

## Instructions for Crime Free Multi-Housing Refresher Course

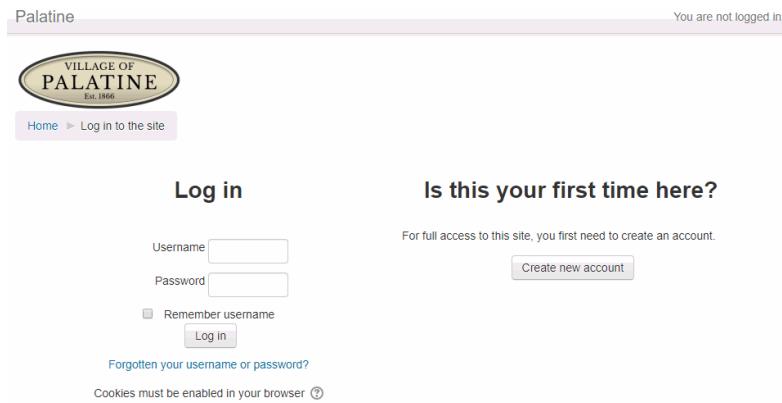
1. Go to <https://training.palatine.il.us>

2. Click on “Crime Free Multi-Housing Refresher Course”.



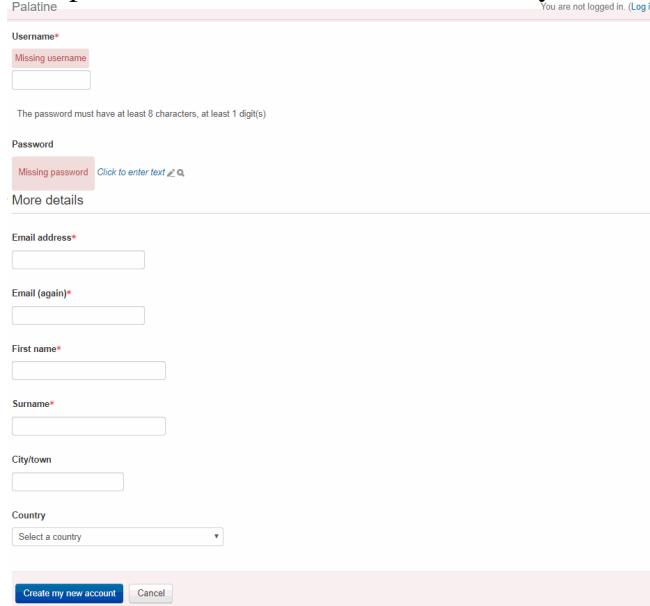
The screenshot shows the 'Available courses' section of the website. At the top, there is a navigation bar with 'Home' and 'Courses' links. Below this, a banner for the 'Crime Free Multi-Housing Refresher Course' is displayed, featuring the course title, teacher's name (Tamara Gulisano), and a description: 'Renewal course for Crime Free Multi-Unit housing.' The banner has a blue header and a white body with black text.

3. Click “Create New account”.



The screenshot shows the 'Log in' and 'Create new account' pages. On the left, the 'Log in' page has fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below these are links for 'Forgotten your username or password?' and 'Cookies must be enabled in your browser'. On the right, the 'Is this your first time here?' page has a 'Create new account' button. A note at the top says 'For full access to this site, you first need to create an account.'

4. Complete entire form and click “create my new account”



The screenshot shows the 'Create new account' form. It includes fields for 'Username' (with an error message 'Missing username'), 'Password' (with an error message 'Missing password'), 'Email address', 'Email (again)', 'First name', 'Surname', 'City/town', 'Country' (a dropdown menu), and two buttons at the bottom: 'Create my new account' and 'Cancel'.

\*An e-mail will be generated and sent to you within a few minutes\*

5. Open e-mail from “donotreply@palatine.il.us” & click on the web address.

A new account has been requested at 'Village of Palatine'  
using your email address.

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

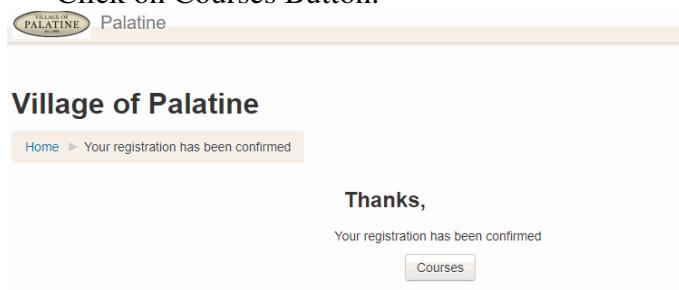
<https://training.palatine.il.us/login/confirm.php?data=sy4Uqt9rVmjs3av/dpajak>

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,

donotreply  
[donotreply@palatine.il.us](mailto:donotreply@palatine.il.us)

6. When you click on link in email it will bring you to course site and confirm you.  
Click on Courses Button.



The screenshot shows a web browser window with the Village of Palatine logo at the top. The main content area displays a confirmation message: "Thanks, Your registration has been confirmed". Below this, there is a "Courses" button. The URL in the address bar is https://training.palatine.il.us/login/confirm.php?data=sy4Uqt9rVmjs3av/dpajak.

7. Select Crime Free Multi-Housing Refresher Course.



The screenshot shows the "Courses" page of the Village of Palatine website. The left sidebar has a "NAVIGATION" section with links to "Dashboard", "Site pages", and "Courses". Under "Courses", there are links to "Liquor Ordinance Compliance on-line Training" and "Crime Free Multi-Housing Refresher Course". The "Crime Free Multi-Housing Refresher Course" link is highlighted with a blue background. The URL in the address bar is https://training.palatine.il.us/courses/courses.

8. Click on “Enroll Me”



Crime Free Multi-Housing Refresher Course

Home > Courses > Crime Free Multi-Housing Refresher Course > Crime Free > Enrol me in this course > Enrolment options

**Enrolment options**

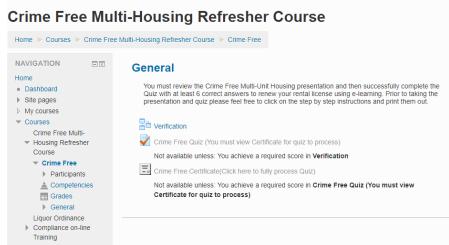
**Crime Free Multi-Housing Refresher Course**  
Teacher: Tamara Giuliano      Renewal course for Crime Free Multi-Unit housing

**Self enrolment (Student)**

No enrolment key required.

**Enrol me**

9. Click on “Verification”



Crime Free Multi-Housing Refresher Course

Home > Courses > Crime Free Multi-Housing Refresher Course > Crime Free

**General**

You must review the Crime Free Multi-Unit Housing presentation and then successfully complete the Quiz with at least 6 correct answers to renew your rental license using e-learning. Prior to taking the presentation and quiz please feel free to click on the step by step instructions and print them out.

**Verification**

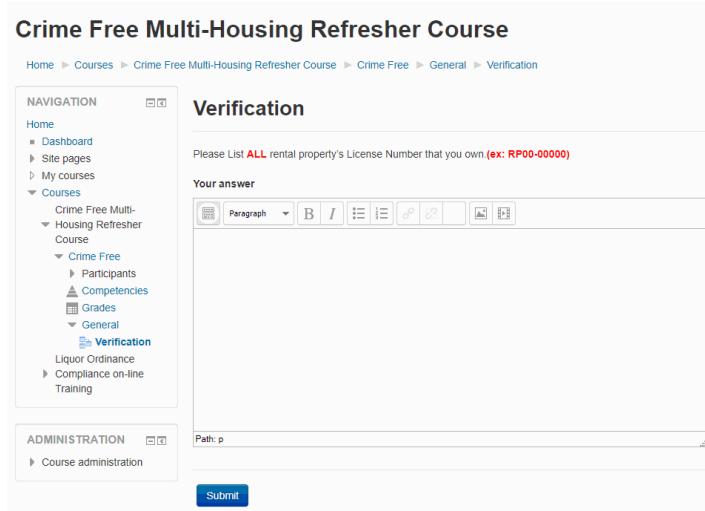
Crime Free Quiz (You must view Certificate for quiz to process)

Not available unless: You achieve a required score in Verification

Crime Free Certificate (Click here to fully process Quiz)

Not available unless: You achieve a required score in Crime Free Quiz (You must view Certificate for quiz to process)

10. Type in your rental Property License Number(s) and click submit.



Crime Free Multi-Housing Refresher Course

Home > Courses > Crime Free Multi-Housing Refresher Course > Crime Free > General > Verification

**Verification**

Please List **ALL** rental property's License Number that you own. (ex: RP00-00000)

Your answer

Path: p

**Submit**

11. Click the “[Crime Free Multi-Housing Course\(PDF\)](#)”. DO NOT Click on the “Continue” button. Click directly on the words in blue “Crime Free Multi-Housing Course (PDF)” A New browser window will open the .pdf



12. When finished reviewing .pdf go back to course tab in browser and click continue.

### Crime Free Multi-Housing Refresher Course

A screenshot of a web page titled "Verification" for the "Crime Free Multi-Housing Refresher Course". The page includes a navigation menu on the left and a main content area with a "Continue" button.

13. Answer Question & click on “submit”.

A screenshot of a web page titled "Verification" for the "Crime Free Multi-Housing Refresher Course". It shows a question "I agree that I have viewed the Crime Free Refresher Presentation?" with "Yes" and "No" radio buttons, and a "Submit" button.

14. Click on “Crime Free Quiz” and then “Start Attempt”
15. Answer all Question and click “Next”.
16. Click on “Submit all and Finish”
17. Click on Return to Crime Free Multi-Housing Refresher Course.

## Crime Free Multi-Housing Refresher Course

The screenshot shows a navigation menu on the left and a main content area on the right.

**NAVIGATION**

- Home
- Dashboard
- Site pages
- My courses
  - Crime Free
    - Participants
    - Competencies
  - Grades
  - General
    - Verification
    - Crime Free Quiz
      - (You must view Certificate for qui...)

**ADMINISTRATION**

- Course administration

**Verification**

**Congratulations - end of lesson reached**

You earned 100 out of 100 for the automatically graded questions.

Your 1 essay question(s) will be graded and added into your final score at a later date.

Your current grade without the essay question(s) is 100 out of 100.

Your current grade is 100.0 out of 100

[Return to Crime Free Multi-Housing Refresher Course](#) [View grades](#)

18. Click on “Crime Free Certificate” to print for your records.