

# How to Enroll & START your CLASS.

To access the initial or medication refresher class, you must start with enrollment steps (1-4). You will complete all forms prior to having access whether paying yourself or having the employer pay.

1. Start by going to **medsnv.com** (cques.org) This is what you see.



This is in the middle of HOME

→ [How to Enroll in a Medication training](#)

To take the [Initial 16-Hour class](#) or the [8-Hr Refresher](#) you must complete the following [STEPS 1-4](#) (click on each [FORM](#))

Step 1. [ENROLLMENT Form](#)

Step 2. [Complete Ability to Benefit and Confirmation Form](#)

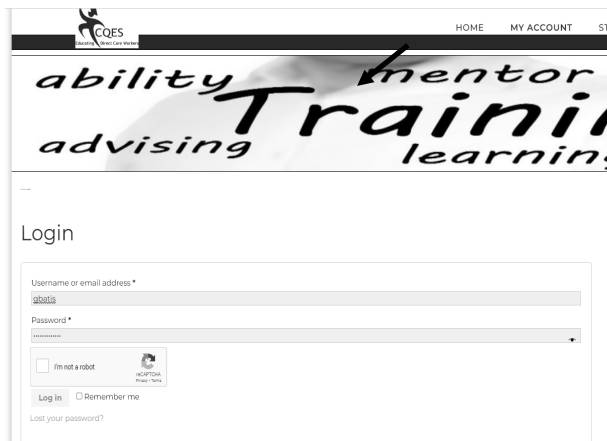
Step 3. [Complete Terms and Policies Form](#)

Step 4. Choose your Class under [Class-Sign Up and Pay](#)

If your facility is paying for the class stop here and we will bill them. Steps 1-4 must be completed, and we will need verification of payment if the employer is paying.



2. You will complete the following steps (1-3) failure to complete all in one day delays your class start date.



3. Upon completion of forms 1-3 and viewing catalog and the disclosure form, go back to the home page and use the **(MY ACCOUNT) TO LOGIN** and you will now enter your in your username and password

4. Now go to the top of the page and click on Home and the scroll down to Step 4 to add your class.

Step 4 Choose your Class under [Class-Sign Up and Pay](#)



5. Add your class by clicking on the name and it will automatically add it to the cart. Pay for your class or use the coupon code the employer gave you for the 8hr. refresher. (a credit card is not needed with a coupon code) No checkout is needed if employer is paying for the full course we will bill them, we only need your enrollment papers.



6. Click on MY ACCOUNT and you will enter your dashboard with the course you are taking.

Click on course unit and start your class.

