How to Sign Up for an Online Cohort for Volunteer University

1. Go to https://www.capnhq.gov and log into eServices.

2. Activate the drop-down **Menu** on the top left by clicking the "hamburger" icon.

3. Activate the menu for Professional Development by clicking on the carrot.
4. Choose the **Professional Levels** link from the menu.
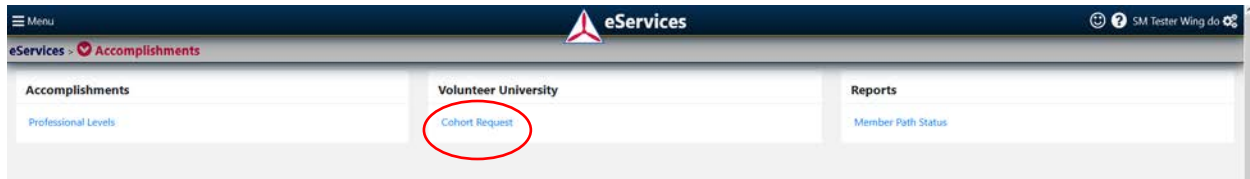
5. Click on the **Cohort Request** link in the Volunteer University box.
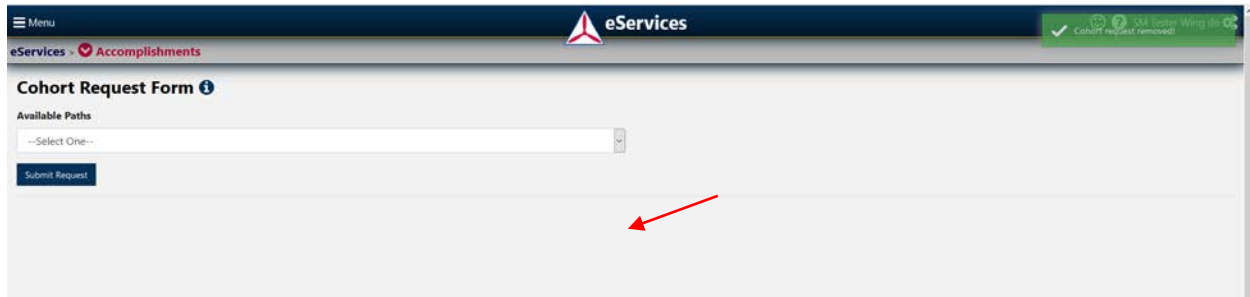
6. From the Available Paths menu, activate the drop-down menu.

7. Select the training from the menu that you wish to join a cohort to complete. In this example, I chose Level 1. Please note cohorts are only utilized for online modules. Click the **Submit Request** button to be added to the list for cohort assignment.
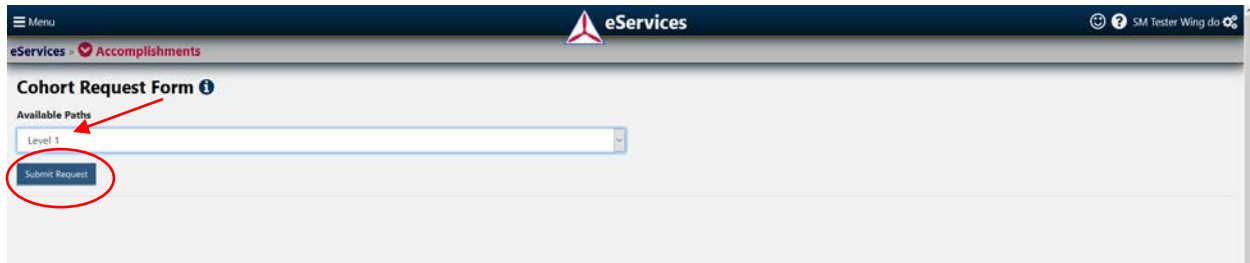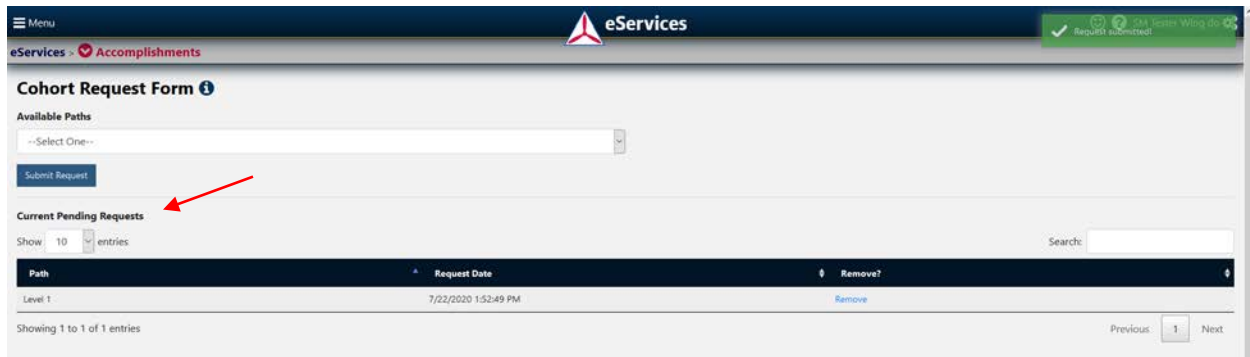

8. You will see a confirmation message in the top right corner and the request will appear on the Current Pending Requests list below the Cohort Request Form.

9. Volunteer University will contact you with information for the next available cohort.