



**“THE INVITATION”**

## **REGISTER YOUR CENTER**

### **Instructions**

- Go to: [www.mpreborn.com](http://www.mpreborn.com)
- On the menu bar, hover over “Centers”
- Click on “The Invitation”
- Scroll down below the Videos video
- Look for “Center Director Registration”
- Click on the blue words “register your ministry”
- Please fill out the form “register your center”
- Create a user name and password for center director
- NOTE: this username and password is to manage your centers dashboard on this program. You will need to create a different user name and password to take the courses yourself. THIS WILL REQUIRE A NEW EMAIL ACCOUNT ALSO. Please note upper case letters & some symbols might be able to be used.
- Click “Create my new account”. This will send *Mission: Pre-Born* your registration, and send you a confirmation email.
- Go to your e-mail to confirm your center’s registration.
- After registration, you will have to go and register yourself as staff/volunteer to take the training yourself.

**Please check your spam if you do not see confirmation email.**

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## STAFF & VOLUNTEER INSTRUCTIONS

### Instructions

- Go to: [www.mpreborn.com](http://www.mpreborn.com)
- On menu bar, hover over “Centers”
- Click on “The Invitation”
- Scroll down the page until you are past the videos
- Look for “Staff & Volunteers Begin by Registering Here”
- Click on the blue link that says “volunteers register here”
- Fill out Volunteers Registration form
  - \*Please note: Capital letters and some special symbols may not be allowed for your password
  - \*Additional note: Make sure to choose your center name from the drop-down list
- Click “Create my new account”
- This will automatically create an e-mail verification link. Then please go to your email and click the verification link, or copy and paste the link into your browser to return to *The Invitation* page. Once you return, click the green “Log in” button in the upper right hand corner and login.
  - \*NOTE: IF YOU DO NOT RECEIVE A VERIFICATION EMAIL PLEASE CHECK YOUR SPAM BOX OR FOLDER.

#### **You will then come to the page: “My Courses”**

- Click “enroll me” button
- Click on the green “lesson” box
- Now click on the green “Enter” Button
- It may take a few seconds for the video lesson to load
- Watch the video, then click “Next” on the bottom right side of the video player
- Click the “Next” button again on the video player and listen to the quiz instructions
- Click the Next button on the bottom of the video screen, the answer the quiz question and click “submit” button
- Listen to the correct answer, then click the continue button on the quiz screen
- Repeat these steps on all quiz questions
- After the first quiz is done you can click the “Review quiz” button; OR if you have passed, you can click on the next GREEN lesson button on the right navigation box, then repeat the process
- If you do not pass a quiz, under Navigation menu, click on that lesson number again. For example, if you need to retake Lesson 3, look for the GREEN box in the navigation menu (lower screen) and click Lesson 3, then click “Start a new attempt”, and click “Enter”.

When you complete all five lessons successfully, you will be able to print your certificate.