



How to Setup Universal Class

1. Have your library card, library password and an email address ready
2. Open an internet web browser on a computer
3. Connect to www.durhampubliclibrary.org
4. Hover over the top tab 'Library Services & Resources'
5. Click 'Research & Databases'
6. Scroll down to the Universal Class section
7. Click the icon to connect to Universal Class
8. Enter the required information to register
 - a. Your library card number found on the back of your library card
 - b. Click 'Go'
9. Enter your New Member Registration information
 - a. First name, last name and email address
 - b. **A password unique to you, this does not have to be the same as your Durham Public Library Account Pin**
 - c. Check the age box appropriate
 - d. Agree to the terms of service and privacy policy
 - e. Click Continue
10. You are now able to take courses in Universal Class!
11. Universal Class allows you to take up to 5 courses at one time and you will have 6 months to complete the course from the day you start
12. The courses are accredited by IACET (International Accreditors for Continuing Education and Training)