

CLSA UNIVERSITY



To Access the CLSA University

- Log on to the CLSA website at www.clsa.info.
- Click on the link to the CLSA University on the left hand menu.
- Or, click on the Online Learning box in the upper right hand of the screen.



To Register as a New User

- Everyone who uses the CLSA University must register as a user. But don't worry; we won't put you on any annoying lists. By registering, we can identify the users of our services to better serve their needs in the future.
- On the CLSA University home page, click on the "Registrar's Office" button on the left hand menu.
- Choose "Registration" from the pull down menu.
- To register for a new account, click on "Create Your Username"
- Fill out the "New Account" form with your information.
- A message will immediately be sent to your email address.
- Read your email, and click on the link it contains.
- Your account will be confirmed and you will be logged in.
- Click on "Home" in the lower portion of the screen.
- In the upper right hand corner, select "Back to CLSA University home page"
- Choose the menu item "Registrar's Office."
- From this menu, choose "Course Catalog."
- You can now browse the courses you wish to attend. Choose from Level I, Level II, or Level III courses (see "Placement Exam" on page 4). By clicking on the level, you will be given a list of courses from which to select.
- This will open a page that provides a description of your course as well as others found in the same level. You can continue with your original course choice, choose another, or even choose another level by scrolling to the bottom of the screen for a different course level.

- Once you've determined which course you would like to attend, click on the "Get Enrollment Key" button. You'll be directed to the checkout to purchase access to the course.



CLSA Members With a User Name and Password

- CLSA members are entitled to free and discounted courses in the University! Begin your journey at the CLSA University home page.
- Choose the menu item "CLSA Members Log-In" and then enter your member number.
- By entering your CLSA member number in the box, you are identified for free and discounted pricing. Put your number in as it appears on your CLSA membership card and you will be recognized as a CLSA member.
- On the next screen, click on the "click here" prompt to enter the course catalog. Now you'll be given all of the current course listings and can click on the course you've chosen to attend or browse through the course descriptions by clicking on the course name.
- By clicking on the "Get Enrollment Key" button, you'll either be given the enrollment key in a pop up window or directed to PayPal if there is a fee attached to the course. If you have chosen a free course, simply note the enrollment key and click on the link to go directly to the course.* Type in the enrollment key and let the education begin!

...Purchasing a Course

- If there is a fee for your course, click on the "Get Enrollment Key" link and you will be directed to a PayPal supported area with your own shopping cart. The information you provide is confidential and secure. Once the transaction is completed, you will be emailed the enrollment key for your course.



Non-member Course Enrollment

- The education found at the CLSA University is open to members and non-members of CLSA alike. However, because of the free and discounted courses that members of CLSA enjoy, it is often an added bonus (along with the other benefits of membership) to simply join CLSA if you are looking for NCLE credits. Simply call the CLSA office at 1-800-296-9776 to enroll as a member, get your membership

identification number and start your online education. Or, you can sign up online by selecting the “About CLSA” button on the home page menu and then clicking on the link “Membership.”

- If membership isn't for you, you are still welcome to sign up for courses on the University by following these easy steps. On the CLSA University home page, choose “Registrar’s Office” from the left hand menu. Select “Enroll for Courses” from the pull down menu.
- If you are a new user, make sure to fill out the new account information at the bottom of the page.
- A message will immediately be sent to your email address.
- Read your email, and click on the web link it contains.
- Your account will be confirmed and you will be logged in and taken to the next screen where you can view course selections.

...Non-member with User Name and Password

- If you already have a user name and password, begin on the CLSA University home page and choose the menu item “Registrar’s Office.”
- From this menu, choose “Course Catalog.”
- Choose the level you would like to browse and the catalog for that level will appear.
- This will open a page that provides a description of your course as well as others found in the same level. You can continue with your original course choice, choose another, or even choose another level by scrolling to the bottom of the screen for a different course level.
- Once you’ve determined which course you would like to attend, click on the “Get Enrollment Key” button. You’ll be directed to the checkout to purchase access to the course.
- An enrollment key will be emailed to you once your transaction is complete. Then click on the button to go directly to class.* Type in the enrollment key and you’re all set!



Obtaining CE Credits

- Once you have completed a course, you can take an exam and get NCLE credits

- After completing the course, simply click the “Back” button to access the course entrance page and choose the final exam. Or there is also a handy drop down box at the top right of the page that will link you directly to the final exam.
- If you complete the course off line, to access the quiz simply go back to the Course Catalog (from the home page, “Registrar’s Office,” then “Course Catalog”) and choose the course again. You will then put in your enrollment key again. Once inside the course, choose the final exam rather than the course material to access the quiz.
- Complete the quiz online and it is graded automatically. By achieving a score of at least 80%, you can submit for credits. Complete the form and it is sent to the CLSA office where it will be processed and emailed to you at the email address you have provided.



Placement Exam

- The CLSA University has developed four separate levels of education that are based on the course content and an assumption of previous knowledge on the part of the student. While you may go to any level you choose, we encourage you to find the one that best fits your own level of experience.
 - Introduction to Contact Lenses
 - Fundamentals of Contact Lenses: Level I
 - Advanced Contact Lens Professional: Level II
 - Graduate Studies: Level III
- To determine the level that will meet most of your needs, go to the Placement Exam and answer the questions prepared. To access the Placement Exam, start at the CLSA University home page. Click on “Registrar’s Office” and then “Placement Exam” from the pull down menu.

*By going to the course, a cookie is stored in your computer that will give you access to the course. If the enrollment key is simply written down and the course isn’t accessed, you won’t be recognized and you will have to go through the process again.