

FOR ADMINISTRATORS

MindWise Online Learning



GETTING STARTED

1. Contact your IT department to request they whitelist the domain: digitalchalkmail.com. This ensures that all email communications will be received by your learners.
2. Visit mindwise.digitalchalk.com/account/organizations/signup/user and enter the information requested to setup your account. Click **Create** when done.
3. Enter the Redemption Code given to you by MindWise and complete the form.
4. You will now be directed to your Dashboard where the course associated with your Redemption Code will be available. You will also receive account information emails from DigitalChalk.
5. Review the [Frequently Asked Questions](#) to prepare for completing the training on DigitalChalk.



REGISTERING YOUR STAFF

To register others, share your Redemption Code and our **Instructions for Individuals** with your staff. Advise them to review the instructions and included FAQs.



WEEKLY REPORTS

You will receive a report of all registered users and training completions once a week in a .csv file. To receive these reports less frequently, please let us know.



QUESTIONS & SUPPORT

MindWise Innovations uses DigitalChalk's online platform to host digital trainings and continuing education courses for professionals.

For help accessing the training platform, please contact DigitalChalk Support directly by emailing support@digitalchalk.com or calling 877-321-2451, option 2.