

Lewis Online Learning Guide to Enrolling

The enrollment pages were updated on June 1, 2023. This guide is for people who have never enrolled in a Lewis Online Learning course or enrolled before the June 1 update. The course information page describes the course and it will be helpful to read this information before enrolling. Near the bottom of the page is a continue button to begin enrolling.

If you are ready to enroll, click continue. [▶ Continue](#)

Almost everyone enrolling has been given a group code because they have been asked to take the course, and all or part of the cost will be paid for them by their group. They will use this form:

Group Member Enrollees

Begin with your email address and group code. Using the code will include you in your group. Some groups provide full or partial payment of the cost of the course. If the group has requested a copy of your CEU, it will be sent upon completion. If you are a group member and you do not have your group code, please notify the person who directed you to enroll or contact the Lewis Center.

My group code:

Email address:

Confirm email:

[▶ Enroll Now](#)

Click the "Enroll Now" button to land on the "Account information" page. If this is your first Lewis Online Learning course, you will need to create a password. Your email address and password are your unique credentials to sign in to Lewis Online Learning courses.

Persons who are not part of a group may enroll using the shorter form underneath the group form.

Then you must enter your name and create a password. If you have enrolled before, you will have an account associated with the email address you used before, and you will use a shorter form to complete enrollment.

First name:

Last name:

Your account email address is cfollett@wesleyseminary.com. You will use this email address to sign in and to receive emails from us. Update the address if it becomes invalid. Please keep a record of this email address and your password. These are your unique credentials to sign in to Lewis Online Learning courses. Your password may include from 9 to 17 letters and/or numbers. Do not use special characters or spaces.

Create password: show password

Confirm password: show password confirmation

The phone number will be used only to contact you about the course.

Phone number:

Denomination (not required):

If UMC, enter conference (not required):

As a security measure, please type these letters in the box. They will be automatically capitalized. NEDLOU

Remember me?

"Remember me" is checked to keep you logged on for 24 hours. If unchecked, your session will time out after 3 hours of inactivity.

Now that you are enrolled, you will have a personal home page where your course is listed on the right side of the page. If you need to pay part or all of the course cost, there will be a button to pay by credit card or with a PayPal account if you have one. Clicking the course will bring up the list of pages to cover before completing the course. You may also update account information on your personal home page.

Welcome to Lewis Center Online Learning

Personal home page of Jane Doe

Welcome to this online learning experience offered by the Lewis Center for Church Leadership of Wesley Theological Seminary. This learning platform allows you to study at your own pace when and where you choose. To access the course or courses in which you are enrolled, click on the course title listed under [Courses You've Enrolled In](#). To view all courses, return to the [Lewis Online Learning home page](#).

[Account settings](#)

Courses You've Enrolled In

[\(View all online course offerings.\)](#)

Assuring Financial Integrity
TEST-Assuring Financial Integrity JAM
Registered: 5/30/2023
Completed: 5/30/2023

[▶ Email My CEU](#)

To: cfollett@outlook.com
From: donotreply.lewiscenter@lewisonlinelearning.org

Understanding Clergy Sexual Ethics
Understanding Clergy Sexual Ethics-test
Registration
Registered: 1/31/2023
Price \$49.00

[Buy Now](#)

After paying, you will receive an email with a link that will allow you to log in and begin this course.

To complete the course over more than one session, you may log off and return later. Go to the login screen by clicking Sign In found at the top left of the home page.



That will take you to the form shown below.

Sign in

Email:

Password: show password

Remember me?

"Remember me" is checked to keep you logged on for 24 hours. If unchecked, your session will time out after 3 hours of inactivity.

[▶ Sign in](#)

[Forgot password?](#)

If you have any questions, email the Lewis Center. lewiscenter@wesleyseminary.edu.