



Catapult EMS Online Training Course Instructions

1. Please go to www.catapultems.com. Click "Continue with Microsoft" option shown here and use your SCSOS email address and password to login.

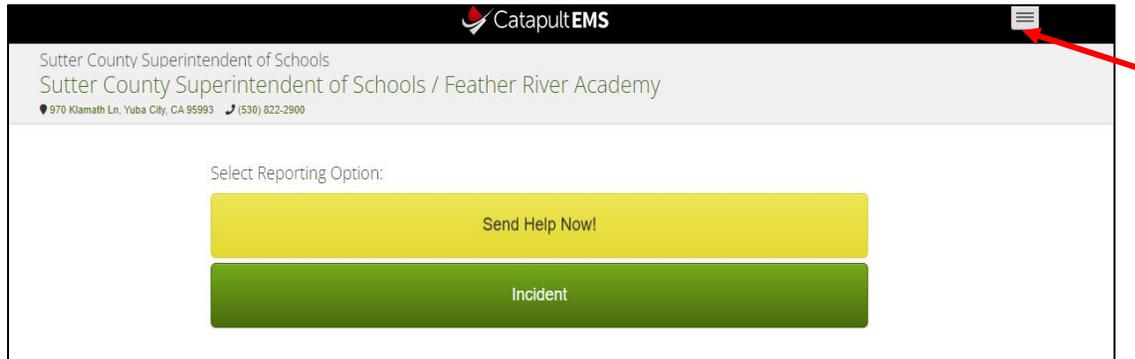
A screenshot of the Catapult EMS login page. The page has a black header with the "Catapult EMS" logo. Below the header, there are two buttons: "CONTINUE WITH GOOGLE" and "CONTINUE WITH MICROSOFT". A red arrow points to the "CONTINUE WITH MICROSOFT" button. Below these buttons is an "OR" separator. There is an email input field with the placeholder "e.g. jsmith@chicousd.edu" and a password input field with a lock icon and a toggle eye icon. A "Remember Me" checkbox is checked. A large green "Login" button is at the bottom. Below the button are links for "Need Help Logging In?" and "Forgot Password?".

2. DUO Authentication will prompt. Please Authenticate.

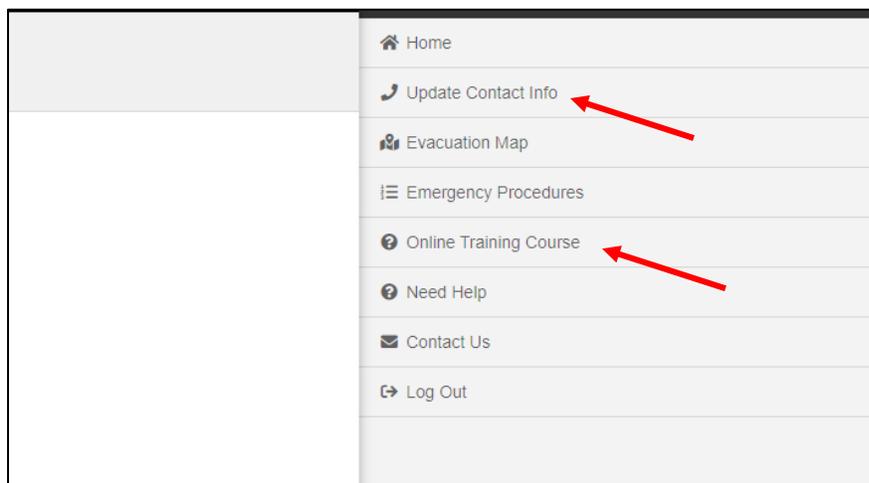
A screenshot of a Duo Authentication prompt. The prompt is titled "Check for a Duo Push" and asks the user to "Verify it's you by approving the notification...". There is a blurred area where a notification would appear. Below this is an illustration of a smartphone displaying a Duo push notification. A link for "Other options" is provided. At the bottom, there is a "Remember me" checkbox which is checked, and links for "Need help?" and "Secured by Duo".



3. The screen below will appear. Click on the top right-hand corner.



4. Click on Online Training Course.



5. To update your contact info (ex. Mobile Phone #) click on Update Contact Info.