

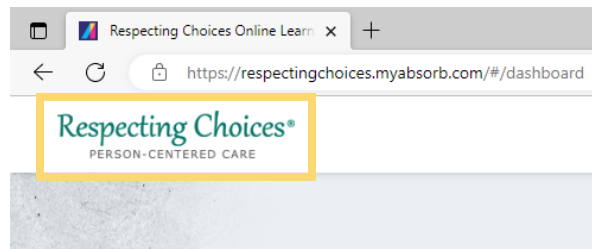
Register for the Respecting Choices® spring 2023 national courses through the Respecting Choices learning management system (LMS), *Absorb*®. You will need to “preregister” before proceeding with your course registration and purchase. This guide will assist you with your selection and purchase.

Sign into Absorb account

If you do not yet have an account in Absorb, click on this [enrollment link](#) to create your account and proceed to preregistration. If you have an existing account in Absorb, [sign into your account](#) and proceed to preregistration.

At the Home Dashboard, you will see “My Courses” and “Featured Courses” sections. If you do not see these sections, click on the Respecting Choices logo in the upper left corner.

Under “Featured Courses” are all of the spring 2023 national course offerings. Click on “Enroll” in the “> RC National Course Preregistration” box.



After completing the preregistration, you may begin adding your desired course(s) to your shopping cart.

To return to the Home Dashboard at any time, click on the Respecting Choices logo in the upper left corner.

Register for courses

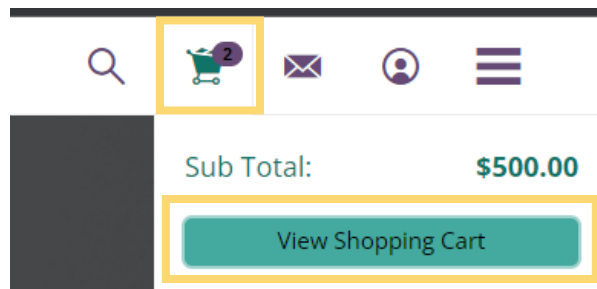
Click on one course offering at a time that you would like to attend, then select your desired course date. Refer to the [Respecting Choices Spring 2023 National Course brochure](#) for details about each course.

Remember:

- ▶ If you want to become a certified Facilitator, you need to choose an ACP Core Component course **and** the stage-specific ACP Facilitator Certification – Intensive course. An ACP Core Component course is a prerequisite to attending an ACP Facilitator Certification course. If you previously attended an ACP Core Component course, please indicate on the preregistration questionnaire when prompted.
- ▶ If you want to become a certified Instructor, you need to choose an ACP Design and Integration course **and** an ACP Core Component course **and** the stage-specific ACP Facilitator Certification – Intensive course as prerequisites to attending an ACP Instructor Certification course.

Once you add a course to your shopping cart, you can close that selection screen by clicking on the “X” in the upper right corner or return to the Home Dashboard by clicking on the Respecting Choices logo in the upper left corner.

Continue selecting all the courses and dates you desire and adding to your shopping cart. When finished, click on the shopping cart icon in the toolbar at the top of the screen and click the “View Shopping Cart” button.



Finalize your purchase

On the Shopping Cart screen, you will see the courses you have selected along with the option of adding a Coupon Code. Add a coupon code if you have one and click on “Proceed to Checkout” button.

On the next screen, confirm you are logged into your account and click on “Proceed to Checkout” button.

Confirm your shipping information and select if also your billing address. Click on “Proceed to Checkout” button.

Select “Credit Card” as payment method and click on “Proceed to Checkout” button.

Confirm your billing address, enter credit card information, and click on “Submit Your Order” when ready.

You will receive a confirmation email upon successful registration! If you do not receive a confirmation email and/or if you have any questions during registration, please contact Respecting Choices at info@respectingchoices.org or (608) 473-1025.