

Welcome to the NIRSA Officiating Flag Football online course!

This form includes your key code for this online course and instructions for obtaining access to the test for this course.

Please note: You have 1 year from the date you first access the course to finish the course and pass the accompanying test. After that time neither the course nor the test will be available without an additional fee.

Do not lose this form! It contains instructions for using your unique key code (your proof of purchase that gives you access to the test) for the course. If you lose your key code you will be unable to access the test and complete the course, and you will be charged a \$10 replacement fee.

Key code: «**Key_Code**»

If you purchased your own course through the Web site:

1. Visit the **NIRSA Education and Publication Center Web site** at **<http://nirsa.humankinetics.com>** and click on the Online Education Center tab from the menu on the left.
2. From the next screen, click on the "access my course for the first time" link.
3. You will be taken to the **American Sport Education Program** Web site at this time.
4. At the Sign In page, type in the e-mail address and password you used when you purchased your course to access the Continue Courses page.
5. On the next screen, click on the course title to access the course. When you're ready to take the test, click on the Take Test link to access the test. You may also access the test from within the course. On future visits to the course, follow these same steps.

If your course was purchased by your school/organization and assigned to you:

1. Visit the **NIRSA Education and Publication Center Web site** at **<http://nirsa.humankinetics.com>** and click on the Online Education Center tab from the menu on the left.
2. From the next screen, click on the "access my course for the first time" link.
3. You will be taken to the **American Sport Education Program** Web site at this time.
4. If you have not yet registered on the ASEP Web site, click on the Register button under "New users, please register to take an online course" (right side of page). You will create your personal profile at this time, which includes your e-mail address and password. You will use your e-mail address and password to access the course and test each time you visit the site.
5. At the "Thank you for registering" page, click on the Continue button.
6. If you have taken an ASEP course in the past, click the Yes button to enter your Social Security Number/ID Number. If you have not taken an ASEP course in the past, click the No button. You will then have the option of

entering your SSN or having a unique ID number automatically generated for you (the latter is preferred). Your SSN/ID number connects all your past and future records and ensures your ASEP transcript is complete.

7. For this reason, when you purchase online courses from us in the future, you need to **always use the same SSN/ID number**. If you opt to have an ID number automatically generated for you, **please make note of it** and keep it on hand for future reference. After you've entered your SSN/ID number, click Submit.
8. At your Continue My Courses page, enter your key code exactly as it is printed above, including all hyphens, and click the Submit button.
9. Click on the course title to access the course. When you're ready to take the test, click on the Take Test link to access the test. You may also access the test from within the course. After you enter the key code the first time, you will not need to use it again to access the course or test. In the future, simply sign in (click on Continue My Courses link) using your e-mail address and the password you created.

If you have questions about this course or about how to use your key code, please call Human Kinetics USA Technical Support at 217-351-5076 or send an e-mail to support@hkusa.com.

United States: Human Kinetics
P.O. Box 5076
Champaign, IL 61825-5076
217-351-5076
e-mail: humank@hkusa.com

Australia: Human Kinetics
57A Price Avenue
Lower Mitcham, South Australia 5062
08 8277 1555
e-mail: info@hkaustralia.com

Canada: Human Kinetics
475 Devonshire Road, Unit 100
Windsor, Ontario N8Y 2L5
519-971-9500
e-mail: orders@hkcanada.com

New Zealand: Division of Sports Distributors NZ Ltd.
P.O. Box 300 226 Albany
North Shore City, Auckland
09 448 1207
e-mail: info@humankinetics.co.nz

Europe: Human Kinetics
107 Bradford Road
Stanningley
Leeds LS28 6AT, United Kingdom
+44 (0) 113 255 5665
e-mail: hk@hkeurope.com



Human Kinetics
www.HumanKinetics.com