



## Spiritual Education and Enrichment Resource Rooms

- **Instructor Resource Room** – Designed for instructors and available to anyone, this site provides access to and download capability for any of our SEE required syllabi, available handouts and Power Points plus additional helpful SEE information
- **Student Resource Room** – Designed for students and available to anyone, this site provides access to and download of syllabi and other useful SEE information.
- **Self Assessment Resource Room** – Designed for students and available to anyone, this site provides access to comprehensive exams for required Spiritual Education and Enrichment courses. These courses are scored by computer with immediate feedback.

Students may take a self-assessment for this course both prior and after completing the course. We highly recommend students doing both and at the very least when they have completed the course.

**All of us on the faculty and staff of Unity Spiritual Education and Enrichment would like to thank you, for helping make these resource rooms possible! If you have questions or if we can serve you in any other way, please contact us at [esee@unityonline.org](mailto:esee@unityonline.org).**

## **Enrolling In and Accessing Resource Rooms**

A. On your web browser (Internet Explorer, Firefox or Safari are preferred), type in: [unity.coursewebs.com](http://unity.coursewebs.com). Then press enter. (**IMPORTANT:** Do NOT enter <http://> nor "www" before "unity.coursewebs.com.")

B. A "login" screen opens, stating, "Unity Learning Management System."

1. Click on [Course Catalog - Click Here to Enroll](#)

2. You add the courses one at a time to the cart. You can add all three on the same registration. You can register for one, two or all three. Click on the red "Add to Cart" for each course for which you want to register ("Spiritual Education and Enrichment Instructor Resource Room, Student Resource Room and Self Assessment Resource Room.")

3. When you have completed putting your selections in your shopping Cart, Click on "Check out Now"

4. A new window opens where it says "Returning Users" as well as "New Users."

5. Please fill out either "Returning Users" or "New Users" depending on which you are. If you are a new user, please fill out at least the required fields that have the asterisk (\*). (Note: you need to create your own unique user ID and password. Those who are familiar with the universal login, please DO NOT use those user IDs and passwords.)

6. Click "Submit"

7. Click "Complete your Enrollment"

8. Click "Click here to continue to your courses" – which are actually the Resource rooms.

9. Click on "log in" button for which Resource Room you registered for.