


## 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”.

Palatine You are not logged in. ([Log in](#))



NAVIGATION ☰


- Home
- ▶ Courses

### Available courses

- [Liquor Ordinance Compliance Temporary Seller/Server](#) ✕
- [Crime Free Multi-Housing Refresher Course](#) ✕  
Teacher: Tamara Gulsano      Renewal course for Crime Free Multi-Unit housing.

3. Click “Create New account”.

Palatine You are not logged in.



[Home](#) ▶ [Log in to the site](#)

### Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

### Is this your first time here?

For full access to this site, you first need to create an account.

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

Palatine You are not logged in. ([Log in](#))

**Username\***

Missing username

The password must have at least 8 characters, at least 1 digit(s)

**Password**

Missing password [Click to enter text „@“](#)

**More details**

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**Email address\***

**Email (again)\***

**First name\***

**Surname\***

**City/town**

**Country**

\*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:

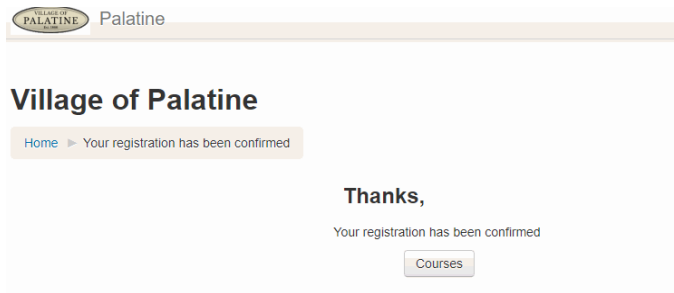
<https://training.palatine.il.us/login/confirm.php?data=sy4Uqt9rVmjs3av/dpajak>

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.

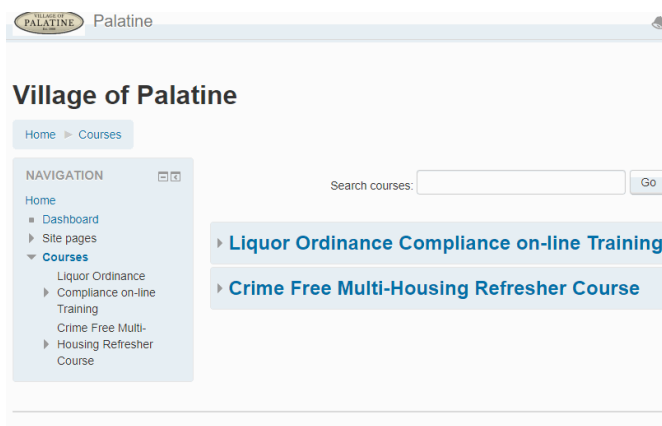
If you need help, please contact the site administrator,

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.



7. Select Crime Free Multi-Housing Refresher Course.



8. Click on “Enroll Me”

The screenshot shows the 'Enrolment options' page for the 'Crime Free Multi-Housing Refresher Course'. The breadcrumb trail is: Home > Courses > Crime Free Multi-Housing Refresher Course > Crime Free > Enrol me in this course > Enrolment options. The page title is 'Enrolment options'. Below the title, it says 'Teacher: Tamara Gulisano' and 'Renewal course for Crime Free Multi-Unit housing.' There is a section for 'Self enrolment (Student)' which states 'No enrolment key required.' At the bottom of this section is a blue 'Enroll me' button. On the left side, there is a navigation menu with 'Enroll me in this course' highlighted under the 'ADMINISTRATION' section.

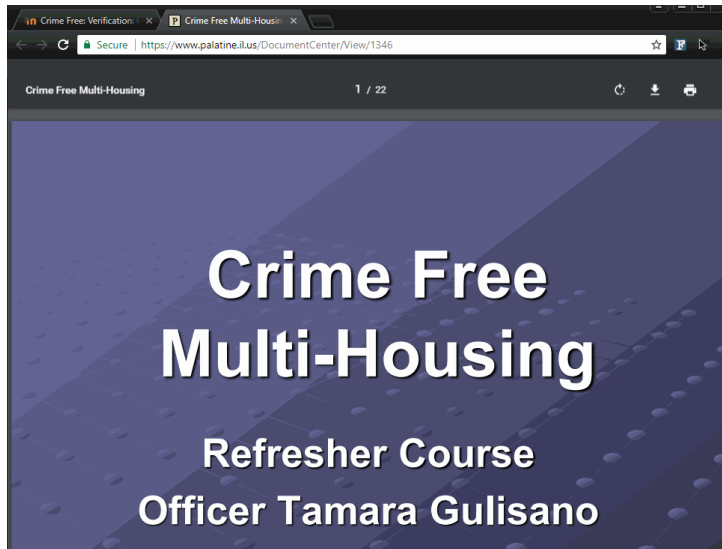
9. Click on “Verification”

The screenshot shows the 'Verification' page for the 'Crime Free Multi-Housing Refresher Course'. The breadcrumb trail is: Home > Courses > Crime Free Multi-Housing Refresher Course > Crime Free. The page title is 'Verification'. Below the title, there is a 'General' section with instructions: 'You must review the Crime Free Multi-Unit Housing presentation and then successfully complete the Quiz with at least 6 correct answers to receive 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.' There are two 'Verification' links, each with a note: 'Not available unless: You achieve a required score in Verification' and 'Not available unless: You achieve a required score in Crime Free Quiz (You must view Certificate for quiz to process)'. On the left side, there is a navigation menu with 'Verification' highlighted under the 'GENERAL' section.

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

The screenshot shows the 'Verification' page for the 'Crime Free Multi-Housing Refresher Course'. The breadcrumb trail is: Home > Courses > Crime Free Multi-Housing Refresher Course > Crime Free > General > Verification. The page title is 'Verification'. Below the title, there is a prompt: 'Please List ALL rental property's License Number that you own (ex: RP00-00000)'. There is a text input field labeled 'Your answer' with a rich text editor toolbar above it. Below the input field is a 'Submit' button. On the left side, there is a navigation menu with 'Verification' highlighted under the 'GENERAL' section.

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.




13. Answer Question & click on “submit”.



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

Home ▶ My courses ▶ Crime Free ▶ General ▶ Verification

**NAVIGATION** 

Home

- ▀ Dashboard
- ▶ Site pages
- ▼ My courses
  - ▼ Crime Free
    - ▶ Participants
    - ▲ Competencies
    - ▣ Grades
    - ▼ General
      - Verification**
      - 📄 Crime Free Quiz  
(You must view Certificate for qui...

### 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](#)

**ADMINISTRATION** 

- ▶ Course administration

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