REDWOODS INSTITUTE

How to Create an Account

1. Navigate to learning.redwoodsgroup.com
2. Click 'Create New Account'
3. Agree to the Terms of Use
4. Create your account by completing all required fields
   Note: Please use the Organization ID that your manager gave you upon hire. If you didn't receive one, you can leave it blank.
5. Click 'Create My New Account'
6. Confirm your email address in the email you receive by clicking on the link

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Trouble Logging in?

If you've previously registered, but can't remember your password, you can click the Lost Password link under the Log In button. This will trigger an email with a link allowing you to reset your password. Please check your spam folder as it may be filtered.

How to Find & Complete Training

1. Click the 'Course List' button on the welcome page banner
2. On the Course List Page, you may filter by Category (Camp, Child, or Employee Safety), browse the list, or search by keyword/title
3. Click on the title of a course to read the description and enroll in the training
4. Click 'Enroll Me' to begin the course
5. Click 'Launch Course', then click enter to open the course. It will open in a new window, so you may have to disable your popup blocker in your browser.
6. Complete all videos and quizzes within the course. Then exit the course.
7. You may now view and download the 'Completion Certificate'. This certificate will also be emailed to you.

How to Download/Print Your Certificate

- **Immediately after completing a course.** You will receive an email with the completion certificate after completing a course.
- **Any time after completion.** You can download your completed certificates by navigating to the 'My Certificates' tab on the top navigation bar and selecting the course certificate.

Need Additional Support?
Email institute@redwoodsgroup.com and include your name, organization name, and phone number.