

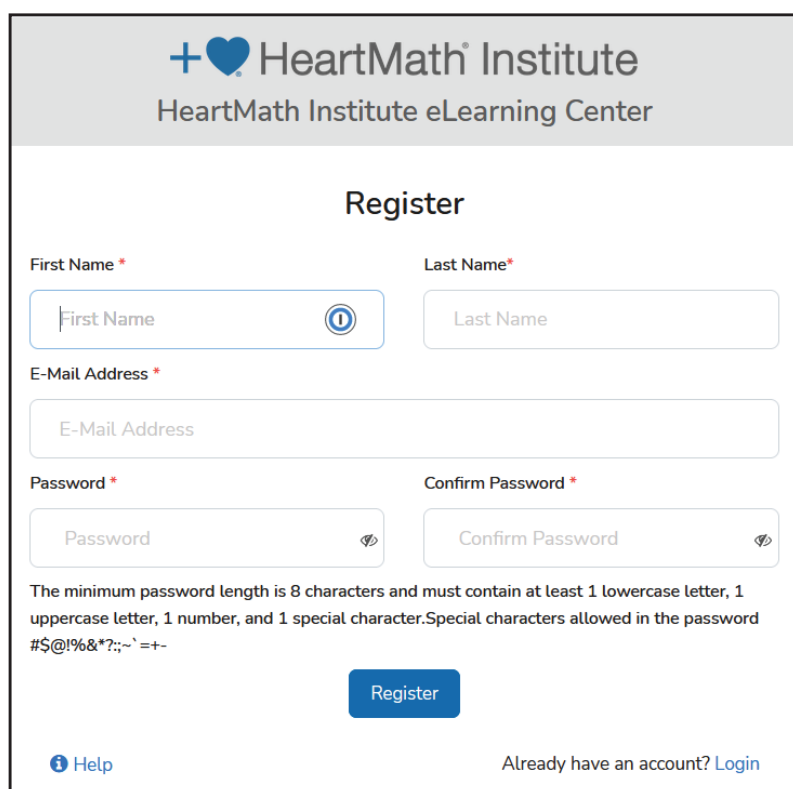
# How to Register and Enroll Educators and Students into the SunShine Secret™ Program

## The Basic Steps: Registration and Enrollment

- 1) Register on HeartMath Institute eLearning Center
- 2) Receive and enter your Verification Code
- 3) Login to eLearning Center
- 4) Add Sunshine Secret Course
- 5) Enter your License ID and Enter Sunshine Secret Course
- 6) Adding a Child to the Course

## Here are the steps.

- 1) **Register on the HeartMath eLearning Center.** After purchasing a program license, you will receive an email with a License ID and a website address for registering. Begin by entering your name, email address and password. Click on Register.



The screenshot shows the registration page for the HeartMath Institute eLearning Center. At the top, the logo features a blue heart with a white plus sign, followed by the text "HeartMath Institute" and "HeartMath Institute eLearning Center" below it. The main heading is "Register".

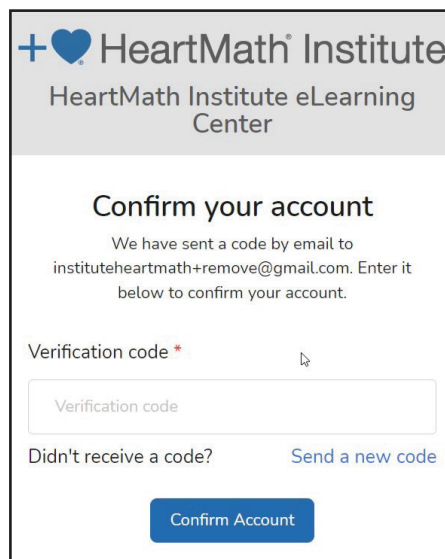
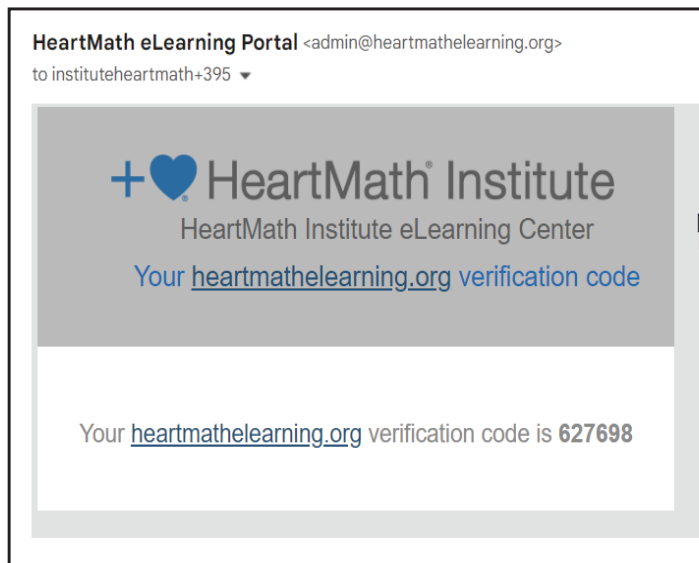
The form includes the following fields:

- First Name \***: A text input field with a placeholder "First Name" and a blue information icon.
- Last Name \***: A text input field with a placeholder "Last Name".
- E-Mail Address \***: A text input field with a placeholder "E-Mail Address".
- Password \***: A text input field with a placeholder "Password" and a blue eye icon.
- Confirm Password \***: A text input field with a placeholder "Confirm Password" and a blue eye icon.

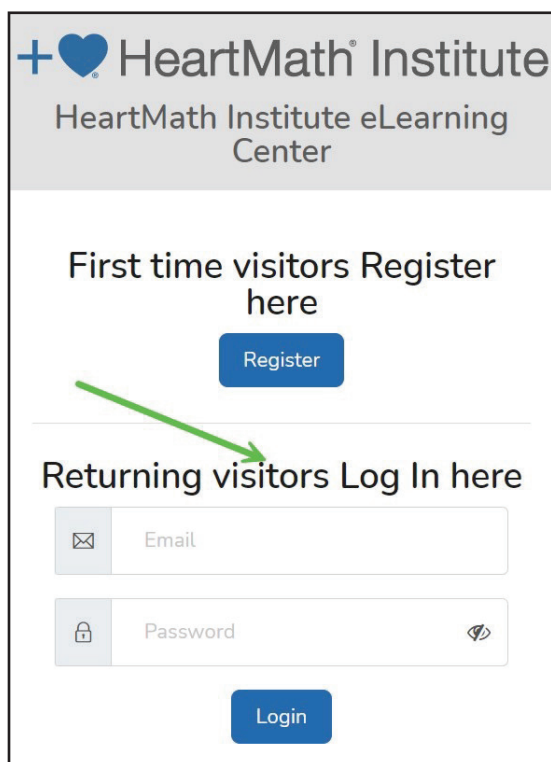
Below the fields, there is a note: "The minimum password length is 8 characters and must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character. Special characters allowed in the password # \$ % ! & \* ? ; ~ ` = + -".

A blue "Register" button is centered below the fields. At the bottom left, there is a blue "Help" link with an information icon. At the bottom right, there is a link "Already have an account? Login".

2) **Receive and enter your Verification Code.** After Registering, you will receive a verification code to confirm your account. Enter your Verification Code.



3) **Login to eLearning Center.** After confirming your account, enter your email and password in the log in fields.



4) **Add Sunshine Secret Course.** After Login, click on the Add Course button on the Sunshine Secret panel.

The screenshot displays two course cards side-by-side. The left card is for 'The Sunshine Secret™ Ages 3 to 6+'. It features a green sun icon and text describing it as a fun and engaging adventure for young learners. Below the description is a grey 'Learn More' button and a yellow 'Add Course' button. A green arrow points from the 'Add Course' button to the 'Add Course' button of the right card. The right card is for 'HeartSmarts Adventure Ages 4 to 7+'. It features a green heart icon and text describing it as an interactive program for making healthy choices. Below the description is a grey 'Learn More' button and a yellow 'Add Course' button.

5) **Enter your License ID and then enter the Sunshine Secret Course.** Note: Your License ID was emailed to you at the time of purchase. Clicking Continue will take you into the course.

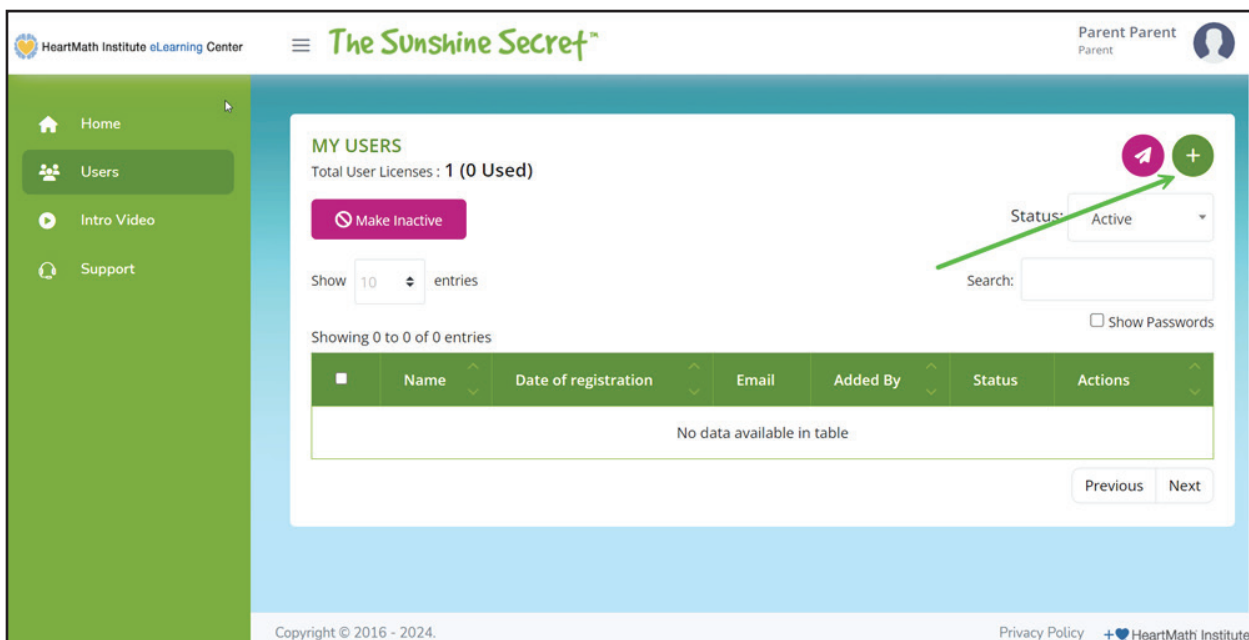
The screenshot shows a dark grey dialog box titled 'Welcome to The Sunshine Secret' with a close button (X) in the top right corner. Below the title, the text reads 'Welcome! Please enter your License ID for this course to continue.' Below this text is a white rectangular input field with a blue border. A green arrow points to the input field. Below the input field is a blue button labeled 'Continue'. A red arrow points to the 'Continue' button, and a green arrow points to the right side of the dialog box.

## Access to Sunshine Secret



Important Note: You will also receive an enrollment confirmation email for your records.

- 6) Adding a Child to the Course:** From your home page, you can enter the course, and display it for your child from your computer, pad or tablet, or, should you choose, you may add a child so that they may have access to the course from their own device. Note: If you purchased the single user license, you may add 1 child. For the Family license, you may add up to 5 children.



When adding a child, you must include an email address for them. If your child does not have an email address, most parents will use the “plus addressing” feature in gmail. Simply type a plus sign (+) and their name, after the user name portion of your email address. Example: If your email is [Parent@gmail.com](mailto:Parent@gmail.com), the email address for your child could be: Parent+Mora@gmail.com . You will receive their enrollment confirmation in your gmail account.

HeartMath Institute eLearning Center    The Sunshine Secret™    Parent Parent Parent

### ADD USER

TOTAL USER LICENSES: 1 (0 USED)  
Users / Add

Email address \*    User ID    First name \*    Last name \*

Parent+Mora@gmail.com       Mora    Daughter of Parent

Password \*    Status:  Active

.....    Generate Password

Cancel    SAVE

HeartMath Institute eLearning Center    The Sunshine Secret™    Parent's Parent    Record added successfully.

### MY USERS

Total User Licenses : 1 (1 Used)

   Status: Active

Show 10 entries    Search:     Show Passwords

Showing 1 to 1 of 1 entries

	Name	Date of registration	Email	Added By	Stat
<input type="checkbox"/>	Mora Daughter Of Parent	April 10, 2024	Parent+Mora@gmail.com	Parent Parent	Acti

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