

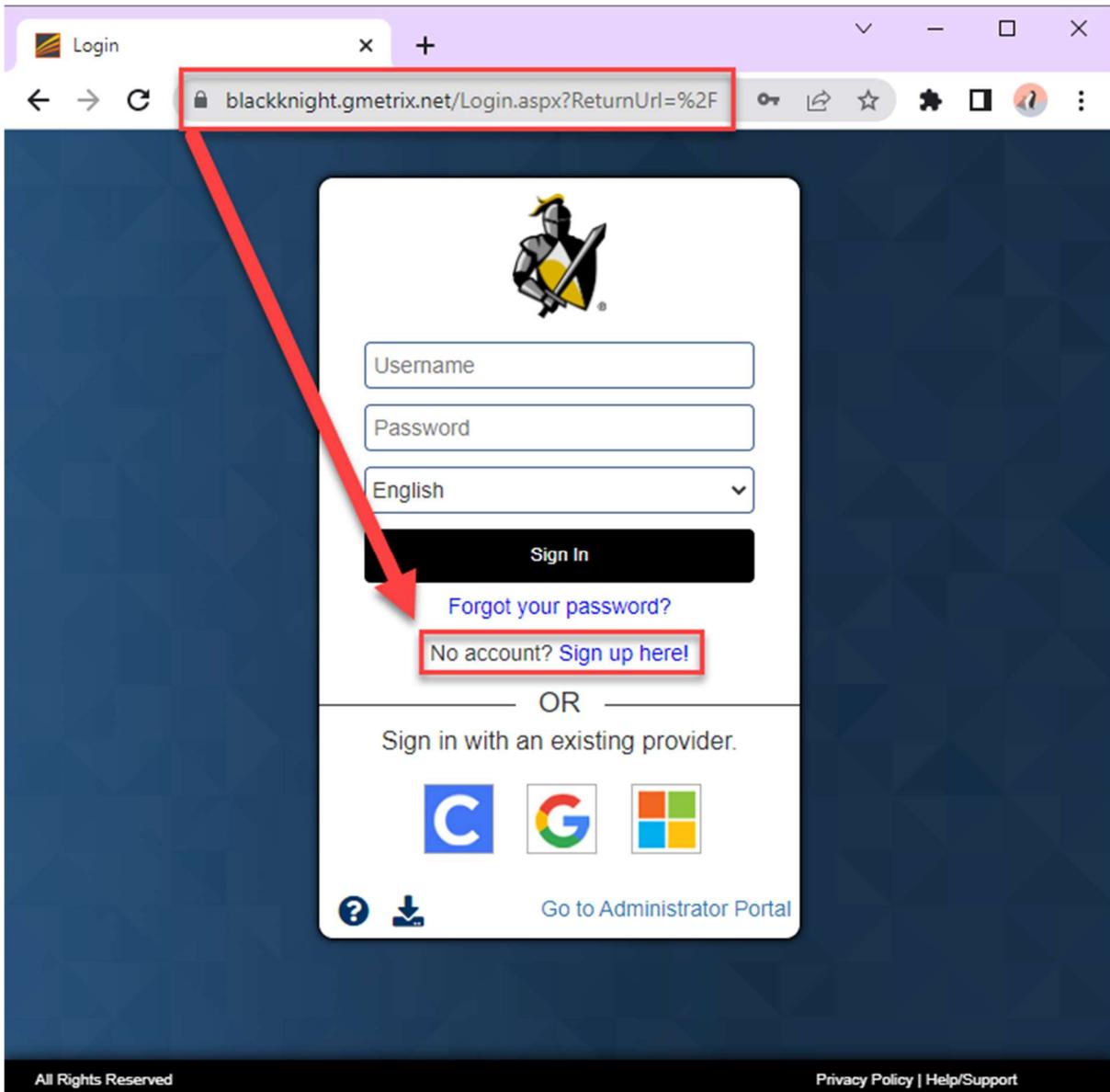
How-to Register for Paragon Academy

*****Please read ALL Steps BEFORE clicking on any links*****

Step 1: Visit this site and click on “Sign up here!” to register.

➔ Use this site to register AND log back in at any time. Please note that the site may look different than the screenshot below.

<http://www.gmetrix.net/>



Step 2: After clicking on “Sign up here!”, complete all of the “User Registration” information. **“Student Number” is NOT required.**

Learning Systems Portal

blackknight.gmetrix.net/Public/Register.aspx

User Registration

Welcome!
Please ensure that the contact information provided is correct.
Note: Your personal information will be kept confidential.

Personal Info

First Name: *

Last Name: *

Select a Country *

Select a State/Province *

Student Number: *

(Student Number - Enter if required by Instructor)

Account Information

Email Address:

Username *

Password *

Confirm Password: *

Who is your favorite actor? *

Secret Answer: *

I accept the terms of the [GMetrix License Agreement](#)

Back

Confirm

All Rights Reserved

Privacy Policy | Help/Support

Step 3: Once form is filled out, accept the terms and then click on “Confirm”.

The screenshot shows a web browser window with the address bar displaying "blackknight.gmetrix.net/Public/Register.aspx". The page title is "Learning Systems Portal". The main content is a "User Registration" form. The form includes a welcome message and instructions. It is divided into two main sections: "Personal Info" and "Account Information".

Personal Info

- First Name: John *
- Last Name: Smith *
- Country: United States of America *
- State: Kansas *
- Student Number: (Student Number - Enter if required by Instructor) *

Account Information

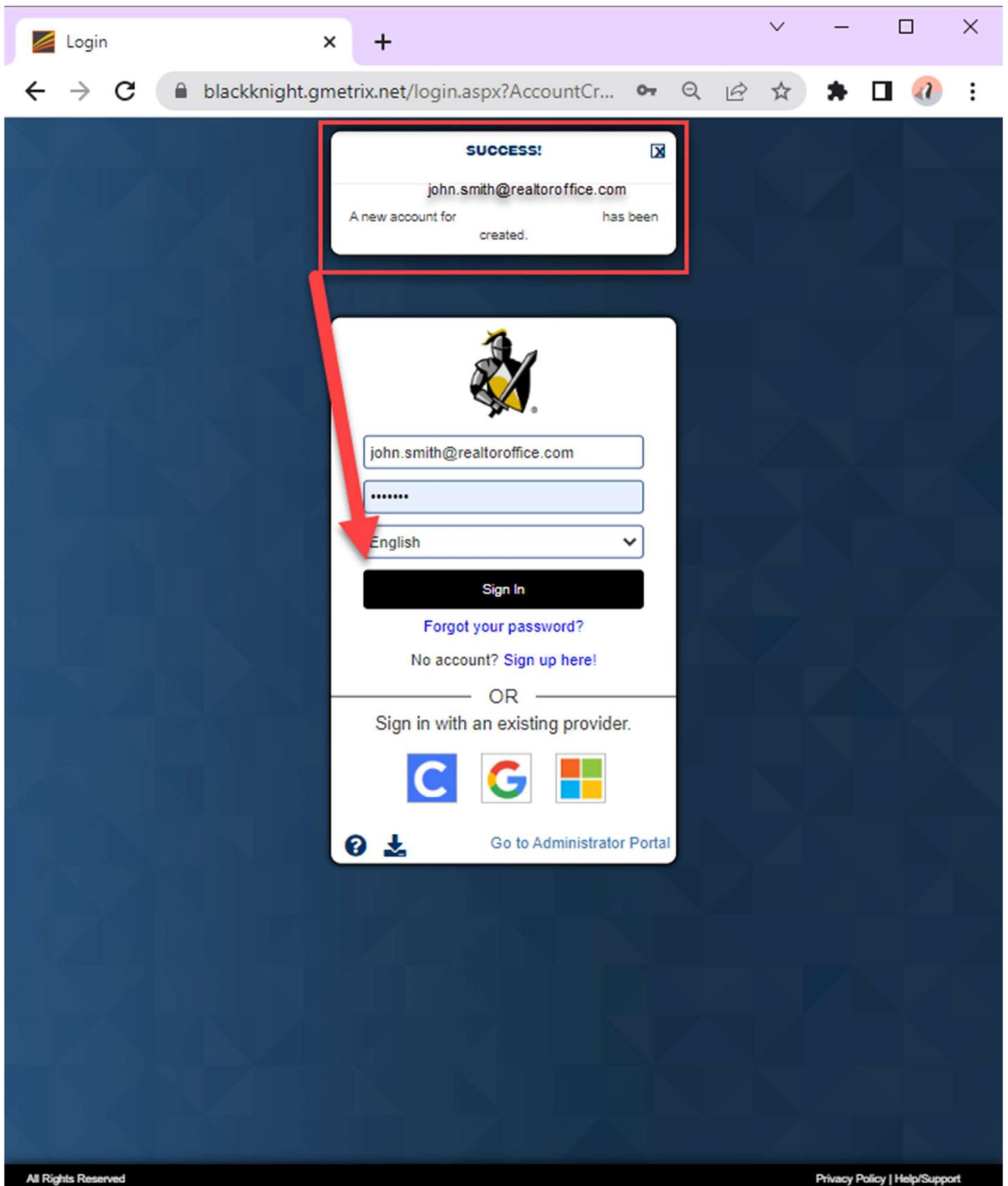
- Email: john.smith@realtoroffice.com *
- Confirm Email: john.smith@realtoroffice.com *
- Password: ***** *
- Confirm Password: ***** *
- Favorite Color: What is your favorite color? *
- Color: rainbow *

I accept the terms of the [GMetrix License Agreement](#)

Buttons: Back, Confirm

Footer: All Rights Reserved, Privacy Policy | Help/Support

Step 4: After account is created, a “Success!” confirmation message appears. Now the user can sign in with the credentials just created.

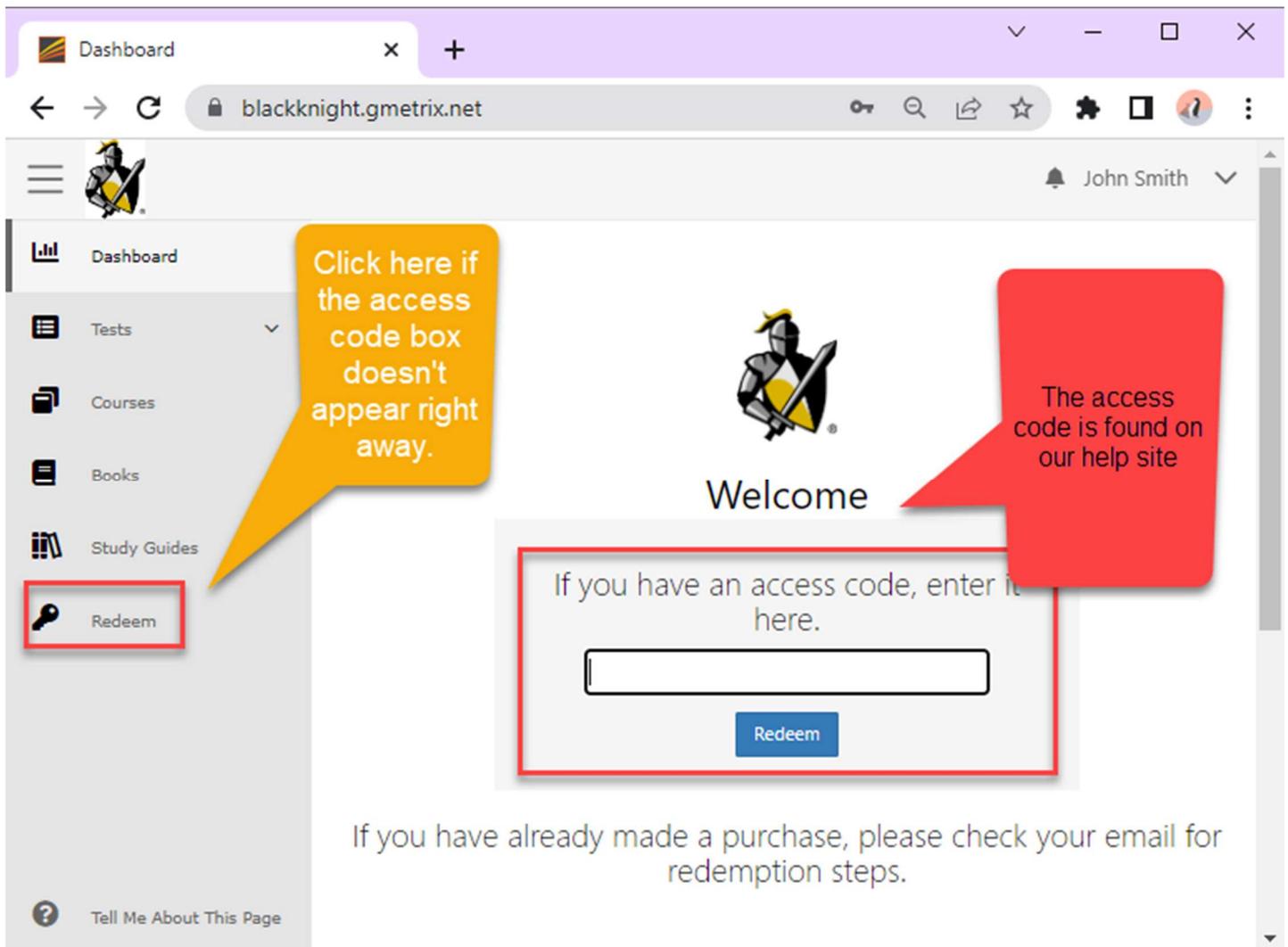


Step 5: Add Paragon Academy to your courses with the access code.

The access code can be found on our help site:

https://help.paragonrels.com/Overviews/MLS_Paragon_Academy.htm

→ If the “Redeem” box does not appear upon login, click on “Redeem” in the menu to find the access code box. You will find the access code on our help site.



Step 6: Click on a course to begin. Users will receive a certificate for completing each course.

The Access Code will register the user for all Paragon courses available.

→ **PARAGON ACADEMY IS REQUIRED**, and you must forward your certificate of completion to cdreger@ranw.org before your account will be unlocked to access Paragon MLS.

The screenshot shows a web browser window with the URL `blackknight.gmetrix.net/Courses/ChooseCourse.aspx`. The page title is "Choose a Course". The user is logged in as "John Smith". The main heading is "Select a Course". A "Sort & Filter" button is visible. A red box highlights a menu icon in the left sidebar, with a red arrow pointing to it and the text "Courses Menu Icon". Below the heading, there are three course cards. The first card, "Collaboration Center Academy", has a blue background and a large blue "X" over the word "Required". The second card, "CRS Academy", has a white background. The third card, "Paragon Academy", has a grey background and a blue box with the word "REQUIRED" in white text. A blue arrow points from the "REQUIRED" box to the "Paragon Academy" card. The "Collaboration Center Academy" card shows "Course Hours: 0". The "CRS Academy" card shows "Course Hours: 0". The "Paragon Academy" card shows "Course Hours: 0".

Step 7: Click on your name at the top and then “Log out” when you are done.

The screenshot shows a web browser window with the URL `blackknight.gmetrix.net/Courses/ChooseCourse.aspx`. The page title is "Select a Course". In the top right corner, the user's name "John Smith" is displayed in a red-bordered box. A red arrow points from the name to a dropdown menu containing "My Account", "English", "Help", "Download", and "Log Out". The "Log Out" option is highlighted with a red box and a black mouse cursor. A blue arrow points from the "Log Out" button to the "Paragon Academy" course card. A blue 'X' is placed over the "Required" label on the "Collaboration Center Academy" card. The course cards are titled "Collaboration Center Academy", "CRS Academy", and "Paragon Academy", each with "Course Hours: 0". At the bottom left, a snippet of JavaScript code is visible: `javascript:_doPostBack('ctl00$ctl00$logOutButton','')`.

Step 8: After logging out, users are returned to the “Sign In” screen.

→ Bookmark this URL to use this to log in again at any time.

<http://www.gmetrix.net/>

