**INSTRUCTIONS FOR CURRENT KU STUDENTS, FACULTY, AND STAFF ONLY**

1. **Logging In and Creating an Account:**
   * Navigate to the "Log In" link located in the top-right corner of the page.
   * Click the down arrow and choose “Student Login.”
   * On the right side of the page, enter your **KU email address** under “I am a new user.”
   * A confirmation email will be sent to your KU email address with a temporary password.
   * Go to Student Profile to be added to the Kutztown University Current Faculty, Staff and Students group. Your account will be approved to use the discount “**KUFREE**.”
2. **Searching for Courses and Certificates:**
   * Look in the upper burgundy bar for "Courses" and “Certificates.” Click to begin searching.
   * Either enter a keyword or go to Advanced Search Options. You may search by area or program under Advanced Search Options. **LINK TO EXCEL FILE**
   * Click on a course title to view more details about the course or a certificate to view the list of courses required to earn a specific certificate.
   * If you find a course you are interested in, click Available. Add to Cart.
   * You will see two options for the fee. First is the price of the course. Below the price is an “Apply a Discount.” option.
   * Click “Apply a Discount” and type **KUFREE** in the Coupon Code box.
   * Checkout.
   * You will be asked to sign in again. Sign in on the left side under “I have an account already.”
   * You will be directed back to the Payment Confirmation Page. Navigate to the bottom of the screen, check that you have read and understand the policy, and click Continue Checkout (in Blue).
   * You will receive an email receipt and verification of enrollment in the course.
3. **Accessing your Course:**
   * In the burgundy bar on the home page, choose Student Portal. You will see a list of your available courses.
   * On the left side navigation bar, choose Access LMS.
   * You will be directed to D2L, but Coursera courses will be separate from any credit courses you are enrolled in.
   * Click on your course. Select Content on the next screen. Select your course title and follow the directions to complete.
   * Learners who complete certificates will earn a KU Advance badge.