



Child Care Orientation (CCOT) Training Online Training Portal Instructions

Welcome!

- Once you register into the Learning Management System you will be automatically assigned the full 10- hour CCOT training. If you are making up specific lessons, you will need to choose those from the course catalog. Follow the appropriate instructions on the following pages depending on your goals.
- Once you have successfully completed a course, your certificate of completion will be emailed to you, and also made available within the course. The results will also show on your individual transcript.
- Note the question mark at the bottom right of every page once you are registered. This gives you access to the Support HUB, where you can contact CypherWorx directly with questions, log a support ticket if needed, or reference valuable “how to” information




Support
System Requirements
Site Status
Privacy Policy
Terms & Conditions
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Getting Started

- Once you click on the registration link, you will be taken to the registration page: <https://collabornation.net/register/uark>
- Complete the appropriate areas and click on “Create an Account”


Create Account for University of Arkansas Early Care and Education Projects


First Name  Last Name

Email

New Password 

Password strength:

Confirm Password 

I'm not a robot 
reCAPTCHA
Privacy - Terms

I have read and agree with the [Terms and Privacy Policy](#).

CREATE ACCOUNT or Log In

Not looking for University of Arkansas Early Care and Education Projects?
[Find my Organization.](#)

Step 2

Click on “Join Free”

Welcome to University of Arkansas Early Care and Education Projects

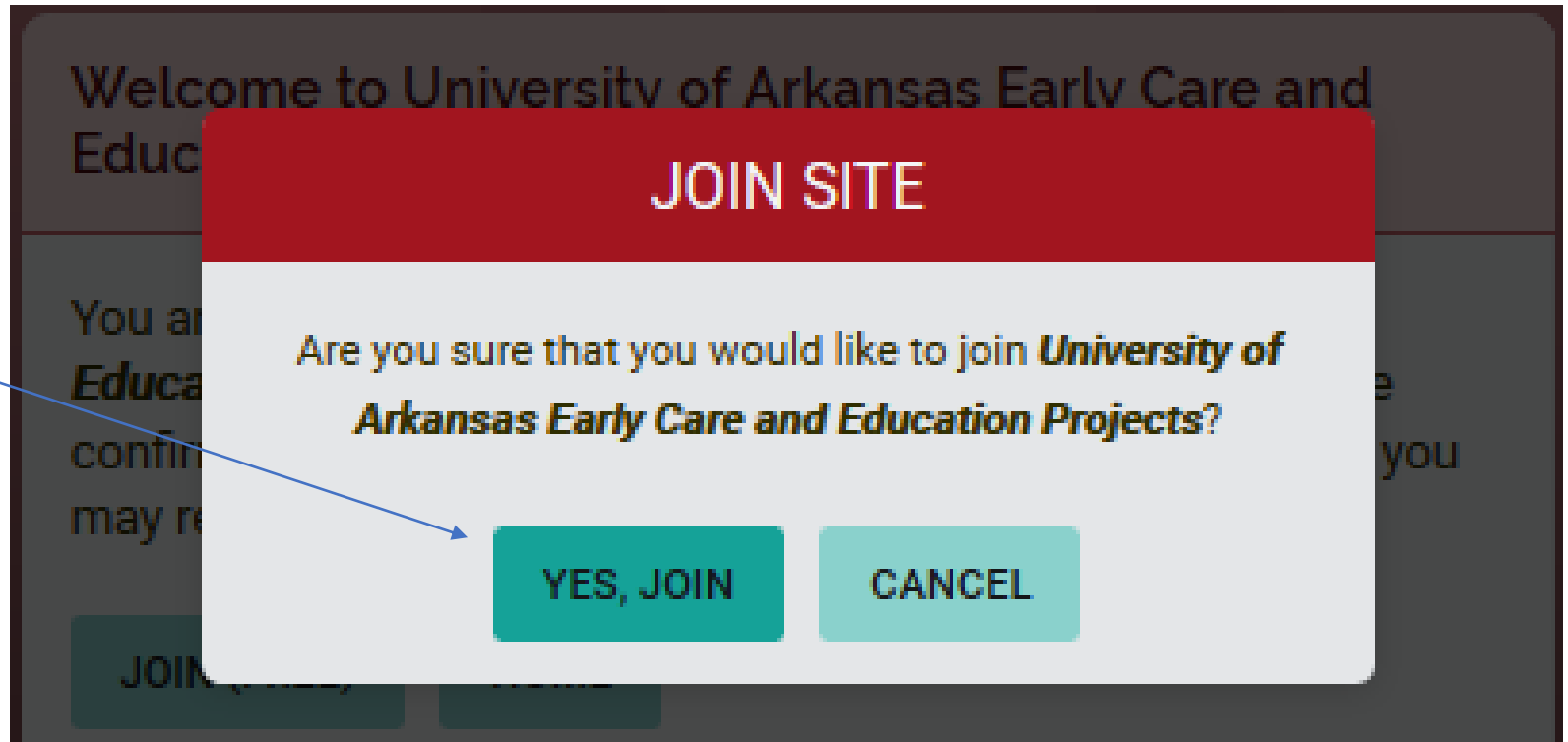
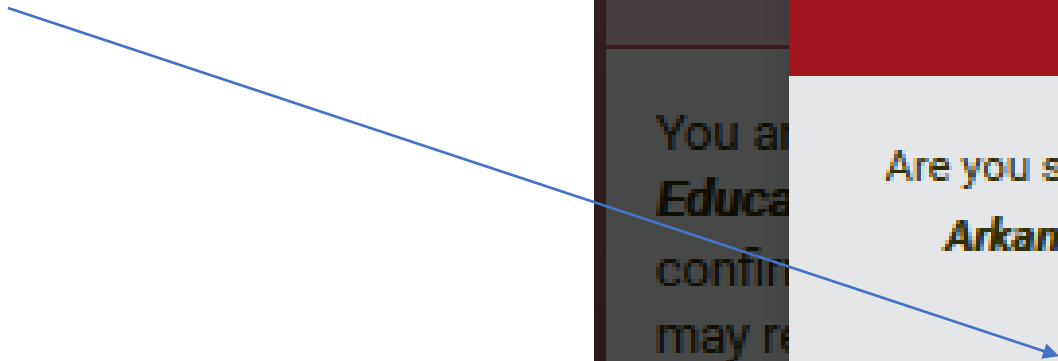
You are about to join **University of Arkansas Early Care and Education Projects** at no cost to you. If this is correct, please confirm that you would like to join. If you do not wish to join, you may return to the home page.

JOIN (FREE)

HOME

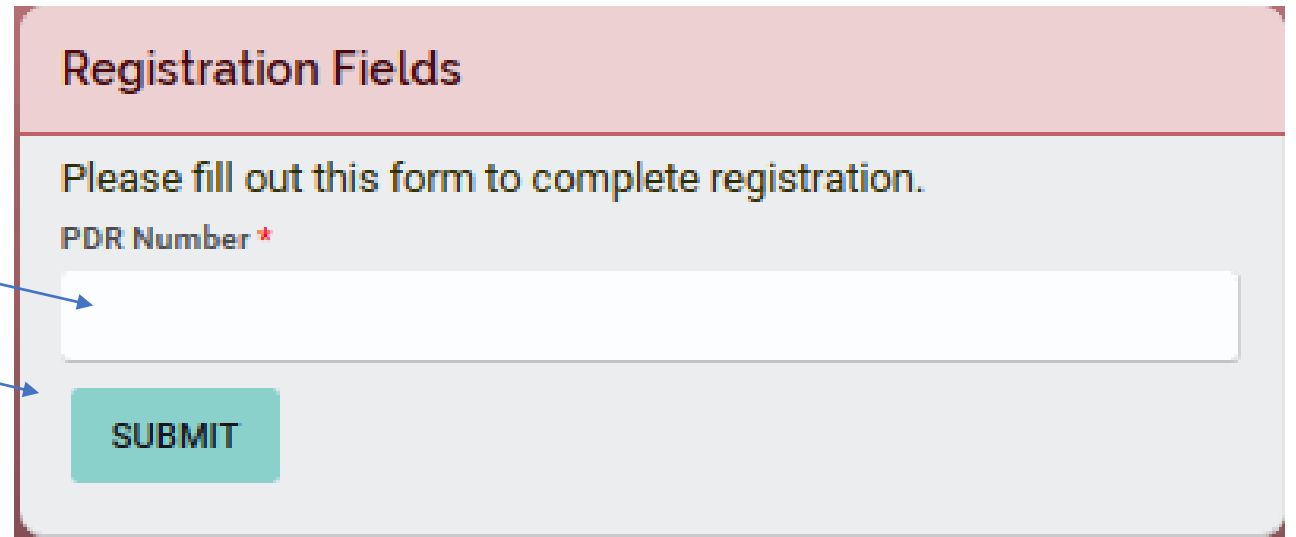
Step 3

- Click on “Yes, Join”



Step 4

- Enter your PDR number, and click “Submit”



Registration Fields

Please fill out this form to complete registration.

PDR Number *

SUBMIT

The image shows a registration form titled "Registration Fields". It contains a text input field for "PDR Number" with a red asterisk indicating it is required. Below the input field is a teal "SUBMIT" button. Two blue arrows point from the text "Enter your PDR number" and "click 'Submit'" in the list to the input field and button respectively.

You are now Registered!

The screenshot shows the 'My Courses' page on the University of Arkansas LMS. At the top, there is a dark red header with the university logo and name on the left, and search, notification, and user profile icons on the right. A vertical sidebar on the left contains icons for home, courses, dashboard, calendar, messages, and help. A central orange-bordered box contains a message from CypherWorx regarding COVID-19 course updates. Below this is the 'My Courses' title and a summary row showing 0 Courses, 0 Completed, 0 CEUs, and 0 Clock Hours. A filter bar includes dropdowns for 'Title: A-Z', 'All Learning', and 'All Lesson Status', along with a search field. The main content area displays a course card for 'Child Care Orientation Training' with a 'NOT STARTED' badge, a road image, and a 'TAKE LEARNING PATH' button. A help icon is in the bottom right corner.

UNIVERSITY OF ARKANSAS

CypherWorx believes it is important you receive the most reliable information and access to resources regarding the coronavirus. Please note we have added a new course, COVID-19 What You Need To Know. Access to this course is available in your Course Catalog. Thank you for the amazing work you do every day. Please stay safe and healthy.

My Courses

0 Courses 0 Completed 0 CEUs 0 Clock Hours

Title: A-Z All Learning All Lesson Status Search My Courses...

NOT STARTED

Child Care Orientation Training

No Expiration
CEUs Earned: Not Available

TAKE LEARNING PATH

?

Now you are ready to being your training

- If you are here to complete the Child Care Orientation (CCOT) Training, please move to the next slide
- If you are looking to complete just one, or a few of the modules, please see the “Catalog” slide later in this presentation ([Slide 10](#))

You now can simply click on “Take learning Path” to begin your training

UNIVERSITY OF ARKANSAS

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My Courses

0 Courses 0 Completed 0 CEUs 0 Clock Hours

Title: A-Z All Learning All Lesson Status Search My Courses...

NOT STARTED

Child Care Orientation Training

No Expiration
CEUs Earned: Not Available

TAKE LEARNING PATH

Scroll down in the Learning Path to identify your first of 5 Lesson Modules. Click on the Course title, “Child Care Orientation Training: Lesson 1

Status: Not Started
Progress: 0% (0 of 5 steps completed)

CLOSE ALL

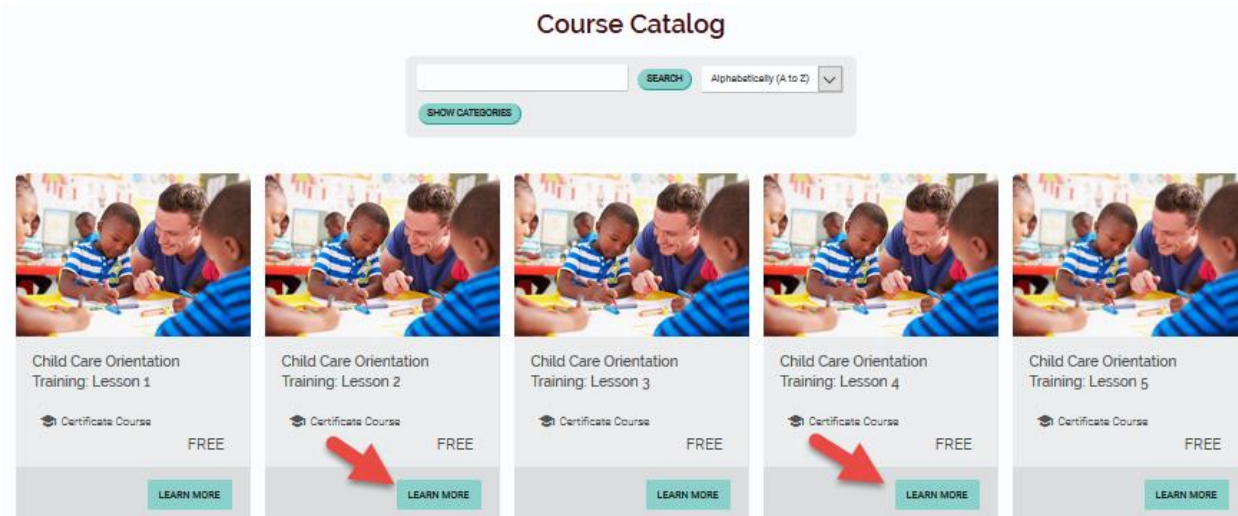
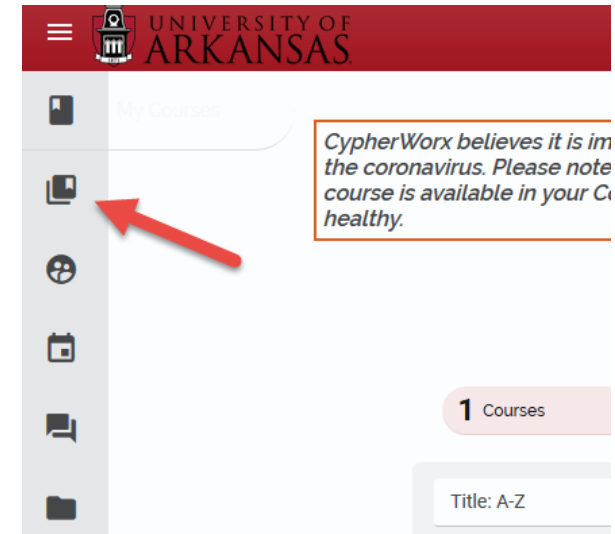
Step 1 • CCOT Lesson 1 ×

Instructions:
This online training offers basic orientation training for early educators. The goal for Lesson 1, Early Care and Education as a Profession is to help early childhood educators recognize their job in the areas of early care and education of young children as a profession.
You must complete the 1 item in this step.

[Course: Child Care Orientation Training: Lesson 1](#) *(Also allows credit for all Items completed before the Learning Path's assignment date.)*

Catalog: (Note that if you are completing the entire CCOT training, please skip to the next slide)

- To select individual courses, please click the “Catalog” icon, the second button down on the left
- Then click on the “Learn More” button on the course you want to take




Click on Add to my Courses

Child Care Orientation Training: Lesson 1



 Certificate Course

 CEUs: 0

 Clock Hours: 2Hr

 2 learners enrolled

 FREE

 [ADD TO MY COURSES](#)

Click on “Take Course”

You have added *Child Care Orientation Training: Lesson 1* to your account



Child Care Orientation Training: Lesson 1

TAKE COURSE



When finished, you can log out or just close the window

- Once you are ready to log in again, you can use this link to access the site.
- You can access the LMS and courses from any device, including cell phones
- If you need assistance, please call 888 685 4440 to access CypherWorx, the Learning Management Systems provider.