Instructions for Enrolling in Student Assessment Online Courses

1. Register for course in e-train
2. You will not receive an email from e-train until three days before the start date of the course. The start date of the course is going to be at the end of the window of the course. This is so we can have open enrollment through e-train during the training window.
3. If you sign up anytime during a Friday to Thursday window, you will be enrolled in HISD eLEARN on the Friday following the Thursday of that window. i.e. if you enrolled anytime from Friday, August 16 till Thursday, August 22 – you will have access to the HISD eLEARN course on Friday, August 23 in the afternoon.
4. Once you are placed into the HISD eLEARN course on that Friday, you will receive an email from HISD eLEARN offering instructions for how to access the course.

   Here is the possible content of that email:
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   Hi xxxxxxxx,

   You have been enrolled in a new HISD eLearn Course or Community, **XXXXXXXXXXXXX** for Houston ISD's Online and Blended Learning Community.

   To access your new course/community, "The Course Name", log into Houston ISD's Online and Blended Learning Community using your username **xxxxxxxx** and password, then select "The Course Name" from your list of "My Courses & Communities".

   Select reset password if you have forgotten your password to login. Thank you, HISD eLearn
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5. The username that the email contents above refers to is your HISD network user ID. This is the part of your HISD email that comes before the @ symbol.
6. Go to http://hisdelearn.org
7. Log in using your username – your HISD network user ID – everything before the @ symbol in your HISD email address
8. The course should show up in your course listing in the lower right of the web page.