

## Instructions for Crime Free Multi-Housing Refresher Course

1. Go to <http://training.palatine.il.us/>
2. Click on “Crime Free Multi-Housing Refresher Course”.

Village of Palatine

Navigation

- home
- ▶ Courses

Available courses

- Liquor Ordinance Compliance Temporary Seller/Server
- Crime Free Multi-Housing Refresher Course** ← Click Here
- Teacher: Tamara Gullisano

3. Click “Create new account”.

Returning to this web site?

Login here using your username and password (Cookies must be enabled in your browser) ⓘ

Username

Password

Remember username

[Forgotten your username or password?](#)

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

← Click Here

4. Complete entire form and click “create my new account”.

Village of Palatine

Home ▶ Login ▶ New account

Choose your username and password

Username\*

The password must have at least 8 characters, at least 1 digit(s)

Password\*   Unmask

More details

Email address\*

Email (again)\*

First name\*

Surname\*

City/town\*

\*An e-mail will be generated and sent to you w/in a few minutes\*

5. Open e-mail from “admin user<hreq@palatine.il.us” & click on the web address.

6. Click on “enroll me”.

Home > Crime Free > Enrol me in this course > Enrolment options

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
  - Current course
    - Crime Free**
    - Courses

**Settings**

- Course administration
  - Enrol me in this course**
  - My profile settings

Renewal course for Crime Free Multi-Unit housing.

- Teacher: Tamara Gulisano

**Self enrolment (Student)**

No enrolment key required.

[Enrol me](#) ← **Click Here**

You are lo

7. Click on “Verification”.

You must review the Crime Free Multi-Unit Housing presentation and then successfully complete the quiz please feel free to click on the step by step instructions and print them out

- [Verification](#) ← **Click Here**
- [Crime Free Quiz](#)  
Restricted: Not available until you achieve a required score in **Verification**.
- [Crime Free](#)  
Restricted: Not available until you achieve a required score in **Crime Free Quiz**.

8. Type in your rental Property License Number(s) and click Submit.

Please List **ALL** rental property's License Number that you own. (ex: RP00-00000)

Your answer: RP00-0000 ← **List all RP numbers for every rental property you own/manage**

HTML format

[Submit](#) ← **Click Here to submit**

9. Click on the forward button to move thru each slide as you read them.

Please review the presentation below



10. Click on the “Continue” after reading the last slide (there are 22).  
11. Answer Question & click on “submit”.

I agree that I have viewed the Crime Free Refresher Presentation?

Yes  
 No

[Submit](#)

[Click Here](#)

12. Click on “Crime Free Quiz”.

You must review the Crime Free Multi-Unit Housing presentation and then successful quiz please feel free to click on the step by step instructions and print them out.

- Verification
- [Crime Free Quiz](#)
- Crime Free

Not available until you achieve a required score in [Crime Free Quiz](#).

[Click Here](#)

13. Click on “Attempt quiz now”.

**Crime Free Quiz**

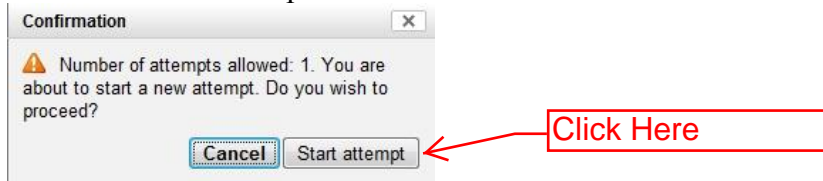
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Attempts allowed: 1

[Attempt quiz now](#)

[Click Here](#)

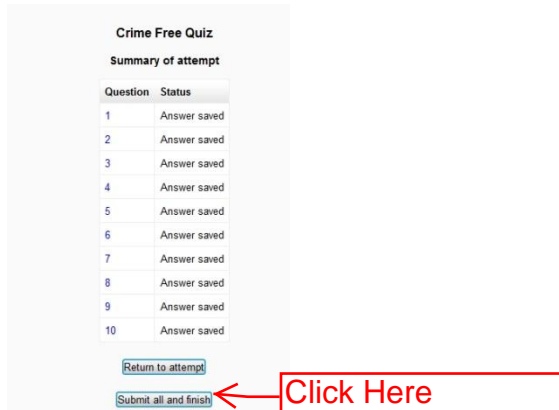
14. Click on “Start Attempt”.



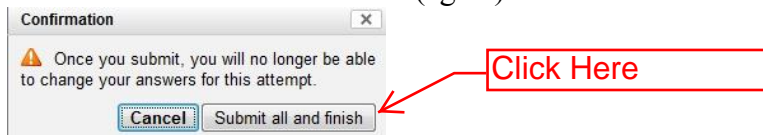
15. Answer the 10 questions and click on “next”.



16. Click on “submit all and finish”.



17. Click on “submit all and finish” (again).



18. You will now see a review of your quiz. Once you are done reviewing your answers you then need to click **Finish review** on bottom left hand side of screen.

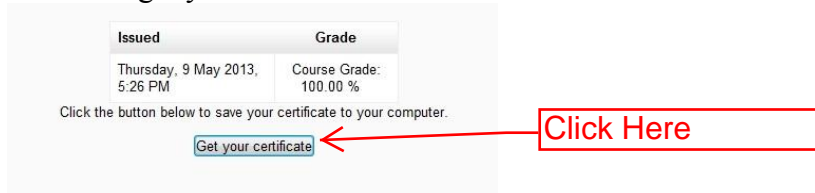
19. Click on “Back to the course”.



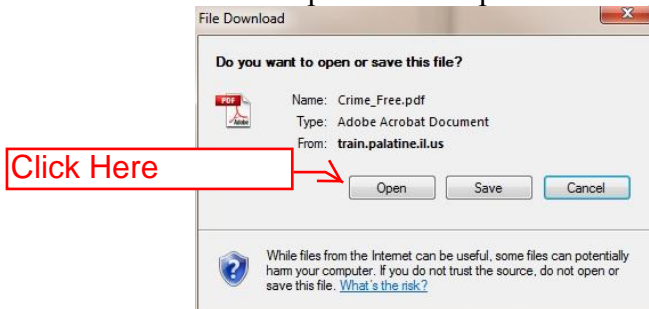
20. Click on “Crime Free Certificate”.



21. Click on “get your certificate”.



22. You will then get a pop up message to either open,save or cancel the certificate, choose open and then print out a copy for your records.



23. Log out and save your user name and password in a safe place for access to your account.