INDIANA INSTITUTE ON DISABILITY AND COMMUNITY
INDIANA RESOURCE CENTER FOR AUTISM

Instructions to Access:
Comprehensive Programming for Students Across the Autism Spectrum Training Series

Thank you for registering through IU Conferences for our IRCA *Comprehensive Programming for Students Across the Autism Spectrum Training Series*. The following instructions will walk you through the process of creating an IU guest account, enrolling in the course now that you have purchased the course(s), accessing the course in IU Canvas, and receiving your certificate of completion in your IU Expand Dashboard once completing all requirements. Also, you cannot advance to the next course until you have completed each course in sequential order. Each will become unlocked in your IU Expand dashboard as you progress.

Let's get started!

1. Look in your email for a confirmation email from iuconfs@indiana.edu for the link to get started. The link can also be found on the registration form.

    a. If you do not see the link, first look in your junk/spam mail.

    b. If you still do not see the link, did someone else from the office register you? If so, ask this person to check his/her email for the link to share with you.

    c. If no one has the link, email Claire Tafoya ctafoya@iu.edu for assistance.

2. This link will bring you to the course listing in IU Expand which looks like the image below:
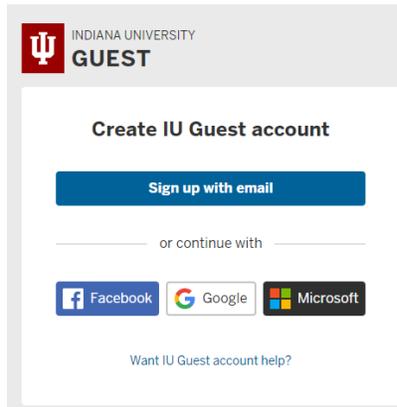
3. You're in IU Expand now. To Login:

    a. If you have an IU Guest Account:

        i. Click the blue words "log in" to type in your username and passphrase.

    b. If you do not have an IU account, you must create an IU Guest account.
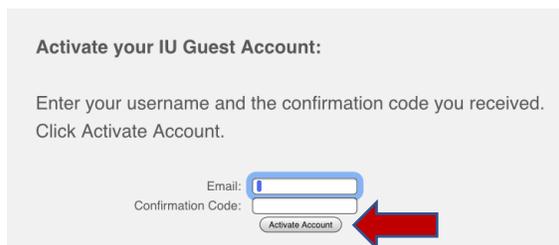
        i. Click the blue box, "Sign up with email" or continue with Facebook, Google, or Microsoft to create an account.

        ii. Follow the prompts to create your IU guest account. It will ask for a full email address, first and last name, and create a new password (follow password guidelines). Then click "Create Account".

        iii. After you create an IU account, you will receive an activation message to the email address you provided. **You will have 10 days to activate your account. Notice there is a confirmation code which you will be asked to use along with your username (copy this code).** Then, to open the page that will activate your account, click the link in the message.

        iv. On the "Activate your IU Guest Account" page, enter your full email address you provided and the confirmation code you copied.

        v. Click "Activate Account". (You must activate your account for your guest account to work). You should receive a message saying, "Success – Account Activated".

4. Once you create your guest account, use the link provided in your email from **Step 1**. Follow these instructions to complete your enrollment.

5. Click on the "ENROLL" in the Program button.

6. Look at the bottom of the page to notice your name which should be listed after the words, "You are currently signed in as (your name)". Then click in the blue box which states, "Enroll in Program".

7. Once you are enrolled, you should see the first course, "Introduction to Autism Spectrum Disorders – Enroll" in your IU Expand dashboard. Click "Go to Course" to get started. This link will take you to IU Canvas.
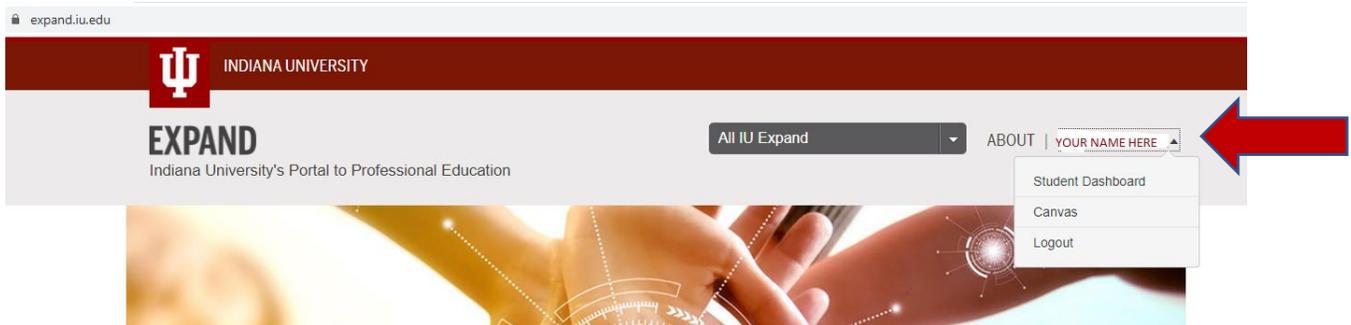

8. Follow the instructions on the front page of the Canvas course to find the content, recordings, PowerPoints, handouts, and quizzes in the Modules.

To Receive a "Certificate of Attendance"

a. You must complete the course(s) along with their corresponding quiz and course evaluation.

b. A certificate of attendance will be auto-generated once a course has been completed. It will only be available in your IU Expand dashboard (https://expand.iu.edu).

c. Return to IU Expand, look for your name in the upper right-hand corner next to the word "ABOUT" (indicated by red arrow in image below).

d. Click the pull-down menu by your name and select "Student Dashboard".

e. This takes you back to where you can see the course(s) you have completed and in progress. You can click the title, to view or download your certificate OR you will notice the next course is unlocked for you to get started.

f. **Please Note: You cannot advance until you have completed each course in sequential order. Each will become unlocked in your IU Expand dashboard as you progress.**

g. Type II BCBA Credits are available at no cost by emailing Dr. Cathy Pratt at prattc@indiana.edu.

If you have any questions on how to navigate IU Expand or IU Canvas, please contact Melissa Dubie, Educational Consultant at Indiana Resource Center for Autism.
Email: mdubie@indiana.edu
Phone: 812-855-6208
Enjoy learning online,
The IRCA Team