



CRPA-Family training modules

Here is your guide through the process of establishing an account on the self-learning platform and accessing the prerequisite online CRPA-Family training modules.

Please also see accompanying demonstration video at <http://www.asapnys.org/crpa-f-trainers/>.

Returning registrants please log back in at <https://lms.ctacny.org/>.

Step One:

Go to <https://registration.nytac.org/new-user-registration/>

A screenshot of a web browser showing the "New User Registration" page. The browser's address bar displays "https://registration.nytac.org/new-user-registration/". The page header features the "McSILVER INSTITUTE FOR POVERTY POLICY AND RESEARCH" logo and a navigation bar with "HOME" and "NEW USER REGISTRATION". The main content area is titled "New User Registration" and includes a purple circular profile icon placeholder. Below the title, there is a paragraph of instructions: "Please create an account to register for events and trainings. When setting up your account please use your organizational email address and answer all questions carefully. For more information about creating an account or how to use the registration system, view a [video tutorial](#) or [written manual](#)." The registration form consists of five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password".

Step Two:

Fill out your name and email, create and confirm a password



Step Three:

Under "Organization Type," click on "Other/Government Agency"

The screenshot shows a web browser window with the title "New User Registration | Registr..." and the URL "https://registration.nytac.org/new-user-registration/". The page content includes a purple logo in the top right corner and a paragraph of instructions: "Please create an account to register for events and trainings. When setting up your account please use your organizational email address and answer all questions carefully. For more information about creating an account or how to use the registration system, view a [video tutorial](#) or [written manual](#)." Below this are several input fields: "First Name" with the value "SE", "Last Name" with the value "Clarke", "Email" with the value "mail@libbyclarke.com", "Password" with masked characters "*****", and "Confirm Password" with masked characters "*****". The "Organization Type" section has two radio buttons: "NYS MH, SUD, Child Welfare Agency Providers, OPWDD Providers" (unselected) and "Other/ Government Agency" (selected). Below the radio buttons is a dropdown menu labeled "Other/ Government Agency" with the placeholder text "Select a Other/Government Agency". At the bottom of the form is a purple "Submit" button.



Step Four:

On the drop down menu now available to you, click on "Other."

First Name

Last Name

DOHMH Government Staff
Emblem Health- MCO
Empire Blue Cross Blue Shield HealthPlus - MCO
Excellus Health Plan - MCO
Fidelis Care New York - MCO
HealthFirst - MCO
Independent Health Association - MCO
McSilver/MCTAC/CTAC/TTAC affiliated
MetroPlus Health Plan - MCO
Molina Healthcare of New York - MCO
MVP Health Plan - MCO
OASAS Government Staff
OCFS Government Staff
OMH Central/Field Office Government Staff
Other
Other Government Staff
Other Managed Care Organization (MCO)
Other NYS serving Agency/Organization
Primary Care Practice
Tier 1 CBO

Select a Other/Government Agency

Submit

When prompted, fill in your organization name, or type "N/A," in the blank box.

Other/ Government Agency

Other

▼

Other

Submit

Step Five:

Click "submit" to complete your registration.



Step Six:

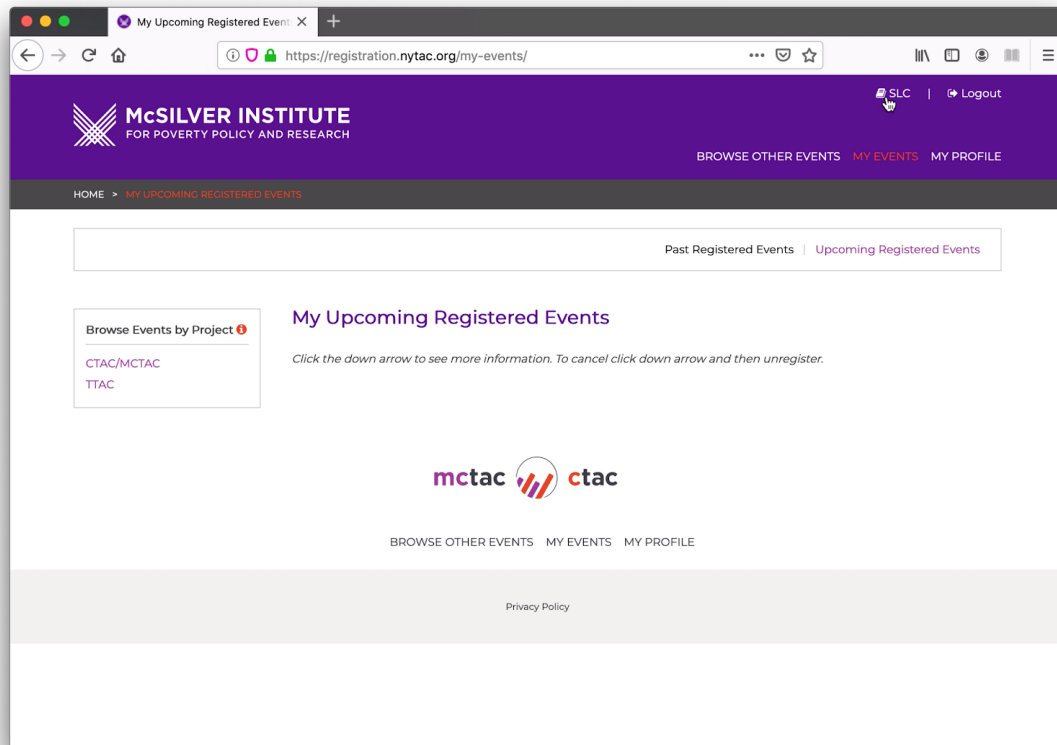
You will be redirected to login again with NYTAC.

A screenshot of a web browser window showing the registration and login page for the McSilver Institute. The browser's address bar shows the URL "https://registration.nytac.org/?registered=true". The page has a purple header with the "McSILVER INSTITUTE FOR POVERTY POLICY AND RESEARCH" logo and a "HOME" link. A light blue box contains a message about event registration confirmation and a link for instructions. Below this is a "Login" section with a green box saying "Thank you for registering. Please log in to continue." There are input fields for "Email" and "Password", followed by a purple "Login" button and a red "Sign Up" link. A "Forgot password?" link is at the bottom. The footer shows the "mctac" logo.



Step Seven:

Wait while your registration is confirmed, then look for the link to "SLC" (Self-Learning Center) and click through.





Step Eight:

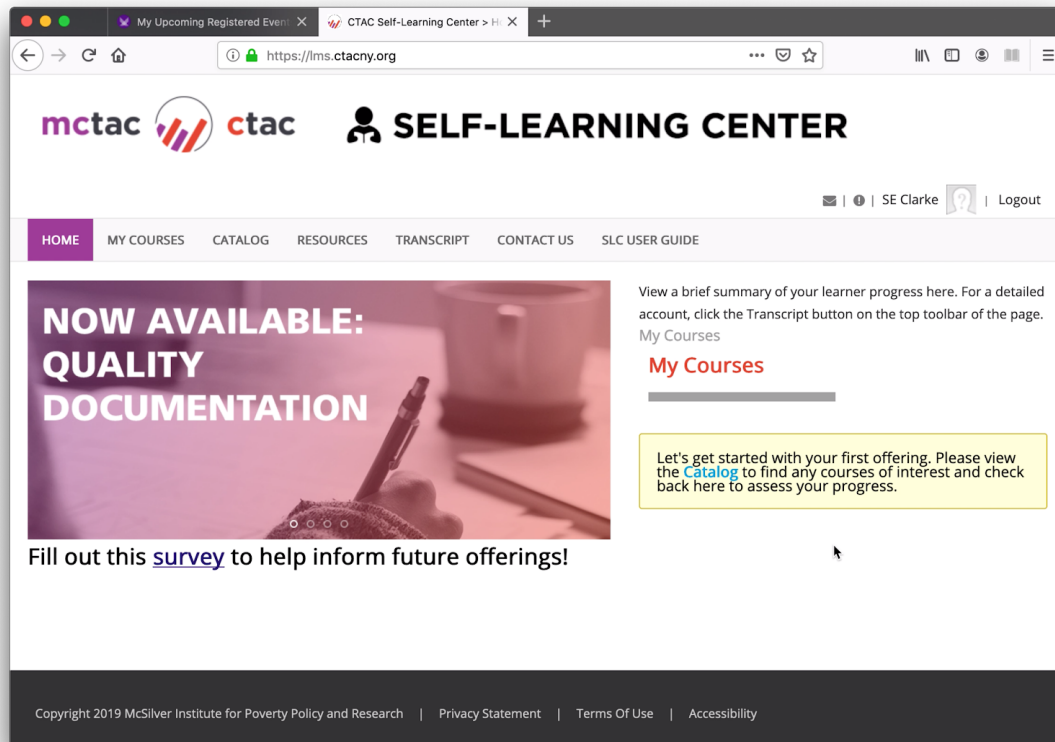
You will be prompted to log back in with your registered credentials. *This login sequence will not be needed after your first login.*

A screenshot of a web browser window showing the CTAC SSO login page. The browser's address bar displays the URL "https://sso.nytac.org/saml/module.php/core/loginuserpass.php?AuthState=". The page header includes the "mctac" and "ctac" logos. A central white box contains a blue informational message: "Click [here](#) for instructions on how to create an account and register for events in the new system. If you have a CTAC-MCTAC Registration System Account, utilize the same email address and password." Below this, the heading "SSO Login" is shown in red. There are two input fields: "Email" and "Password". At the bottom of the form are two buttons: "Login" and "Sign Up", separated by the word "or". A link "Forgot password?" is located at the very bottom of the form.



Step Nine:

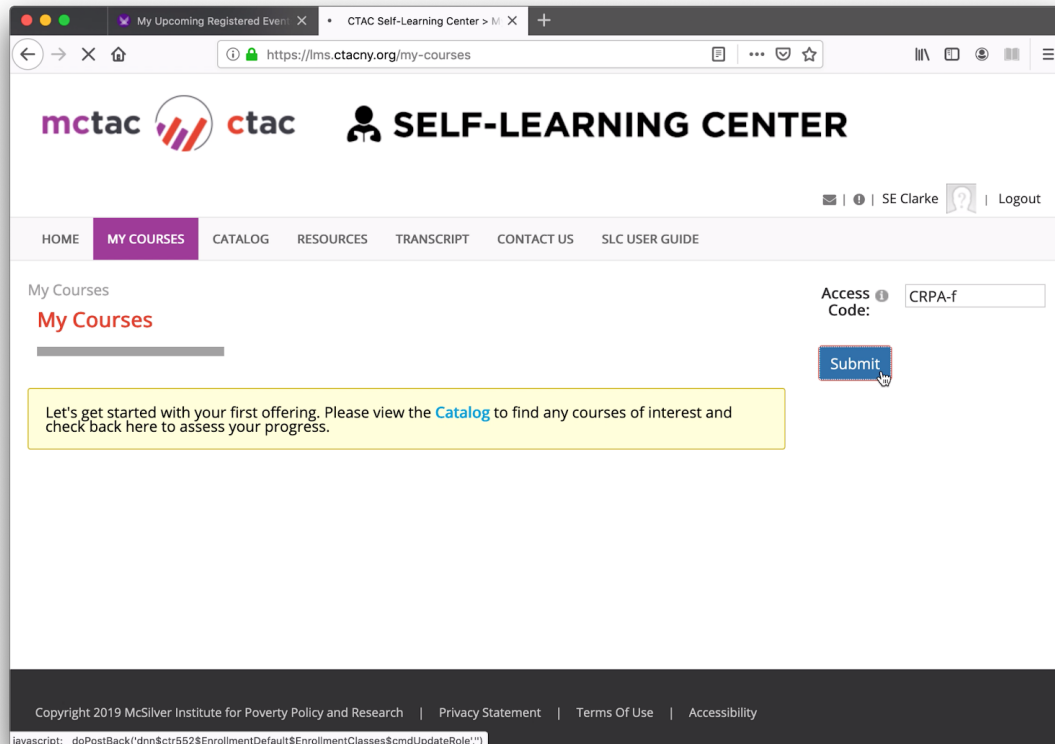
You will then be taken to the homepage at <https://lms.ctacny.org/>.





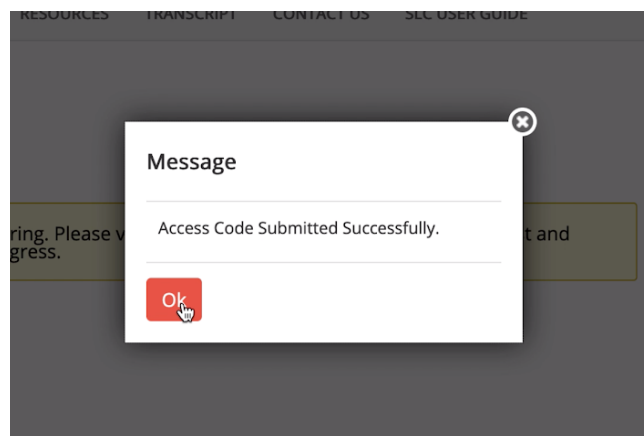
Step Ten:

When logged-in, click to the **My Courses** section and look for the "Code" box and input "CRPA-f" (case-sensitive)



Step Eleven:

The system will pop-up a confirmation that this code has been accepted.

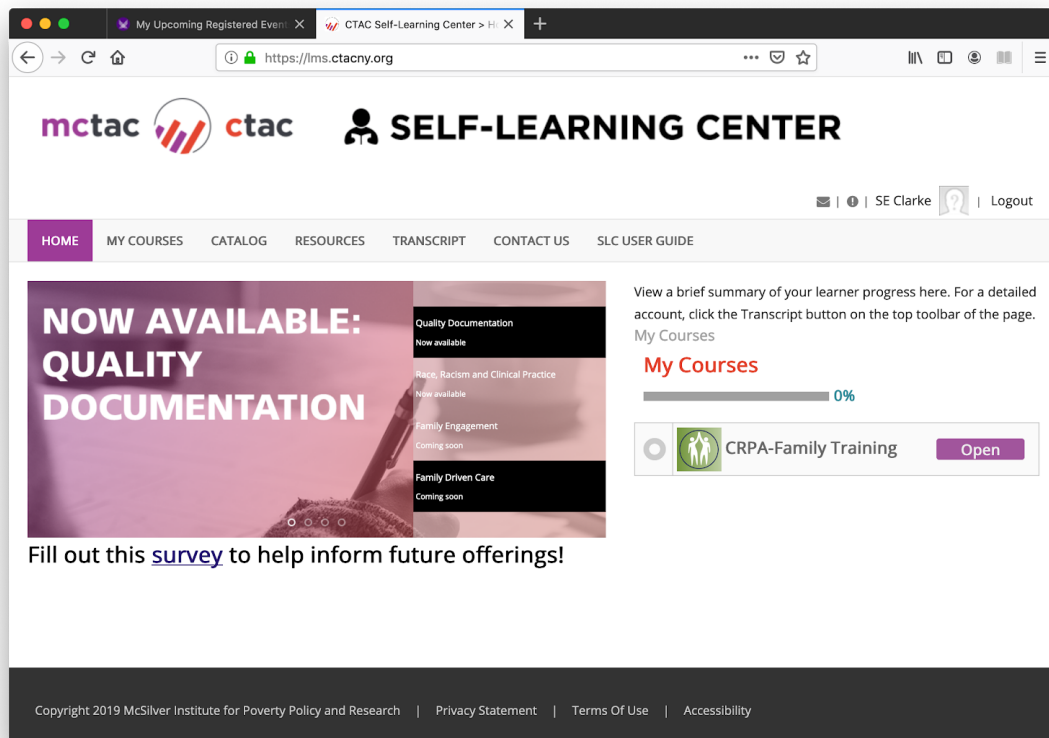




Step Twelve:

Click on the Home tab to refresh the page

You will see the CRPA-F training listed on the right. Click "launch" to begin.



At this point, you are now situated to begin study; the modules are completed in order and, as you'll see, a training certificate is issued on completion.

Returning registrants please log back in at <https://lms.ctacny.org/>.

Completion of these modules is a prerequisite for the follow-up in-person training and, for certification applications, online training certificates must predate in-person training certificates to confirm that training was completed in the correct sequence.

We hope you enjoy the training.

Please email the ASAP-PWI Administrator, Ruth Riddick, with any questions:
rriddick@asapnys.org