



# CPR, First Aid, and AED training and certification is now available to district employees in an online format through the National Safety Council (NSC)

## Login Instructions

### New Students –

1. Go to <https://www.nsc.org/buyonline>
2. Click on the “I am part of an organization looking for training” at the top of the screen.
3. Check the NSC First Aid, CPR & AED box
4. Type in quantity you would like to purchase at this time and click **Next**.
5. You will be presented with a Registration page. Type in your information, including payment information and click on **Submit Order**. (*Please note – you will receive a confirming email reminding you of the user name you created for access to the site at a later date. Only Register as a New Student ONE TIME*)
6. You will then need to submit your payment information. The cost for the course is \$19.95 paid by the individual taking the course. Reimbursement through school funds, if available, must follow district/school pre-approval procedures.
7. On the My Place page, click on **Safety**.
8. Then on the My Courses Page, click on **NSC First Aid, CPR AED Course** to begin the course. *Please note you will have 45 days to complete your training including the skill check.*

### Returning Students –

1. Click on the link provided in the email you received upon registration.
2. Click on the **Returning Student** button.
3. Type in your Login ID and your Password, created by you during registration, and click on **Login**.
4. On the My Place page, click on **Safety**.
5. Then on the My Courses Page, click on **NSC First Aid, CPR AED Course** to return to the course.

### Upon Course Completion –

1. **Print** off your course completion certificate.
2. **Call** Kellie Davis at 801-567-8246 to schedule a skill testing session. Be sure to bring your completion certificate with you.