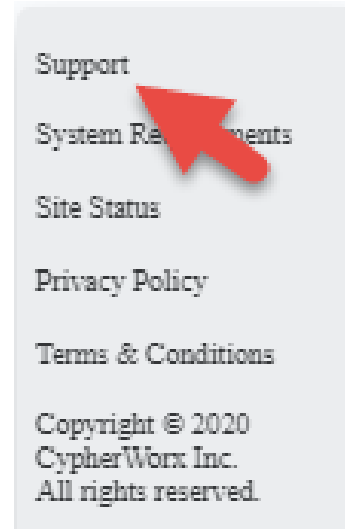




# Early Care and Education Projects Online Training Portal Instructions

# 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




# 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: 

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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

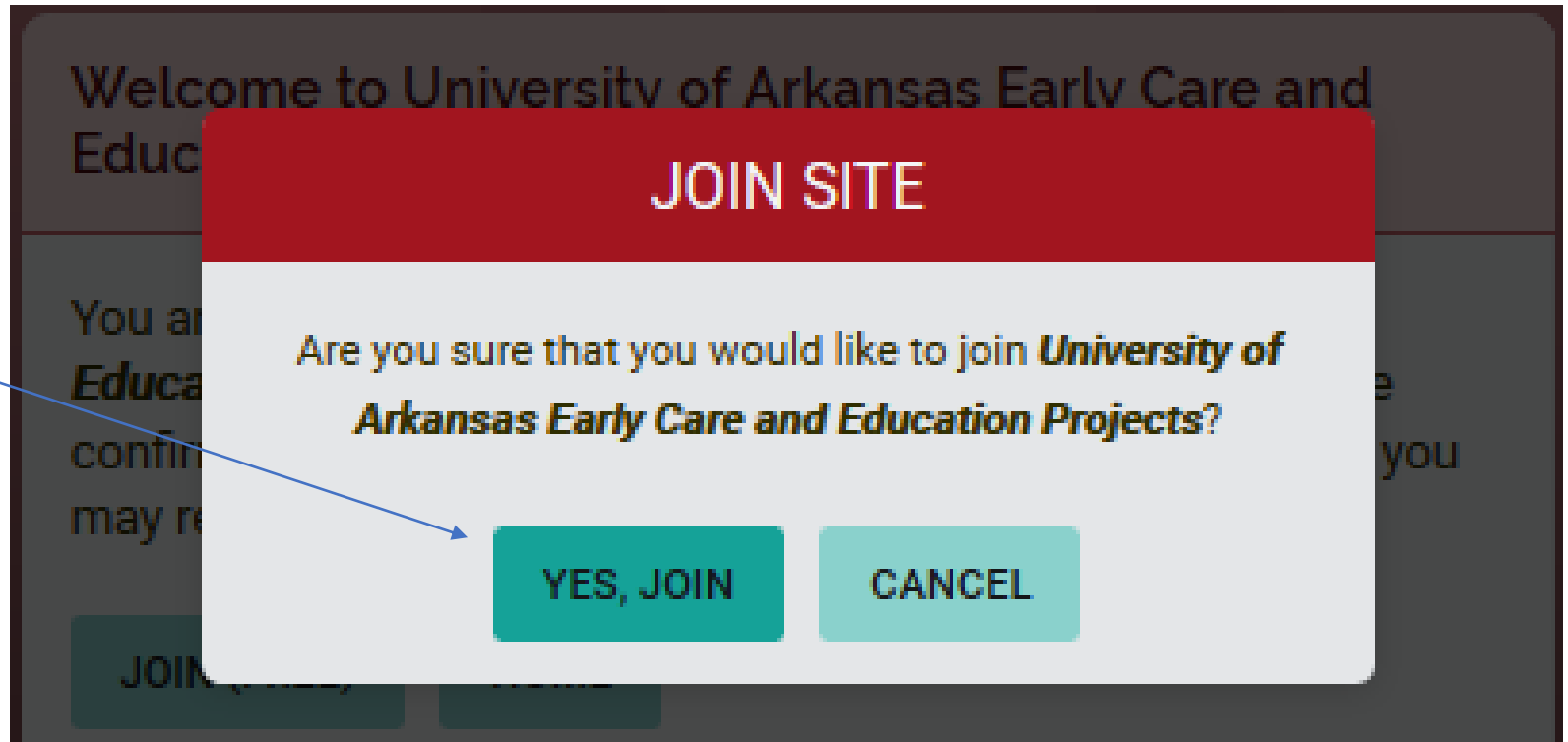
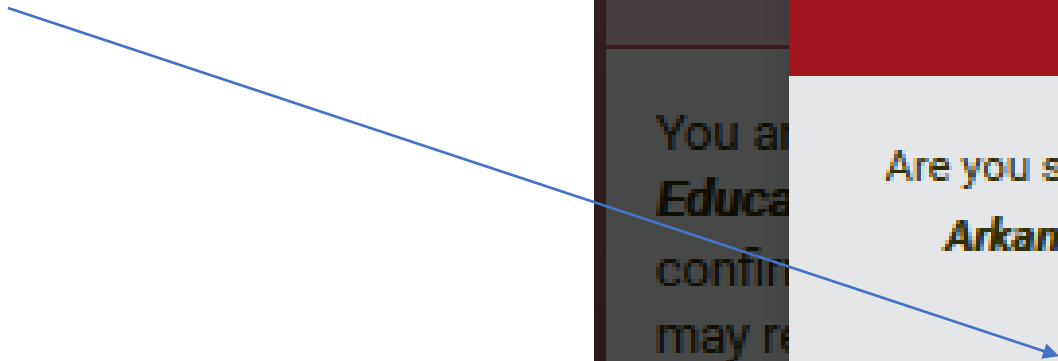
You are about to join **University of Arkansas Early Care and Education Projects** at no cost to you. If this is correct, please confirm that you would like to join. If you do not wish to join, you may return to the home page.

JOIN (FREE)

HOME

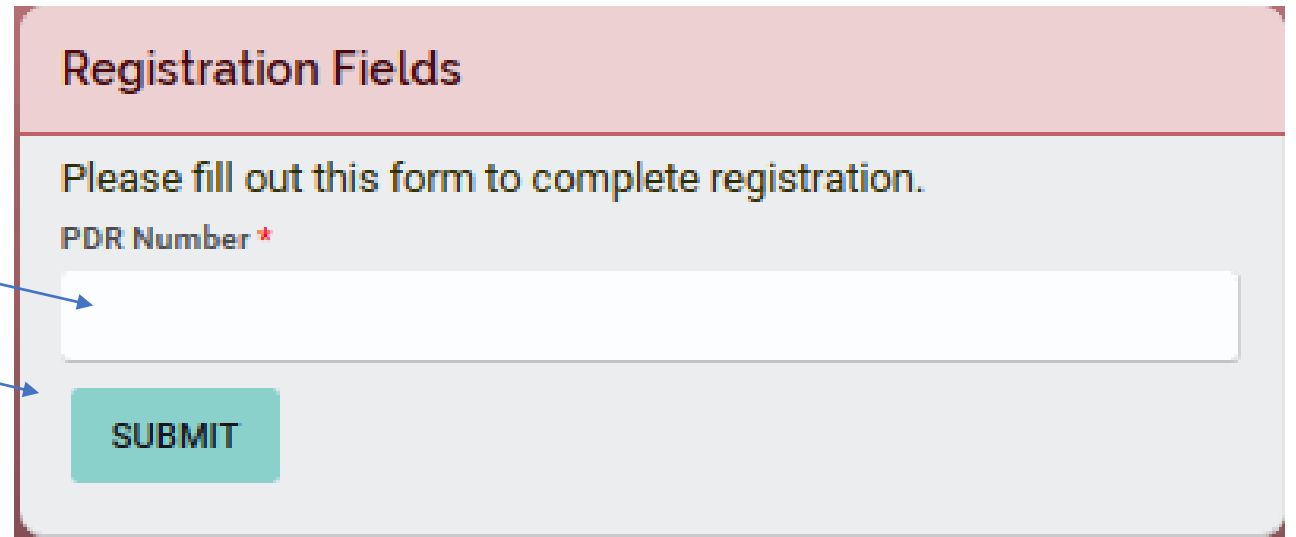
# Step 3

- 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" with a light red header. Below the header, there is a grey box containing the text "Please fill out this form to complete registration." followed by the label "PDR Number \*". A white text input field is positioned below the label. At the bottom of the grey box is a teal "SUBMIT" button. Two blue arrows originate from the text "Enter your PDR number" in the list item and point to the input field and the "SUBMIT" 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 profile. 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**

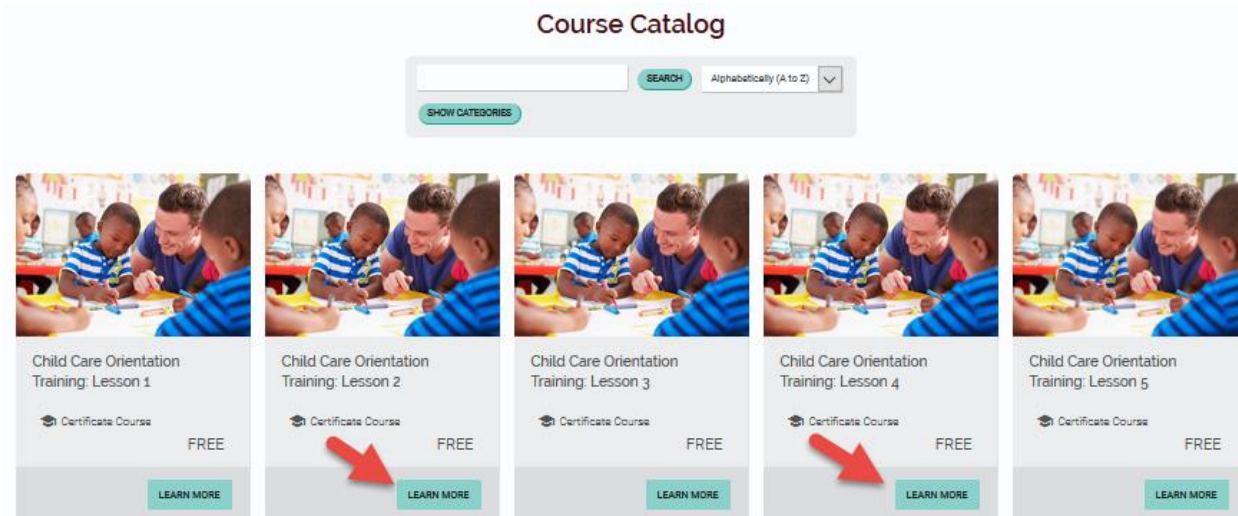
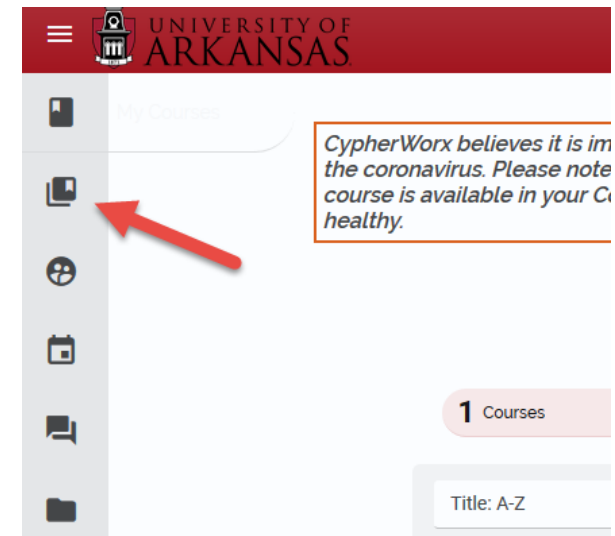
No Expiration  
CEUs Earned: Not Available

**TAKE LEARNING PATH**

?

# 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.

**Health, Safety and Nutrition: Lesson 1**  
25% COMPLETE

▼ INTRODUCTION

- Welcome ✓
- Pyramid Model ✓
- Pre-Test ✓

▼ LESSON 1: PROMOTING CHILDREN'S HEALTH

- Lesson 1: Promoting Children's Health ✓
- Lesson 1 Key Terms ○

EXIT COURSE

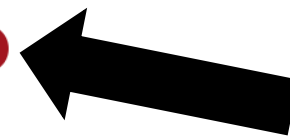
1. State the responsibilities of an early educator for promoting children's health.
2. Discuss the importance of monitoring children's health.
3. Explain the procedure for performing daily health checks.
4. Describe characteristics of healthy children.
5. Identify signs of illness in children.
6. Discuss the causes and symptoms of stress in children.
7. List health records that should be kept on file for each child.
8. Discuss confidentiality of health records.
9. Explain the need for health policies.

**Requesting Physical Materials**  
If you would like to request a physical copy of the Participant Manual for this course, you can do so by selecting this button.

**REQUEST MATERIALS**

Throughout this course, you will be directed to the *FCER For the Provider* page for links to

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.