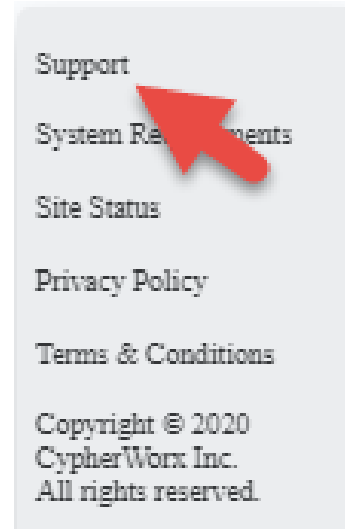# Early Care and Education Projects
Online Training Portal Instructions

Welcome!

- **To get started:** After you have created an account, when you log in, you will see the Getting Started course. To take Child Care Orientation Training (5 lessons), Child Development (5 lessons at each age level), and/or Health, Safety, and Nutrition (8 lessons), you will need to choose the appropriate lesson(s) from the course catalog. Follow the instructions on the following pages to do this. You may select one, some, or all of the lessons, depending on your goal.

  - ***Note: To meet the state requirement for orientation training with CCOT, you must complete ALL FIVE LESSONS.**

- Once you have successfully completed a course, you will be able to access your certificate of completion within CollaborNation. You will also receive an email when your completion and credit has been recorded in the Arkansas Professional Development Registry.

- 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 Re   ents

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"

Step 2

Click on "Join Free"

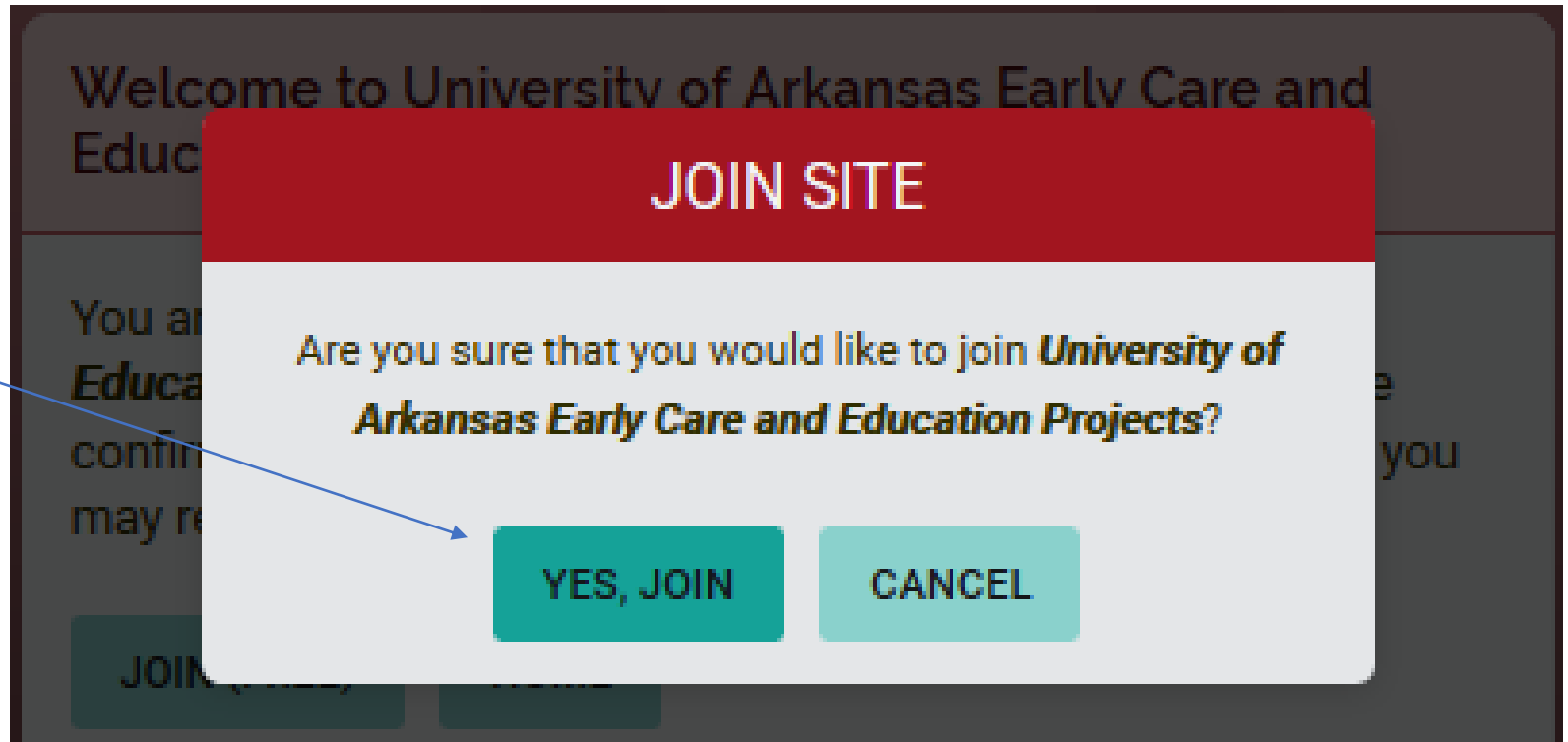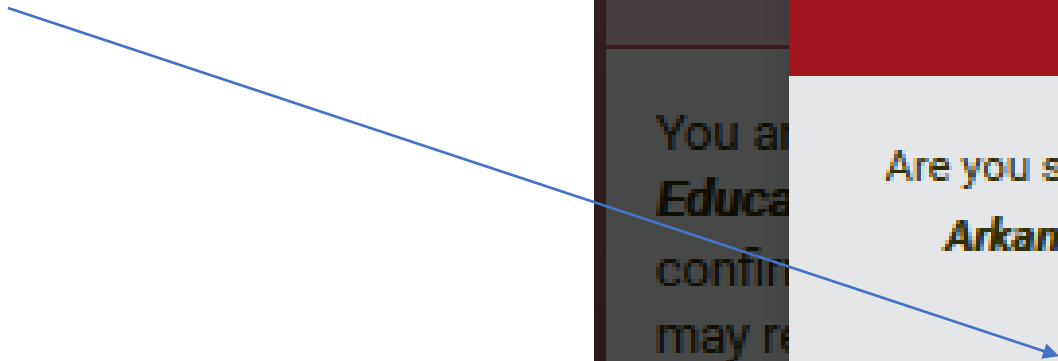Welcome to University of Arkansas Early Care and Education Projects

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
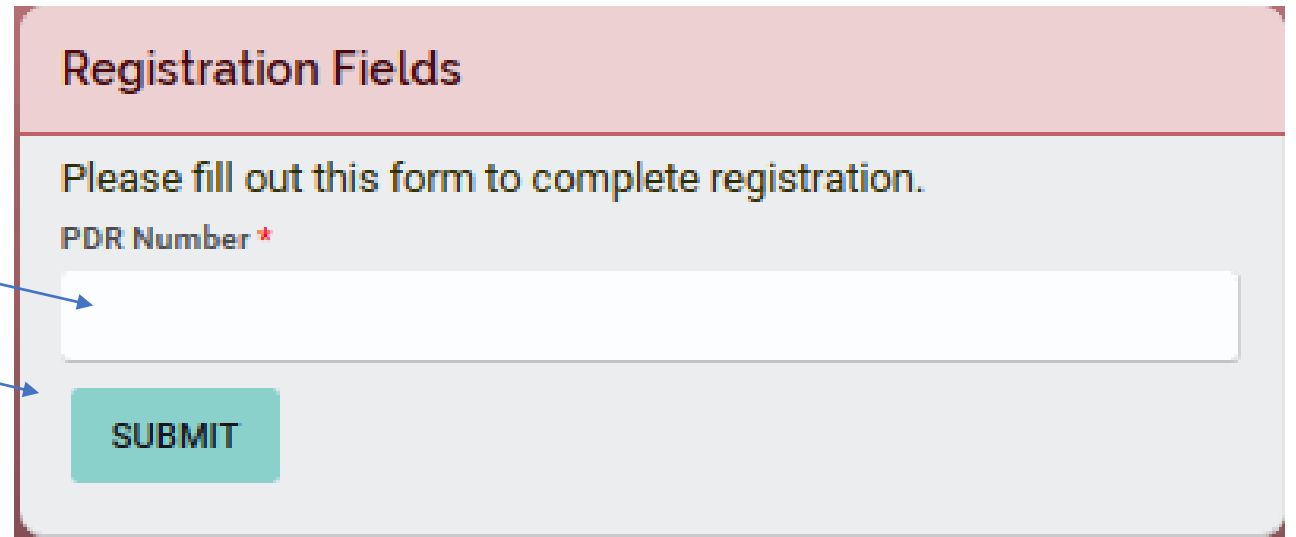
Step 3

- 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

You are now registered!

Using the Catalog

- To select courses/lessons, 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
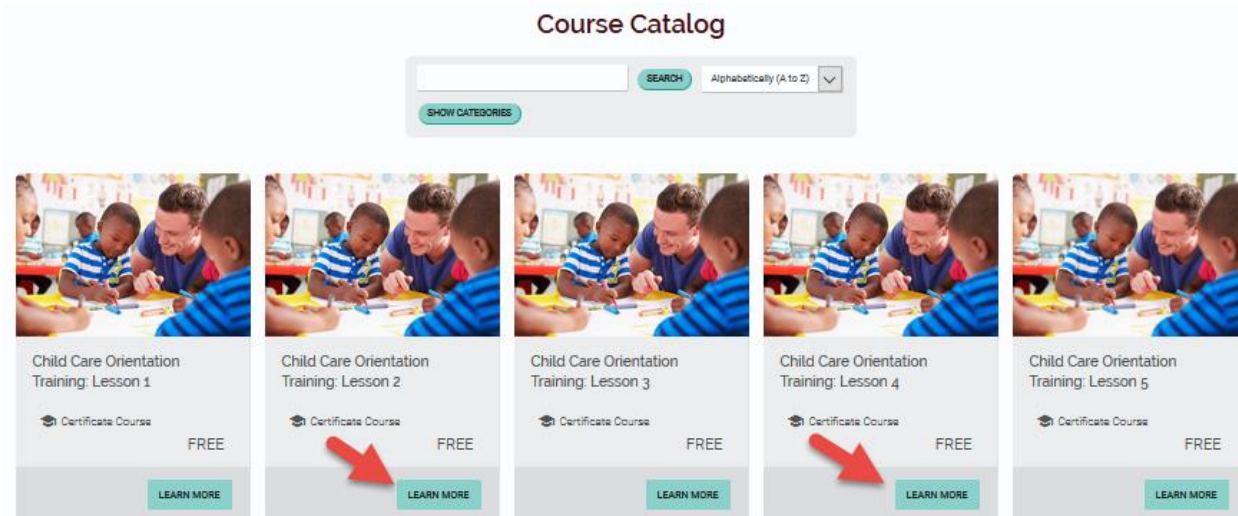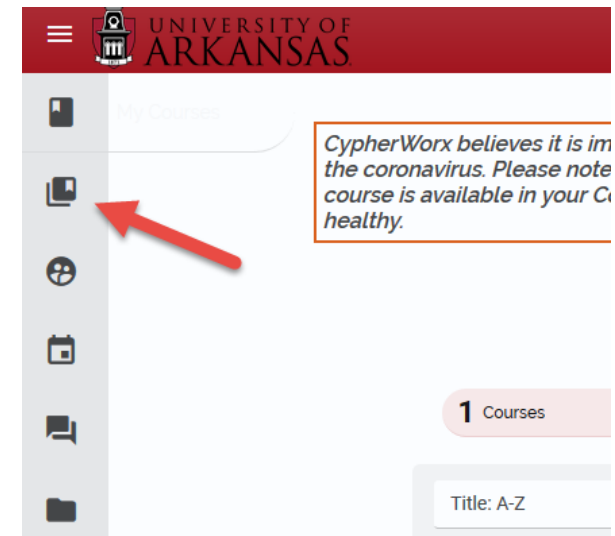
Click on **Add to my Courses**

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

OPTIONAL: To order materials, launch Lesson 1 of your selected course.

Print materials are NOT required to complete online self-paced courses. However, they can be requested in Lesson 1 of any course. After completing the Welcome, Pyramid Model, and Pre-Test, learners will come to the first screen of the course content. Use the "Request Materials" button to complete an order form.
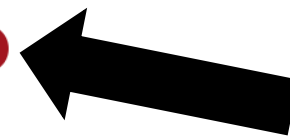
When finished, you can log out or just close the window.

- Once you are ready to log in again, you can use the same link used for registration to access the site.

- You can access the LMS and courses from any device, including cell phones.

- You can pause and come back to lessons – your progress will be saved.

- If you need technical assistance, please call 888-685-4440 to reach CypherWorx, the Learning Management Systems provider.