

LEARNS User Guide Instructions

Link to Learns website: <https://boco.org/Learns>

1) To Create an Account

From the Home page – click the [Create Account](#) button. You will find this in the upper right corner of the page under Contact Us.

Once there you will be prompted to create a username. Click Next

NOTE: This will be your unique log in each time you access your account. The system will not let you create a username that is already taken. The username must be at least 6 characters long.

On the next screen, enter your password and confirm the spelling of your password. Complete your contact and demographic information and select [Click to Complete Account Creation](#)

NOTE: Contact information is used to send you workshop reminders and notify you of cancelations or changes.

Demographic information is used for reporting purposes to our funding agencies and is never tied to your name or contact information. Our workshops are open to anyone 18 and over regardless of income, referral source or other answers provided. All are welcome!

For # of people in household: Please select the total number of **people living in your home** including yourself.

For Household Annual Income: Please include the **total amount earned per year** by all members of your household. It is ok to estimate.

Create a New Account

Use the form below to create a new account.

Account Information

Select a username that is at least 6 characters. Username can be your email address.
Username:

Your password must be at least 8 characters long, contain at least one uppercase letter, one lowercase letter and one digit.
Password:

Confirm Password:

Identity

First Name:

Last Name:

Email:

Street:

City:


State:

Zip:

County:

Rural Area Status:

Phone:

Date of Birth:(MM/DD/YYYY) 

Demographic

of people in household:

Household Family **Yearly Income** Before Taxes:

Head of household?
 Yes
 No

If head of household, select all that apply:
 Female
 Person with a disability
 Senior (over 62)

Head of household type:

Ethnicity:

Race:

Referred By:

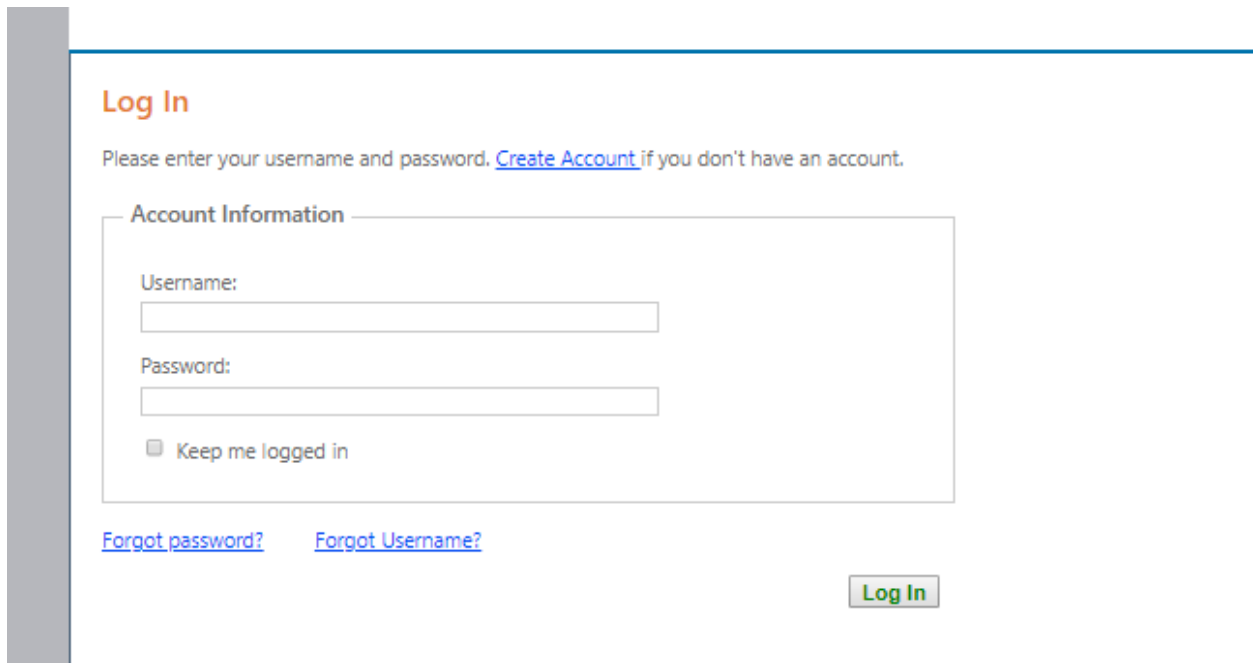
Are you working with?: (check all that apply)

Citizenship Status:

Limited English Proficiency Status:

All fields are required and are either fillable, clickable or have a drop-down menu.

To Log In to your Account



The screenshot shows a login interface. At the top, the text 'Log In' is displayed in orange. Below it, a message reads: 'Please enter your username and password. [Create Account](#) if you don't have an account.' The main form area is titled 'Account Information' and contains two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'Keep me logged in'. At the bottom left of the form area, there are two links: '[Forgot password?](#)' and '[Forgot Username?](#)'. At the bottom right, there is a green 'Log In' button.

Enter your username and password and select Log In. NOTE: If your password does not meet the minimum security features of the new system, you will be asked to create a new password on your first log in. The new password must be at least 8 characters and contain at least one of each of the following: capital letter, lower case letter and a number.

Forgot Your Username or Password

If you forgot your username or password, you can select the [Forgot Password?](#) or [Forgot Username?](#) links below the Log In request to receive your username and/or temporary password by email. If you no longer have access to your email or have created multiple accounts with the same email, please click on the Contact Us button in the upper right of the page and let us

know how we can help you and we will reach out to you to assist.

To Change Your Password

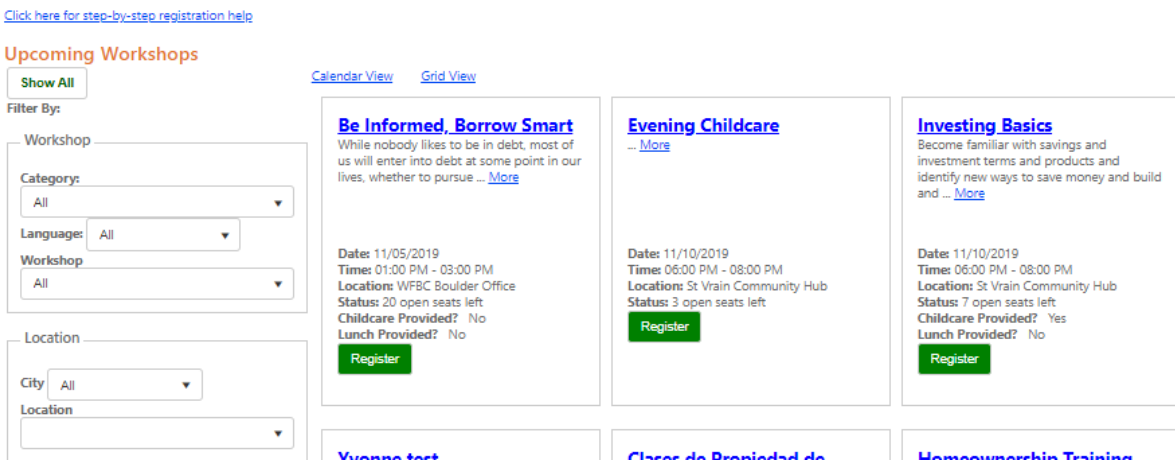
Once you have logged into your account, select the change password link located at the top left of your account information. Enter your new password and confirm the spelling of your password and hit submit.

To Enroll in a Workshop

You can search for the Workshop you wish to enroll in by navigating to the Upcoming Workshops page which you can find in the upper center of the page.



This is what you will see once on that page:




On the left-hand side, you can filter any current workshops by selecting the dropdown menu.

Category will allow you to filter by Financial Workshops or Homeownership Training


Language will allow you to filter by English or Spanish workshops

Workshop will allow you to look for specific workshop titles.

Location: All financial workshops are virtual for now. If we begin offering in person you would be able to search by in person locations for workshops.

Once you have identified the workshop you wish to attend, you can select the green Register button 

This will take you to a screen where you will be prompted to review/update any of your contact and demographic information that may be old or outdated. Click Confirm/update account once you have done this.

To complete your registration, select  on the following page.

To Cancel a Workshop

On the **User Dashboard**, click Cancel Enrollment to the right of the workshop you wish to cancel

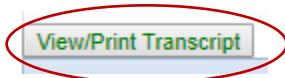
Workshop	Workshop Date and Time	Date Enrolled	Attended?	
CHFA Approved Homeownership Training Class - IN PERSON	09/06/2024 11:30 AM- 06:30 PM	8/27/2024	<input type="checkbox"/>	Cancel Enrollment

To Print a Certificate

From your User Dashboard, scroll down to the Workshop Enrollments section. Click on the [View Certificate](#) link to the right of the workshop. NOTE: You will be presented with your Homeownership Training Certification at the conclusion of the Homeownership Training workshop.

To Print Your Transcript

You can view and print your transcript – the entire list of all the workshop you have attended. From your **User Dashboard**, scroll down to the Workshop Enrollments section and select



Workshop Enrollment

Enrolled Cancelled

[View/Print Transcript](#)

Workshop	Date and Time	Date Enrolled	Attended?		
Homeownership Training	11/16/2019 09:15 AM- 04:45 PM	10/30/2019	<input type="checkbox"/>	Cancel Enrollment	
Investing Basics	11/10/2019 06:00 PM- 08:00 PM	10/30/2019	<input type="checkbox"/>	Cancel Enrollment	

Childcare Enrollment