

## Enroll in a Paid TASER Energy Weapon Instructor Course in Axon Academy as a Learner (Video)

Begin by logging in to Axon Academy. Start on the homepage.

## If someone from your agency already enrolled you in the course:

- 1. Click My Courses
- 2. From this page, you will see:
  - 1. Your in-person session details
  - 2. Any required online pre-work courses

## If you need to enroll in the course yourself:

- 1. Click Paid Courses
- 2. Locate the sign up for the course that you want to enroll in
- 3. Click Enroll
- 4. When the Enroll button updates to Choose Session, click Choose Session
- 5. Click Continue in the Terms and Conditions banner
- 6. Review the Terms & Conditions and click **I Agree** to acknowledge that your agency will be charged for the course
- 7. Locate the session you want to enroll in
- 8. Click Enroll
- 9. When the My Session page loads, you are enrolled in the Session (**Note:** Shortly after enrolling, you will receive a calendar invitation to attend the session. You will also automatically be enrolled in an required online pre-work courses.)

After you enroll in a session, a voucher is automatically deducted from your agency's account.

## If you need to switch to a different session later:

- 1. Click My Courses from the Axon Academy homepage
- 2. Locate the session and click View
- 3. On the My Session page, click Change Session
- 4. Select a new session and click Enroll
- 5. You will be removed from the original session and will receive a calendar invitation for the new one selected