

## Pesticide Policy Online Module

Due: Next Class

1. Go to <http://campus.extension.org/>
2. Click on orange "Log in" button below gray tool bar on upper right side of screen.
3. Click on "Create new account" (on right side of screen under "Log in").
4. Fill in all the boxes with red asterisks and then click "Create my new account".
5. You will be notified that an e-mail has been sent to you. Open your email and click on the email from extension Campus Help.
6. In the contents of the e-mail click on the link to confirm your e-mail address.
7. This action will open a new window and log you into extension. In the search box type Idaho Master Gardener Pesticide Policy and then click "GO".
8. Click on "Idaho Master Gardener Pesticide Policy".
9. Click "Enroll me".
10. Click on "Idaho Master Gardener Pesticide Policy Course".
11. Click "Enter".
12. This will open up the module. You may have to drag the window down to view the whole screen.
13. Then click the play button to begin the module
14. Primarily use the "Next" button to navigate through the module. You will also be asked to answer some questions. If so, click on the appropriate button.
15. Once you complete the module, click the small green "exit activity" button located on the dark grey tool bar on the upper right-hand area of your screen.
16. This will bring you back to your main page in extension. Click on "Idaho Master Gardener Pesticide Policy Course Certificate of Completion". This is right below the Master Gardener Pesticide Policy Course that you clicked on to start the course.
17. Click "Get your certificate".
18. A window will appear with your certificate. Click on printer icon to print your certificate and/or save your certificate.
19. To receive credit for completion of the module, you may either bring in the certificate to the extension office or email a copy of the certificate to [adamg@uidaho.edu](mailto:adamg@uidaho.edu)

If you have any questions contact Jean at [adamg@uidaho.edu](mailto:adamg@uidaho.edu) or 208-287-5900. Appointments can be made for those who need to use the MG laptop to complete this on-line module.