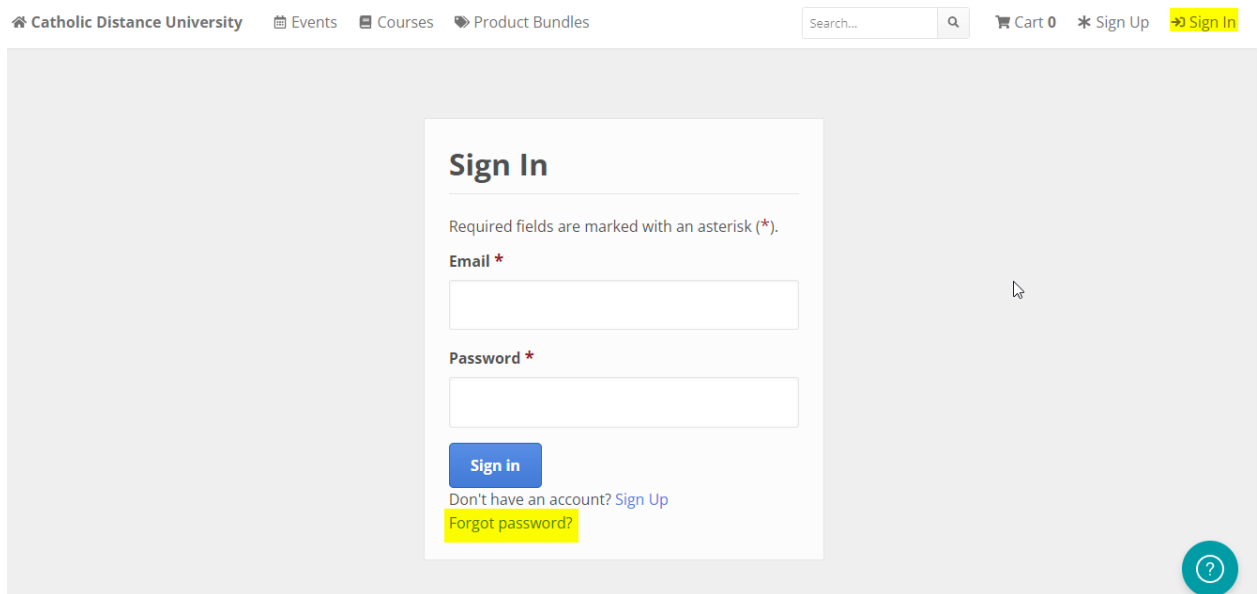


FREQUENTLY ASKED QUESTIONS

1. How do I sign into the new system?

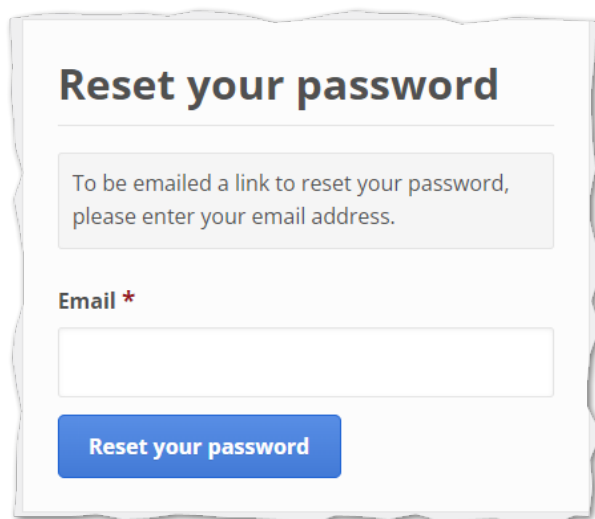
The link for the new site is: <https://www.pathlms.com/cdu>.

If you previously took non-credit continuing education courses/certificates/seminars from CDU through its prior learning management system (LMS) Canvas/Catalog, your account has been migrated to the new LMS. Select “Sign in” on the upper right corner.



The screenshot shows the top navigation bar of the PathLMS website for Catholic Distance University. The navigation bar includes links for Events, Courses, and Product Bundles, a search bar, a shopping cart icon with '0' items, and links for Sign Up and Sign In. The Sign In link is highlighted in yellow. Below the navigation bar is a large white box with the heading 'Sign In'. Underneath the heading is a note: 'Required fields are marked with an asterisk (*).' There are two input fields: 'Email *' and 'Password *'. Below the Password field is a blue 'Sign in' button. Under the button are two links: 'Don't have an account? Sign Up' and 'Forgot password?'. The 'Forgot password?' link is highlighted in yellow. In the bottom right corner of the page, there is a teal circular help icon with a white question mark.

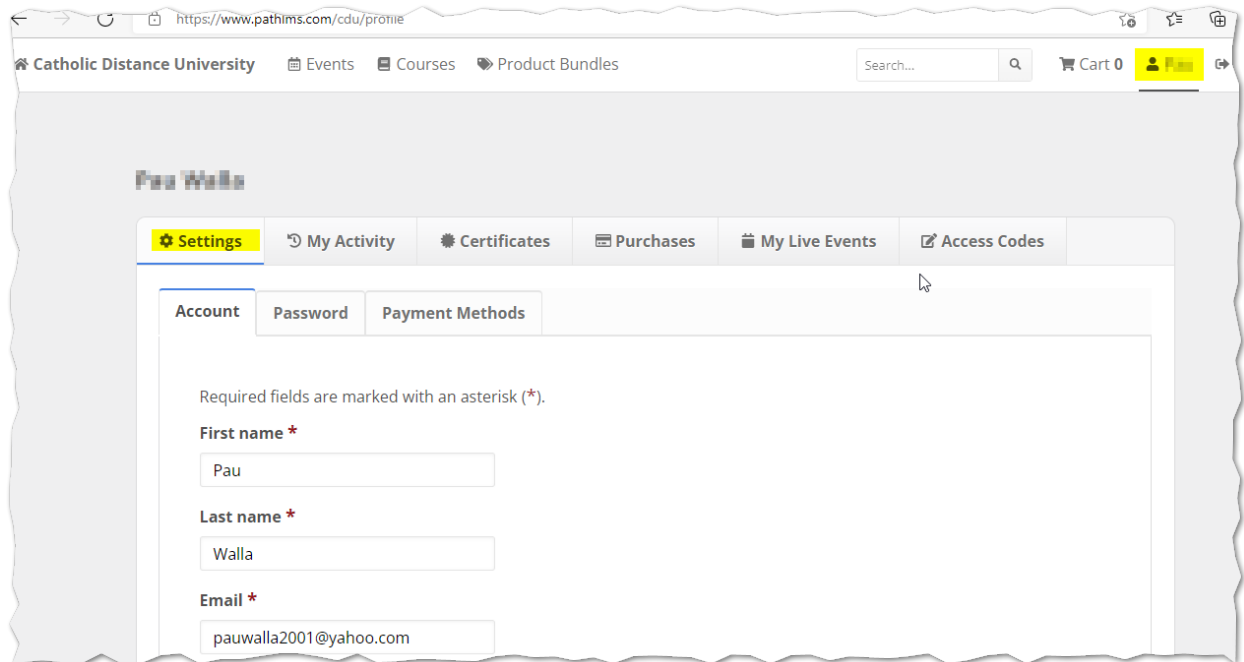
Enter the email address that you had used on Canvas/Catalog and click on “Reset your Password”.



The screenshot shows a 'Reset your password' form. At the top is the heading 'Reset your password'. Below it is a light gray box with the text: 'To be emailed a link to reset your password, please enter your email address.' Underneath this box is an 'Email *' label and a text input field. At the bottom of the form is a blue button labeled 'Reset your password'.

FREQUENTLY ASKED QUESTIONS

The system will send you a link to reset your password. If you don't see it in your inbox, check your spam folder. Once you reset your password and login, verify/update the demographic information in your profile.



https://www.pathims.com/cdu/promie

Catholic Distance University Events Courses Product Bundles Search... Cart 0

Pau Walla

Settings My Activity Certificates Purchases My Live Events Access Codes

Account Password Payment Methods

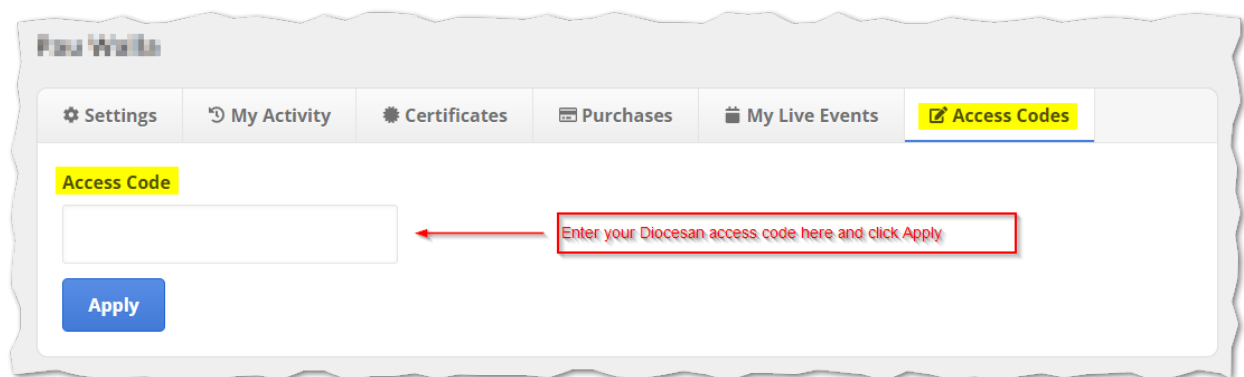
Required fields are marked with an asterisk (*).

First name *
Pau

Last name *
Walla

Email *
pauwalla2001@yahoo.com

If you have a *diocesan access code* for discounted pricing, enter that access code in your profile.



Pau Walla

Settings My Activity Certificates Purchases My Live Events Access Codes

Access Code

Apply

Enter your Diocesan access code here and click Apply

If this is your first continuing Education course with CDU, select “Sign up,” also in the upper right hand corner, complete the registration and then you can register for courses on the new LMS.

FREQUENTLY ASKED QUESTIONS

2. **How do I know if my diocese participates with your partnership group plan?**

The list of diocesan partners continues to change and grow. Please check here <https://cdu.edu/group-subsidy/> for the latest list.

3. **How do I find my (arch)diocesan access code?**

You will receive your access code (formerly called a promo code) from your diocesan contact. You may also find your access code by selecting your diocese in the dropdown menu at: <https://cdu.edu/group-subsidy/>.

4. **I have taken other CDU independent study courses, but with a different (and possibly now inaccessible) email address. Will my records be merged?**

If you previously used a different email address, you can request that your records be merged.

5. **Where do I input my access code? Do I need to do this every time I register for a course?**

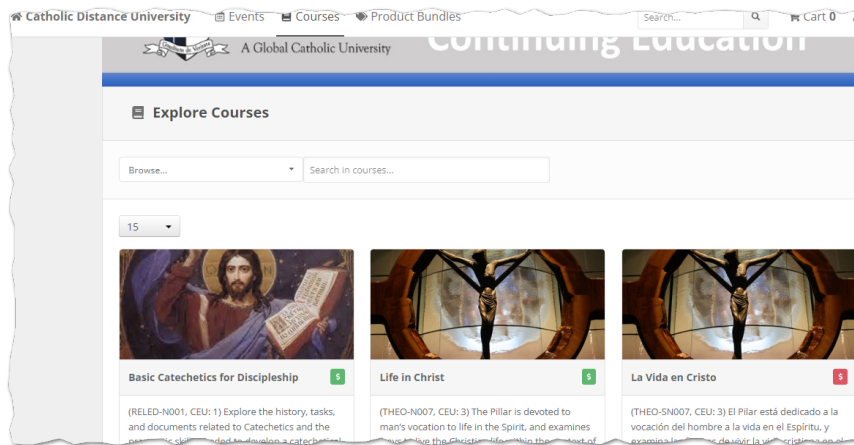
The access code tab can be found by clicking on your name in the upper right corner. You input your access code just once when you establish or initially update your profile. Once you enter a diocesan partner access code in your profile, you will not need to enter it again. Note that the access code does not display in your profile. If, however, you attempt to re-enter the code, you will receive a message that the access code is already applied. Once you apply an access code, all courses you register for will reflect the discounted price.

6. **How do I view the course catalog and register for a course?**

Once you are logged in and are on CDU's Continuing Education Home Page, click on the **Courses** link at the top of the page. This brings you to **Explore Courses** where you may search for a course by its title, browse courses by category, or sort courses alphabetically.

Once you have found a course you are interested in, click on the course title. A summary of the course and its lessons will appear. If you decide to purchase the course, click on add to cart. If you are a member of a diocesan subsidy partnership, the discounted price will be reflected in the cart.

FREQUENTLY ASKED QUESTIONS



7. How do I know the number of CEUs for a course?

Each course will have the corresponding CEUs in its description.



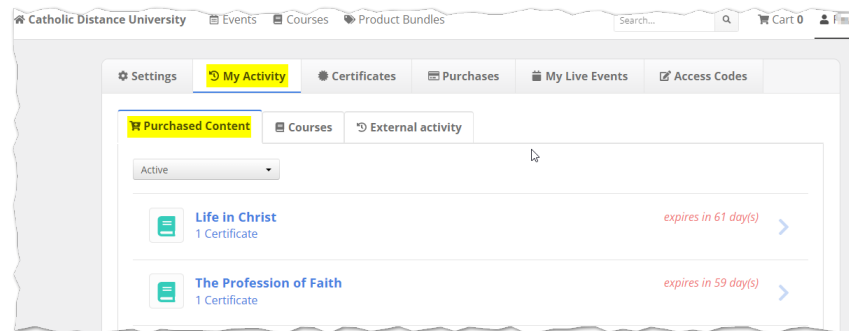
8. I purchased my course. How do I start?

You may enter your course in several ways:

- Upon purchase of your course, you will receive a receipt with the course name. Click on the course name to start the course.
- Log into the Catholic Distance University Continuing Education home page at <https://www.pathlms.com/cdu>. Click on your name in the upper right hand corner and your profile page will appear. Click on the "My Activity" tab and select the course in which you are currently enrolled. You can always resume

FREQUENTLY ASKED QUESTIONS

where you left off.

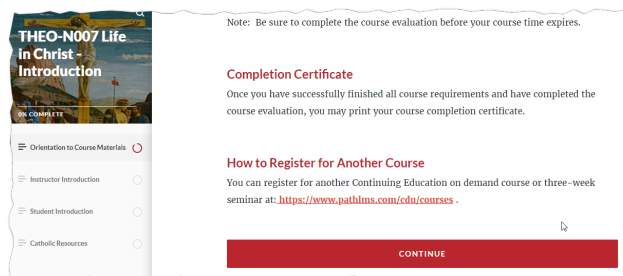


9. When does my course expire?

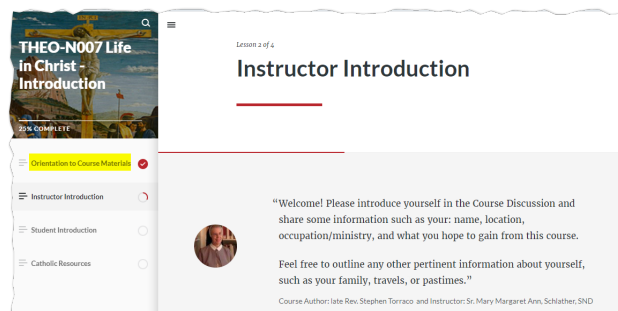
You have 62 days from the date of purchase to complete a course after which it expires. The above screenshot shows how many days you have remaining to complete courses you purchased.

10. How do I navigate the course?

Each course is broken up into multiple sections: Introduction, Syllabus, Lessons and Course Evaluation. Once you complete all sections of the course, you can view/print the certificate which will reflect the earned CEUs for the course. As you proceed through the section, your progress is reflected on the left hand side. Click on **Continue** at the end of each module of the section.



When you are finished with a module, the indicator for that module will be filled in.



When you have completed all modules within a section, click on the Exit Section link at

FREQUENTLY ASKED QUESTIONS

the top right and you will be redirected back to the lesson/section page.

THEO-N007 Life in Christ - Introduction

100% COMPLETE

- Orientation to Course Materials
- Instructor Introduction
- Student Introduction
- Catholic Resources

Online Anthology of Readings

Lesson One Readings
Catechism of the Catholic Church, Part Three: Introduction and Section One: Man's Vocation: Life in the Spirit, Chapter One, [1691-1876].

Lesson Two Readings
Catechism of the Catholic Church, Chapter Two: The Human Community, [1877-1948].

Lesson Three Readings
Catechism of the Catholic Church, Chapter Three: God's Salvation, [1949-2557].

Lessons One through Lesson Three Readings use the following link:
http://www.vatican.va/archive/ENG0015/_INDEX.HTM (Links to an external site.)

Go to: "PART THREE: Life in Christ" in the Catechism of the Catholic Church to begin readings.

EXIT SECTION

11. I have completed a section of the course; how do I go to the next section?

Use the "Exit Section" link at the top right hand corner to return to the lesson/section page. Once you are there, you can click on the link to be taken to the next section where you can launch the content for that section.

Courses > Life in Christ > Introduction > THEO-N007 Life in Christ - ...

THEO-N007 Life in Christ - Introduction

This section Introduces you to the course materials, Catholic Distance University (CDU), how to move through the course, instructor information, student information and Catholic resources available to you to use during this course.

When this module is complete, [Click Here to move to the next section](#)

Launch Content

12. I am unable to progress to the next lesson in my course. Why not?

You must successfully complete the entire lesson/section before you can progress. In order to successfully complete an assignment, you must score 80% or higher.

Note: Do not click on the link to move to the next section until all modules of the section you are working on have been completed.

FREQUENTLY ASKED QUESTIONS

13. In one of my course lessons, the url to an online document does not work.

Who should I contact?

Contact the CDU Continuing Education Course Moderator, Cindy Stalcup (stalcup12278@cdu.edu).

14. How do I print out a course certificate?

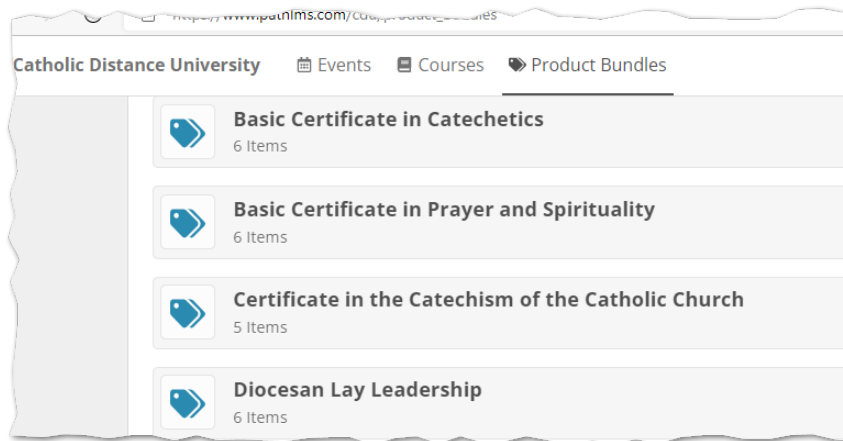
After you successfully completed all of the lessons and the course survey, you will be given the option to continue to the certificate. You may print your certificate using your internet browser's print option.

15. I am interested in earning a Continuing Education Certificate. How do I know which courses to take?

You may learn more about CDU's continuing Education certificates at https://www.pathlms.com/cdu/product_bundles

16. What are Product Bundles?

CDU offers Continuing Education Certificates (earned by completing a group of courses) on a variety of topics. The new LMS refers to these Continuing Education Certificates as *Product Bundles*. The Continuing Education Certificates we offer may be found by clicking on the **Product Bundles** link at the top of the Home page.



17. I am interested in taking a course on a particular topic but cannot find one listed. Who should I contact?

Contact the CDU Continuing Education Course Moderator, Cindy Stalcup (stalcup12278@cdu.edu).

FREQUENTLY ASKED QUESTIONS

18. **I see information about CDU's degree and certificate programs. What is the difference between CDU's continuing education certificate courses and its other certificate courses (for example, the courses necessary for the Undergraduate Catechetical Coordinator Certificate)?**

Courses not listed on the <https://www.pathlms.com/cdu> site are offered through CDU's accredited degree and certificate programs and are subject to a different pricing schedule. Continuing Education (CEU) courses do not award credit towards the accredited degree and certificate programs. If you are interested in learning more about these programs, visit <https://cdu.edu/what-program-is-right-for-me/>.

19. **When I am not logged into the new LMS and I view the courses in the Course Catalog, I see a *price range* for each course. How do I know what I will be charged?**

CDU has diocesan partnership and offers discounted pricing for members of those dioceses. If you belong to a partner diocese, be sure to update your profile in Path LMS with the diocesan access code to view and receive discounted pricing on CDU's continuing education courses.