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# CULTIVATE CHANGE

## *Tech Tips*

### FAMILIARIZE YOURSELF WITH THE COURSE

- Login and access your course - Click [here](#) for more information.
- Navigate and view course content - Click [here](#) for more information.
- If you have any technical issues at any time start [here](#).
- If you have any questions or concerns about the course contact our friendly Luminary support team at [cultivatechange@beluminary.com](mailto:cultivatechange@beluminary.com).
- Download and use the course iOS app if you would like to access the course materials on the go. Access [here](#).

### ACCESSING COURSE VIDEOS & AUDIOS

- Each week you will access your module videos and audios on the [Cultivate Change Course Webpage](#).
- Click each item to view. Then click the play button to watch or listen.
- Audios are downloadable, videos are not.
- **Download audios by** clicking the download link visible below the audio file.
- If you would like to watch or listen on the go with your iPad or iPhone, review page 2 of this document.

### ACCESSING YOUR WORKBOOKS

- Each week you will access your module workbooks on the Cultivate Change course page. Simply click items to view.
- If you do not already have it, download the most up-to-date FREE version of Adobe Acrobat Reader or Adobe DC (for viewing PDF files). This is a very important step to make sure commenting on the forms and worksheets we provide you goes smoothly. [Download here](#).
- Each week you will access your Module workbook on the Cultivate Change course page. Click on the item to view it.
- You will then have 3 options for doing your workbook activities. The choice is up to you. We suggest using the option that most enhances your own learning experience.
  - 1) View your workbook on the Cultivate Change course page and complete activities in your own journal.
  - 2) Download and complete the workbooks digitally using Adobe Acrobat Reader or Adobe DC.
  - 3) Download your workbooks and print them. Then fill them out pen and paper style.
- **To download your workbooks:** Scroll down to just below the workbook preview. You'll see "DOWNLOAD" and the title of the workbook. Click the title of the workbook and the PDF file will automatically download.

### FILLING IN YOUR WORKBOOKS DIGITALLY

- Open the PDF workbook in Adobe Acrobat Reader or Adobe DC.
- Choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane. A toolbar will appear at the top of your window.
- To fill or add text, click Add Text (**Ab**) in the toolbar. Click at the place in the document where you want to add the text, and then start typing.
- There is also a tool for adding checkmarks to boxes.
- Don't forget to save your work often!
- For more information on typing directly on a PDF document [follow this link](#).

*Enjoy your course!*

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# CULTIVATE CHANGE

## *Course Access With iPad & iPhone (Optional)*

### ACCESSING THE COURSE ON YOUR IPHONE

- If you would like to watch or listen on the go using your iPhone, download the course iOS app [here](#).
- Then use your same login info to sign into your course.

### ACCESSING THE COURSE ON YOUR IPAD

- If you would like to watch or listen on the go using your iPad, use a web browser such as google chrome or safari.
- Navigate to the [Cultivate Change Course Webpage](#).
- Then login and access your course the same way you do on your computer.

### THINGS YOU CAN DO FROM YOUR IPAD OR IPHONE

- Watch videos.
- Listen to audio activities
- View your workbook and other PDF files.
- Mark activities as “complete.”

*Audios and workbooks won't download directly to your iPhone or iPad. Read the section below to download and complete workbooks on your iPad.*

### IF YOU WANT TO COMPLETE YOUR WORKBOOKS ON YOUR IPAD....

- Sign into your course on the [Cultivate Change Course Webpage](#) and download the files onto your computer.
- Then transfer files to your iPad. You can do this a number of ways. Here are a few options:
  - 1) Use airdrop to transfer them. Details [here](#).
  - 2) Send yourself the files using iMessage or email. Then open them on your iPad.
  - 3) Upload the files to Google drive and then open them on your iPad. Details [here](#).
- Then you will need a PDF reader app for your iPad. We recommend [Adobe Acrobat Reader](#).
- Open the PDF workbook in your Adobe Acrobat Reader app for iPad
- Click on the pencil in a blue circle at the bottom right hand corner of the screen.
- Select “**Fill & Sign**.” A toolbar will appear at the top of your window.
- To fill or add text, click Add Text (**Ab**) in the toolbar. Click at the place in the document where you want to add the text, and then start typing.
- There is also a tool for adding checkmarks to boxes.
- Don't forget to save your work often! For more information on typing directly on a PDF document [follow this link](#).

*Accessing the course from your iPad or iPhone is optional and can be very convenient. But it is not required. You can complete the entire course from your computer.*

*Enjoy your course!*