

1. Go to **kognitocampus.com** using Firefox or Chrome

(not compatible with Internet Explorer)

2. Click “create an account”. If you completed a module in the past, you are already in the system. Click “Need to recertify” to get an updated certificate.

3. Enrollment Key for Faculty and Staff: **msubillings**

4. The course takes approximately 45 minutes to complete

5. Incentive: Print your Certificate of Completion and bring to **either** the Campus Store to get 30% off logoed merchandise total purchase (purchase can be more than 1 item) excluding sale and clearance items **OR** bring the Certificate to Student Health Services, 2nd Floor, Petro Hall or City College, 2nd Floor, Tech Building, to get a coupon for a free 16-oz Barista Made Beverage from any of the three Sodexo campus coffee locations (Stingers, Jazzman’s or City College).

6. Questions? Contact: Darla Tyler-McSherry dtylermcsherry@msubillings.edu