

Court Interpreter Orientation Registration Instructions

Step-by-step instructions to register for orientation

The free, online Kansas Judicial Branch Court Interpreter Orientation is hosted by Johnson County Community College on its continuing education website.

Registration opens January 1, 2021.

1. Go to the [Johnson County Community College Course Details](#) page.
2. Select **Register/Login Now**.
3. Select **Create Account**.
 - a. Fill in fields, create a username and password, and select **Submit**.
 - b. Keep track of your username and password. You will need them to access the course.
4. Your account is now set up and you should be on the Course Details page. If you are not on the Course Details page, go to it using the link in step 1.
5. Select **Add to Cart** to place the orientation course in your cart
6. Select **Check Out**.

7. Review your order and select **Place Order**. The course is free, so you will not be charged a fee.

If you need help with registration, call:

8 a.m. to 5 p.m.

Monday through Friday

913-469-2323

If you need technical support, visit:

[JCCC Technical Support Center](#)

8. After you register, you will receive two emails:

- Johnson County Community College Continuing Education Registration Notification. This is your registration confirmation.
- Online Course Registration Confirmation – CE Canvas.

9. The email **Online Course Registration Confirmation – CE Canvas** will have a link to the orientation course. Use it to access the course. You may need to log in again with the username and password you created.

10. Select **Kansas Judicial Branch Court Interpreter Orientation**.

11. It's important you read all information on the opening page.

12. Select **Welcome and Introduction** to begin the orientation. Follow the directions through the course.

