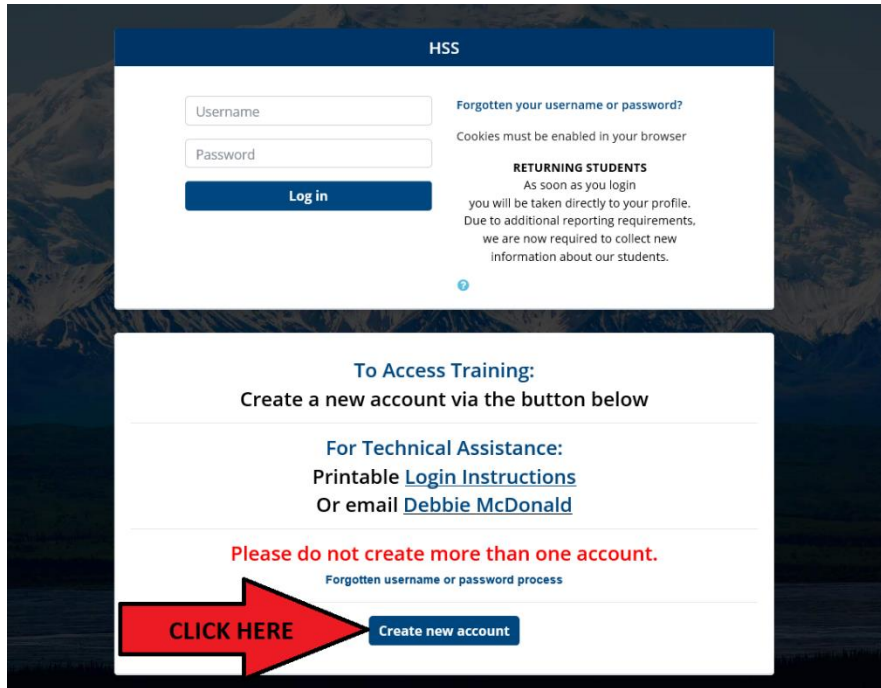


ASAP Online Orientation Instructions

This Course does not work well in Internet Explorer. Please make sure you are using Chrome, Firefox or Safari

Step 1: Open your internet browser and go to the address: www.learn.dhss.alaska.gov

Step 2: Click on “Create new account”

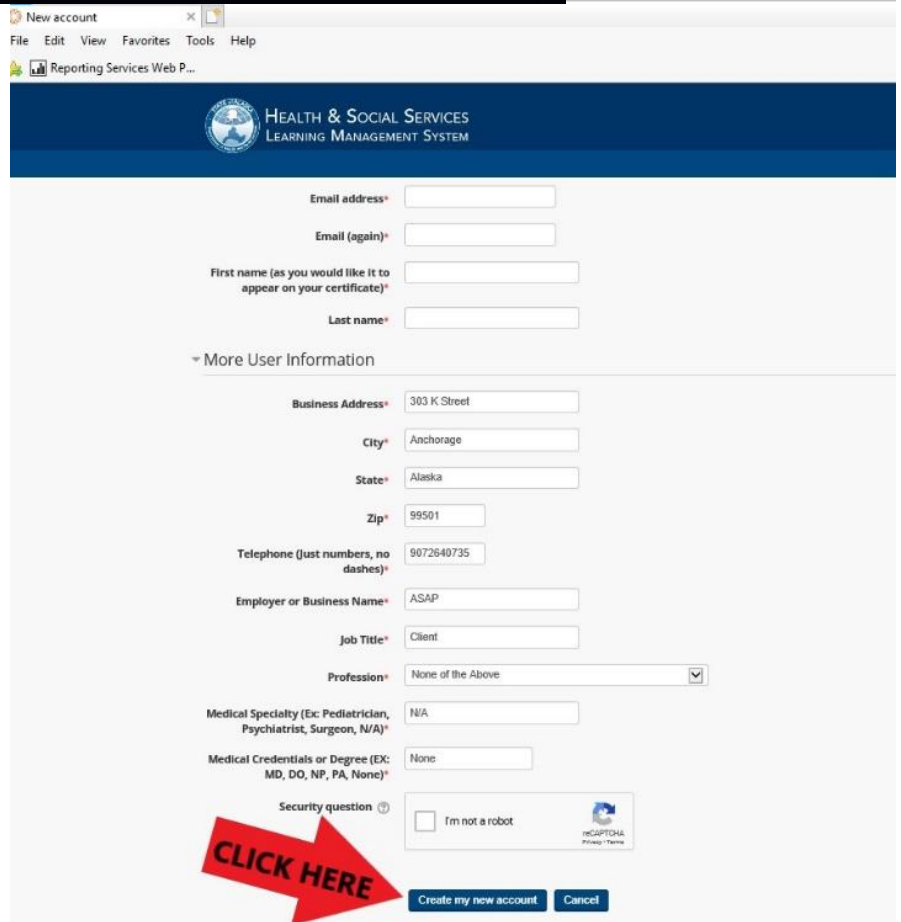


Step 3: Please fill out the “Choose your name and password” and the “More Details” Sections

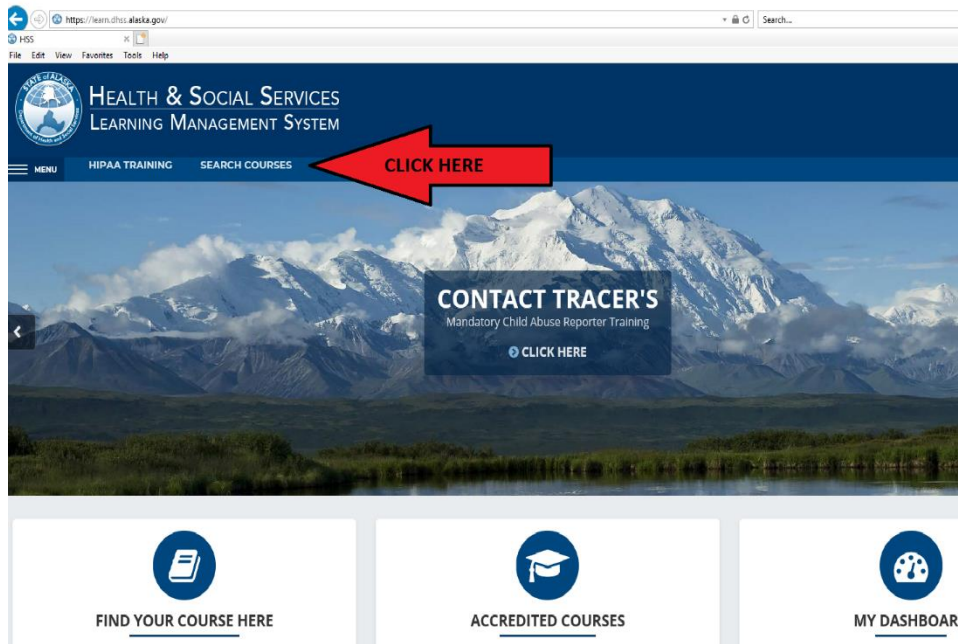
Step 4: Please fill out the “More User Information” with the following

Business Address: 303 K Street
City: Anchorage
State: AK
Zip: 99501
Telephone: 9072640735
Employer or Business Name: ASAP
Job Title: Client
Profession: “none of the above”
Medical Specialty: N/A
Medical Credentials or Degree: none

Step 5: Complete the security Question and click “Create my new account”



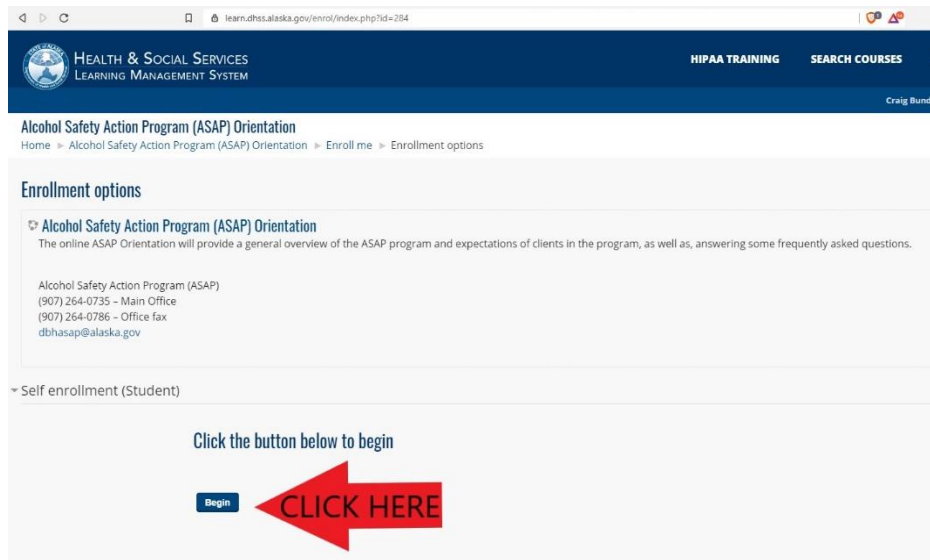
Step 6: Click on the “Search Courses Button”



Step 7: Type “ASAP” into the Search Courses bar and then press “GO”

Step 8: Click on the class titled with the ASAP office you are working with.

Step 9: Click the “Begin” button to start the orientation.



Step 10: Complete the orientation Module and the Quiz

When you have completed the orientation module and have submitted an intake packet to the ASAP office. An ASAP representative will contact you to schedule a 20 minute phone Interview.