

MATC Custom Fit Online Instructions

Select Your Online Course

The first step is to select the Online course you wish to take. [Click here](#) to see all of the courses.

Registration

The next step is to have your company's designated Custom Fit representative, contact the MATC and register you for your Online course.

Online Orientation

As soon as possible (at least one day before the course begins) you need to take the Online Orientation for this specific course. The Web address for the Orientation is

www.ed2go.com/matc

Click on the word "**Orientation**" located in the menu at the top of the page and follow the instructions:

1. Locate the class for which you registered
2. Click on the "Enroll Now" button
3. Select the beginning date for which you registered
4. Enter your Username and Password (or create a new Username and Password)
5. Click on the "Continue" button
6. Click on the "Already Paid" button
7. Read and print the "Message from your instructor"

NOTE: *Once a student completes the Orientation for a specific class the company will be billed for that class whether or not the class is completed.*

Beginning the Course

On the first day of the course (or soon thereafter) enter the same Web address used for the Orientation (listed above) and click on the word "**Classroom**" in the upper menu. Follow the instructions on that page.

Extension Request

If necessary, you may request an extra ten days (after the final exam due date) to finish your course. Go to the Web address above and click on the word "**Help**" located in the menu at the top of the page and follow the instructions located under the heading "**How do I get an extension?**"

Questions or Help

If you have any questions or problems, have your company's Custom Fit representative [contact the MATC](#)

You will need to complete the Online Orientation for each online class you take.