Online Course Step-by-Step Enrollment Guide

The following is a guide to help you through enrollment into any of the Kentucky Auction Academy courses.

Step 1 – Go to www.KentuckyAuctionAcademy.com website and choose the “Online Courses” button from the list on the left. You will see the following:

Click on the course you are interested in signing up for.
Step 2 – You must first create an account by clicking on the Create an account button in the lower right corner of the screen, the button is highlighted below with the red arrow:
Step 3 – Fill out the form. You must have a unique username and the password must:

- Be at least 8 characters
- Contain an Upper case letter
- Contain a Lower case letter
- Contain a Number
- Contain a Special Character such as ^, !, #, or $

The last part of the form (Called CAPTCHA) must be entered directly below the picture that is shown. If the CAPTCHA image is difficult to read, click the “Get another CAPTCHA” link until the picture shown is readable and enter that information.

Click the “Create my new account” button to create the account.
Step 4 – Once you click the “Create my new account” button the following screen will be shown:

An email should have been sent to your address at Example@Example.com. It contains easy instructions to complete your registration. If the email has not arrived within 5 minutes, please check your junk or spam folders. If you continue to have difficulty, contact the site administrator.

Please check your email now. If the email has not arrived within 5 minutes, check your junk or spam folder for the email.
Step 5 - Once you open the email, there will be a link to click on. Click that link. If the link is not clickable, then copy and paste it into your browser and press the enter key on your keyboard.

Hi John Doc,

A new account has been requested at 'Kentucky Auction Academy' using your email address.

To confirm your new account, please go to this web address:

https://ce.kentuckyauctionacademy.com/login/confirm.php?data=Pm3ZScZbSADyF2p/johnnytest

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

support
support@kentuckyauctionacademy.com

Step 6 - Once you have clicked the link you will be taken to the following webpage. Press the “Send payment via PayPal” Button, it is highlighted here with a red arrow.
Step 7 – If you have a PayPal account you may pay with that, or if you prefer to pay via credit card click the tab that says “Debit or Credit Card”. That tab is highlighted with the red arrow below.

Fill out the form with your information and press the “Pay” button at the bottom of the form.
Step 8 – Once your payment is processed you will be taken to the following screen:

The course you are signing up for will be listed. Click where it says “Click here for...”
Step 9 – After clicking the link for your course you will be taken to the course content:

The course items will be shown. Start at the top and click on the first link shown and the lesson will begin. After you complete each item, the next item will become available and allow you to click on it.

If you exit the course, you may log back in and you will be able to start from the point that you were last at.

The last item in the list is the course evaluation, once you complete the evaluation your course completion confirmation will be sent to the proper authority.

If you are still unable to access the course after following these directions, you may contact Steve Henry at 270-780-9513 for further assistance.