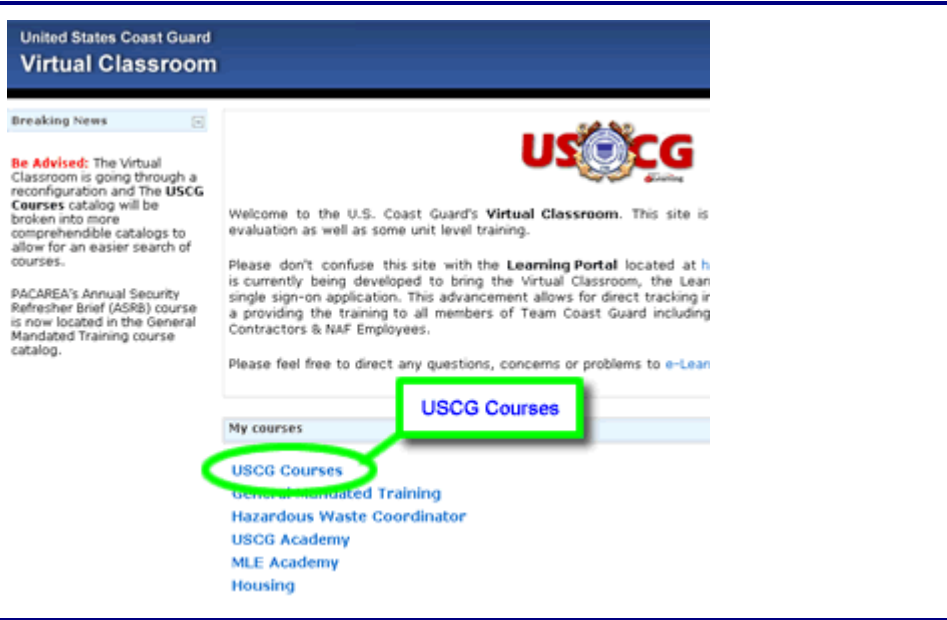


9 The **Virtual Classroom** website will open.

Enter the **Username** created in Steps 1-6.

Enter the **Password** created in Steps 1-6.

Click the **Login** button.



10 The **Virtual Classroom** website will open.

Click the **USCG Courses** link under **My courses**.



11 The **USCG Courses** page will open.

Click **Next** to go to Page 2 of the course listings.



12 The second **USCG Courses** page will open.

Click on the **SAR Fundamentals (e-SAR) Course** link.

United States Coast Guard
Virtual Classroom

[Courses](#) » [Courses](#) » [Login to SAR-FUN](#)

You are about to enrol yourself as a member of this course.
Are you sure you wish to do this?

13

The **Login to SAR-FUN** page will open.

Click the **Yes** button to enroll in the course.

The course will open and can be completed.

Once the course is completed, the final test can be taken. Contact your ESO to have the test administered.