



Signing up for the Goodwill Learning Academy

Access the Goodwill Learning Academy at <https://goodwill-learning-academy.skyprepapp.com/>.

- NEW USERS will need to click the **Sign Up** option in the top right-hand corner of the Log In screen.
 - Password (Create an own unique 8-digits password.)
- RETURNING USERS will log in with credentials used during Sign Up process.

(Please do not use Internet Explorer as your web browser when accessing the Goodwill Learning Academy.)

Registering for classes through the Goodwill Learning Academy

On-Demand Classes

(You can access and complete these trainings anytime.)

1. Click on the **Course Catalog**.
2. Select the class of interest or the one your case manager has assigned.
 - a. Click **View Details**
 - b. Click **Enroll**
 - c. Click **Start**
 - d. Click **Launch Module** or **Link** to start the video portion of the training.

Live Webinar Class (LWC)

(You will need to create a free [Zoom](#) account.)

1. Click on the **Course Catalog**.
2. Select the class of interest or the one your case manager has assigned.
 - a. Click **View Details**
 - b. Click **Enroll**
 - c. Click **Start**
 - d. Click **Register** for the available timeslot that best fits your schedule.
3. At the time of the training, return to your **My Learning** at the top of the page.
 - a. In the My Current Learning section, you will need to click on **Start** or **Continue Course**.
 - b. Click the **Launch** button to start the Live Webinar.
 - c. You can **unregister** for a training timeslot by following the same steps.

Instructor Led Training (ILT)

(You will need to attend in-person at a Goodwill training location.)

1. Click on the **Course Catalog**.
2. Select the class of interest or the one your case manager has assigned.
 - a. Click **View Details**
 - b. Click **Enroll**
 - c. Click **Start**
 - d. Click **Register** for the available timeslot that lists a specific location (not a webinar).
3. On the date of the training, show up to the location 15 minutes prior to the start of the class.
 - a. You can **unregister** for a training timeslot by following the same steps.