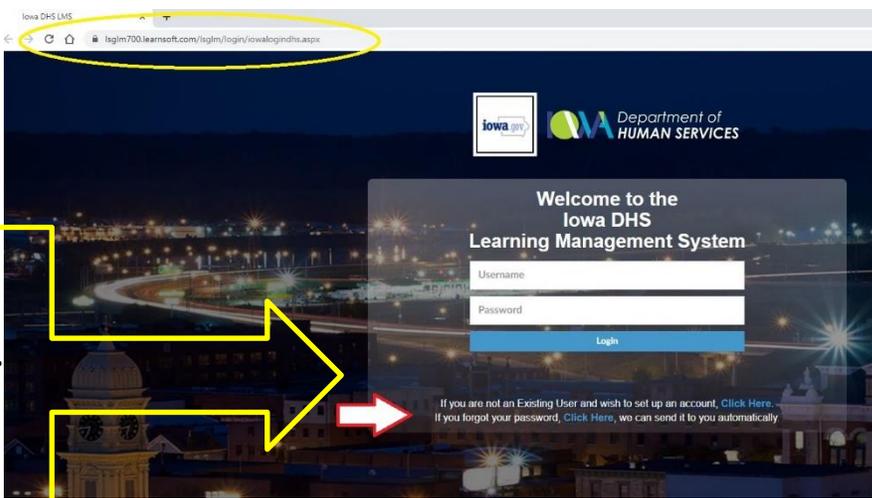


Tips for completing Mandatory Reporter training:

- There is a course titled, “How to Complete Training and Navigate This System” that has helpful information about how to use the website and complete your courses.
- Make sure that you have turned OFF your pop up blocker in order to complete this course
- You will not be allowed to move forward through the slides until the audio portion of the slide has been completed to the end. At that time a “Continue” button will appear that will allow you to move forward to the next slide.
- Some slides are interactive, requiring you to click on items within the slide before moving on.
- Give the course your full attention. If you answer questions during the training (“Knowledge Checks”) incorrectly, it will require you to return to the portion of the training that needs further review to answer the questions correctly. Pay attention to dates and statistics!
- Question #15 on the Child Abuse training has 4 correct answers
- If you need support with the website, contact servicetraining@iastate.edu. We wish that we could help you with technical issues, but don't have the capabilities to do so because the site is hosted by someone else.

To start the course(s):

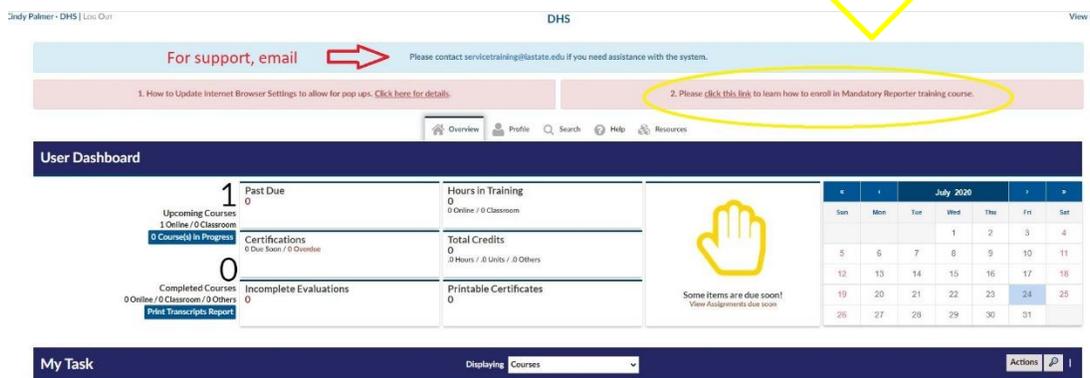
Navigate to the website: <https://lsglm700.learnsoft.com/lsglm/login/iowalogindhs.aspx>



If you have not taken any courses on the DHS LMS before you will need to set up an account. If you have already taken courses, log in using your username and password

- Once logged in, you will see this screen:

Watch the short video for instructions on how to enroll



For support, email servicetraining@iastate.edu if you need assistance with the system.

1. How to Update Internet Browser Settings to allow for pop-ups. [Click here for details.](#)

2. Please [click this link](#) to learn how to enroll in Mandatory Reporter training course.

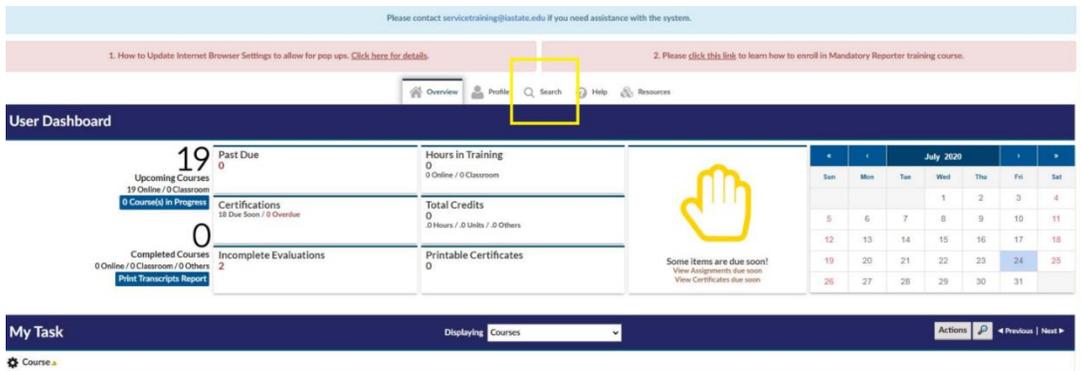
Past Due		Hours in Training		Total Credits		Printable Certificates		Incomplete Evaluations	
0	0	0	0	0	0	0	0	0	0

July 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

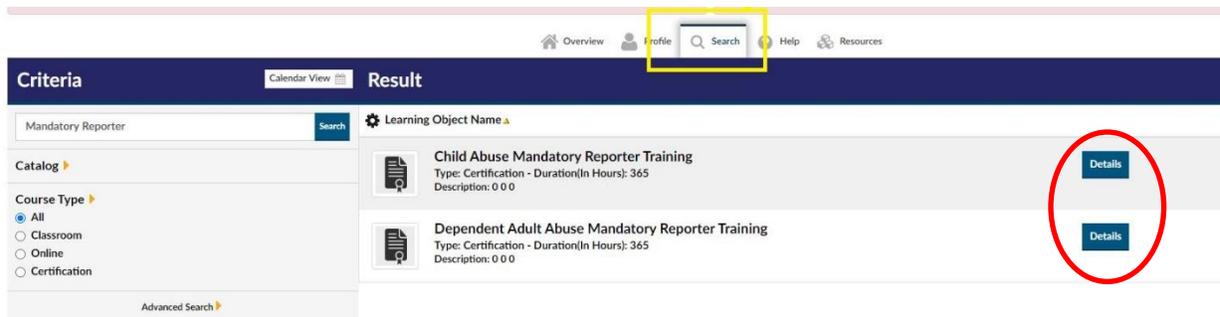
Mandatory Reporter Training Instructions

To enroll:

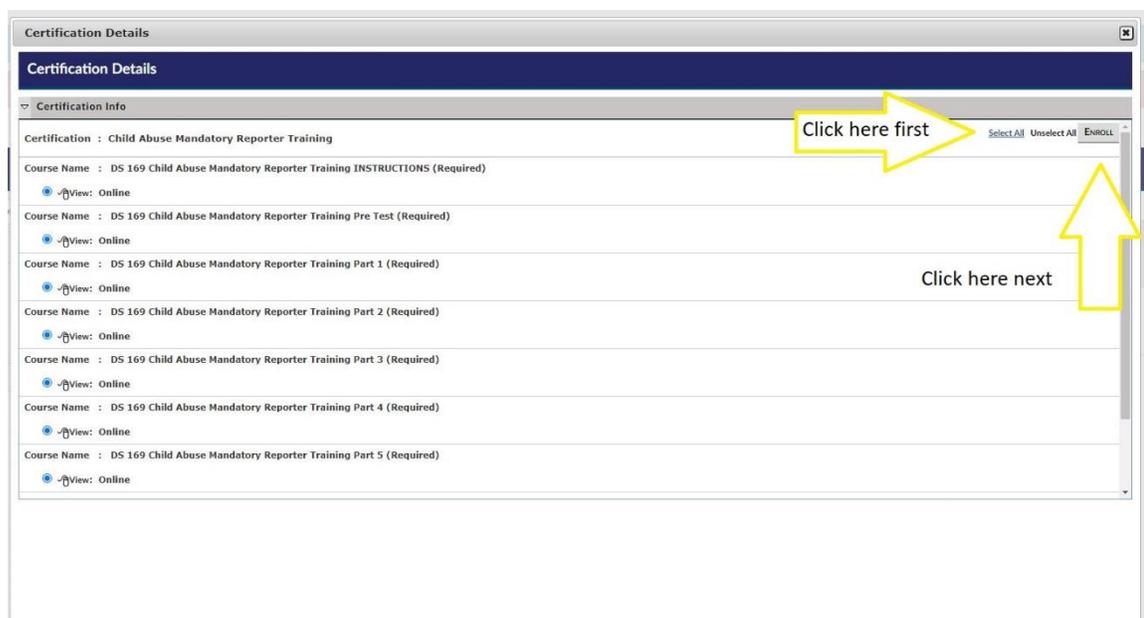
- Click on “Search” and type in “Mandatory Reporter”.



- Both Mandatory Reporter Training courses will pull up. Click on “Details” for each of the courses you need to enroll in.

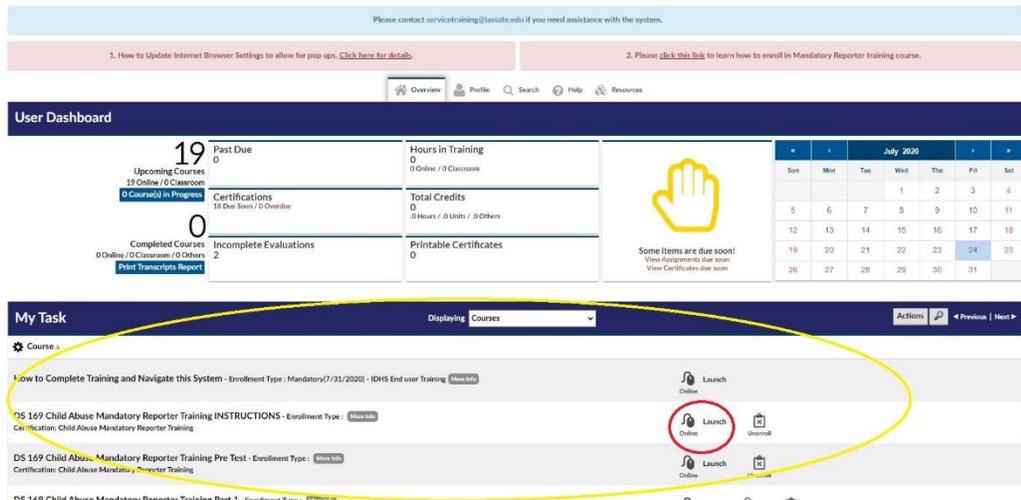


- Click on “Select All” so that all of the courses are chosen, and then click on “Enroll”. Once done, close out of this screen by clicking on the “X” in the upper right hand corner.



Mandatory Reporter Training Instructions

- Return to your dashboard by clicking on “Overview”, and you will see the classes you enrolled in under “My Tasks”. Click on “Launch” to begin taking your course. As you complete each Task/Course, you will submit the results and continue to move through each assigned course by clicking “Launch”.



Please contact servicetraining@iastate.edu if you need assistance with the system.

1. How to Update Internet Browser Settings to allow for pop ups. [Click here for details.](#)

2. Please [click this link](#) to learn how to enroll in Mandatory Reporter training course.

Overview Profile Search Help Resources

User Dashboard

19 Upcoming Courses 19 Online / 0 Classroom	0 Past Due	0 Hours in Training 0 Online / 0 Classroom	 <p>Some items are due soon! View Certificates due soon</p>	<table border="1"><thead><tr><th colspan="7">July 2020</th></tr><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td></td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td></td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td></td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td></td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></tbody></table>							July 2020							Sun	Mon	Tue	Wed	Thu	Fri	Sat		5	6	7	8	9	10		12	13	14	15	16	17		19	20	21	22	23	24		26	27	28	29	30	31
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0 Completed Courses 0 Online / 0 Classroom / 0 Others	2 Incomplete Evaluations																																																			
Print Transcripts Report																																																				

My Task

Displaying Courses

How to Complete Training and Navigate this System - Enrollment Type: Mandatory(7/31/2020) - IDHS End user Training [More Info](#)

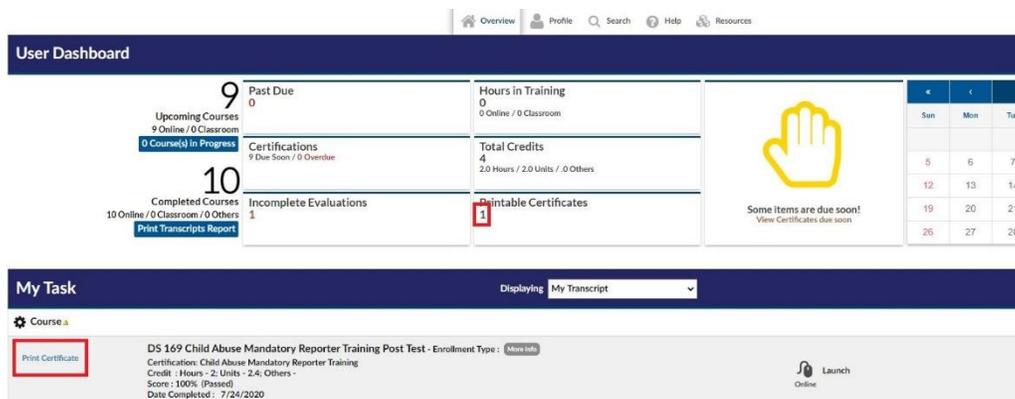
DS 169 Child Abuse Mandatory Reporter Training INSTRUCTIONS - Enrollment Type: [More Info](#)

DS 169 Child Abuse Mandatory Reporter Training Pre Test - Enrollment Type: [More Info](#)

DS 169 Child Abuse Mandatory Reporter Training Part 1 - Enrollment Type: [More Info](#)

Launch Online Unenroll

- As you move through your courses and complete them, they will come off of your My Task list and will move to your Completed Courses section.
- To print your certificate once you have completed the course, go to your dashboard and click on the number below “Printable Certificates” (this will be a “1” if you have completed 1 course or a “2” if you have completed 2).
- Click on “Print Certificate” and print your certificate. Provide it to the office by either sending it in, dropping it off, or emailing it to Abbie Jones at abbie@respitconnection.com



Overview Profile Search Help Resources

User Dashboard

9 Upcoming Courses 9 Online / 0 Classroom	0 Past Due	0 Hours in Training 0 Online / 0 Classroom	 <p>Some items are due soon! View Certificates due soon</p>	<table border="1"><thead><tr><th colspan="7">July 2020</th></tr><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td></td><td>5</td><td>6</td><td>7</td><td></td><td></td><td></td></tr><tr><td></td><td>12</td><td>13</td><td>14</td><td></td><td></td><td></td></tr><tr><td></td><td>19</td><td>20</td><td>21</td><td></td><td></td><td></td></tr><tr><td></td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr></tbody></table>							July 2020							Sun	Mon	Tue	Wed	Thu	Fri	Sat		5	6	7					12	13	14					19	20	21					26	27	28			
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10 Completed Courses 10 Online / 0 Classroom / 0 Others	1 Incomplete Evaluations																																																			
Print Transcripts Report																																																				

My Task

Displaying My Transcript

Course a

[Print Certificate](#)

DS 169 Child Abuse Mandatory Reporter Training Post Test - Enrollment Type: [More Info](#)

Certification: Child Abuse Mandatory Reporter Training

Credit: Hours - 2; Units - 2.4; Others -

Score: 100% (Passed)

Date Completed: 7/24/2020

Launch Online