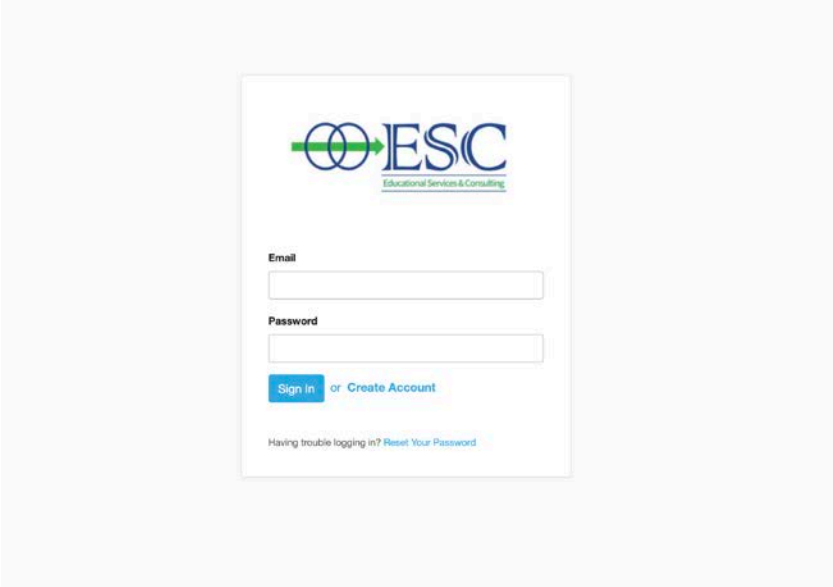
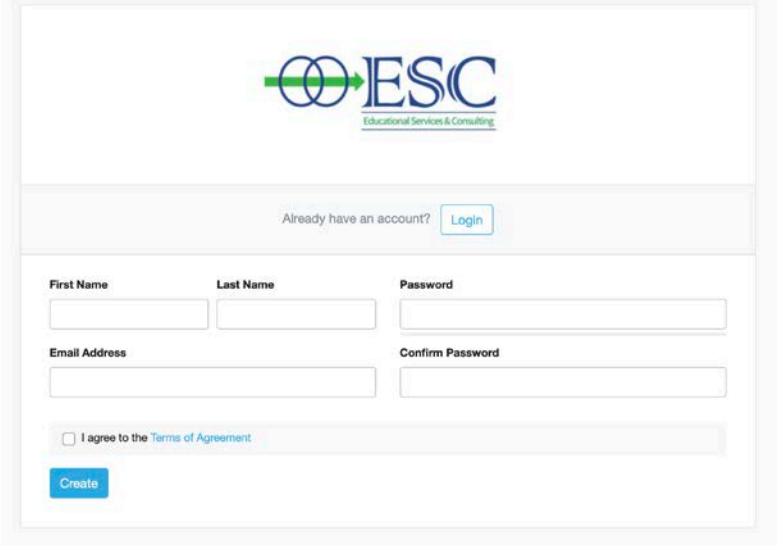
Instructions: Registering for the ACA or RCSR Course

1. First, click on the course name. That will direct you to the login page for the course. (insurance.digitalchalk.com)

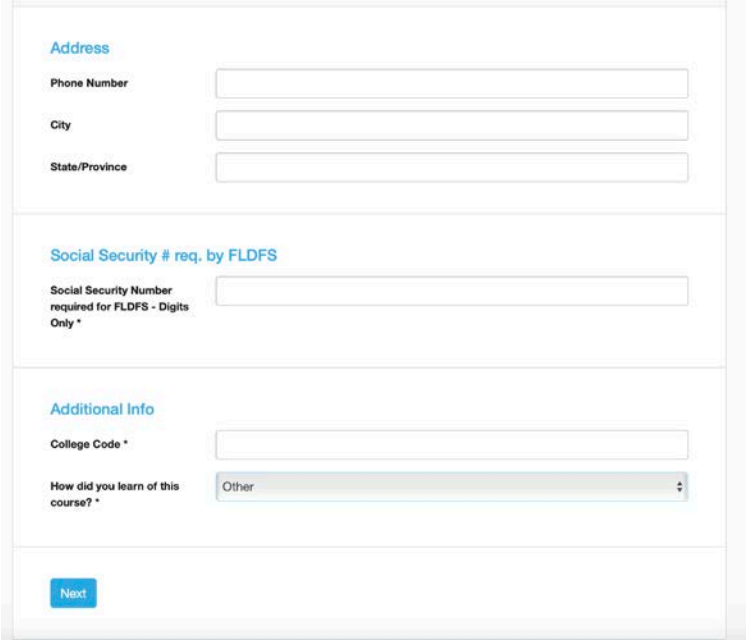


2. Click on the “Create Account” option.
3. Enter your LEGAL name into the boxes labelled “First Name” and “Last Name” (e.g., Timothy versus Tim, Steven versus Steve). Then enter your email address and create a password.*



4. Click the box to accept the *Terms of Agreement*, and then click the “Create” button.
5. The next screen asks for additional information needed to complete the registration process.*

**Please note: You will need to keep ALL information in your profile, as this data must be entered later to obtain your license with the Florida Department of Insurance.*



5a. Please enter the specific 'Course/College Code' for the course you are taking. Without the correct code, you will not have access to the specific course you are interested in.

6. On the Dashboard Page, click on the "Catalog" tab.

7. Here, you will see the name of the course you are interested in taking. Click on the course and add it to the cart.

8. Go through the payment process.

9. Once payment process is complete, navigate to your Dashboard screen.

10. The course should appear in your "Current Courses" and you can begin.

Any questions can be addressed to Angela Milligan, Manager of Operations of Educational Services and Consulting, LLC.
Email: amilligan@escconnected.com