

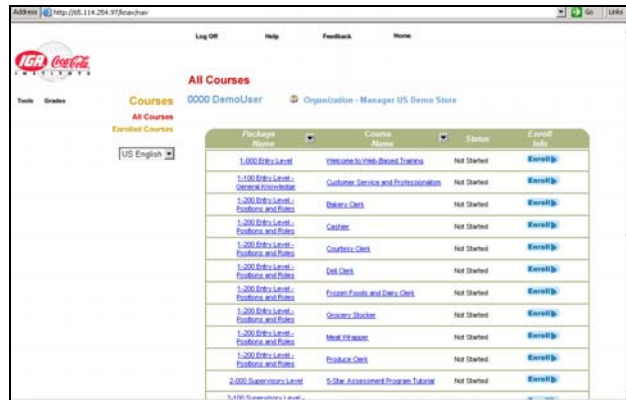
To enroll in a certification course

<p>1. Logon at www.igainstitute.com.</p>	
<p>2. Enter your username and password.</p>	
<p>3. Select the view of the course list you want to see: All Courses or Enrolled Courses.</p> <p>Links to both views are available at all times.</p>	

4. On the *All Courses* page, click the **Enroll** button next to the course name.

If you are already enrolled in a course the button will read **Start**.

The *Package Name* column groups courses in Entry Level or Supervisory Level categories. Users can enroll in any of the listed courses.

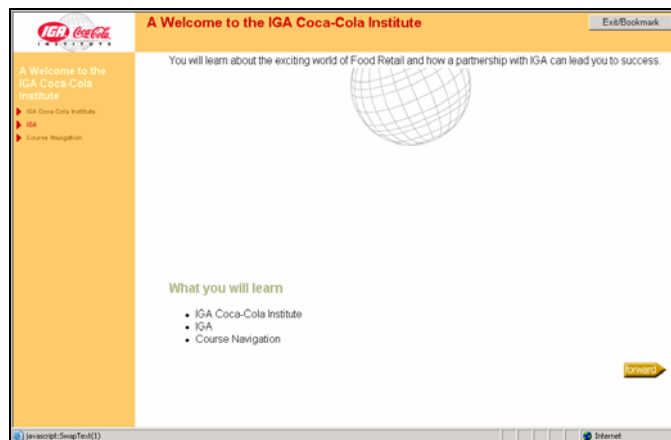


Package Name	Course Name	Status	Enroll/Start
1.000 Entry Level	Welcome to Web-Based Training	Not Started	Enroll
1.100 Entry Level - General Knowledge	Customer Service and Professionalism	Not Started	Enroll
1.200 Entry Level - Position and Roles	Realty Clerk	Not Started	Enroll
1.200 Entry Level - Position and Roles	Cashier	Not Started	Enroll
1.200 Entry Level - Position and Roles	Customer Clerk	Not Started	Enroll
1.200 Entry Level - Position and Roles	Out Clerk	Not Started	Enroll
1.200 Entry Level - Position and Roles	Front-End and Data Clerk	Not Started	Enroll
1.200 Entry Level - Position and Roles	Inventory Stocker	Not Started	Enroll
1.200 Entry Level - Position and Roles	Meat Wrangler	Not Started	Enroll
1.200 Entry Level - Position and Roles	Produce Clerk	Not Started	Enroll
2.000 Supervisory Level	Self-Assessment Program Tutorial	Not Started	Enroll

5. The course will start in its own window.

You can navigate the course using the links in the left panel or using the Forward arrow.

Most courses have between 3 and 5 post-tests. To obtain the certification you need to pass all post-tests with an 80% score or higher. You can take the post-test as many times as necessary.



A Welcome to the IGA Coca-Cola Institute

You will learn about the exciting world of Food Retail and how a partnership with IGA can lead you to success.

What you will learn

- IGA Coca-Cola Institute
- IGA
- Course Navigation

Forward