

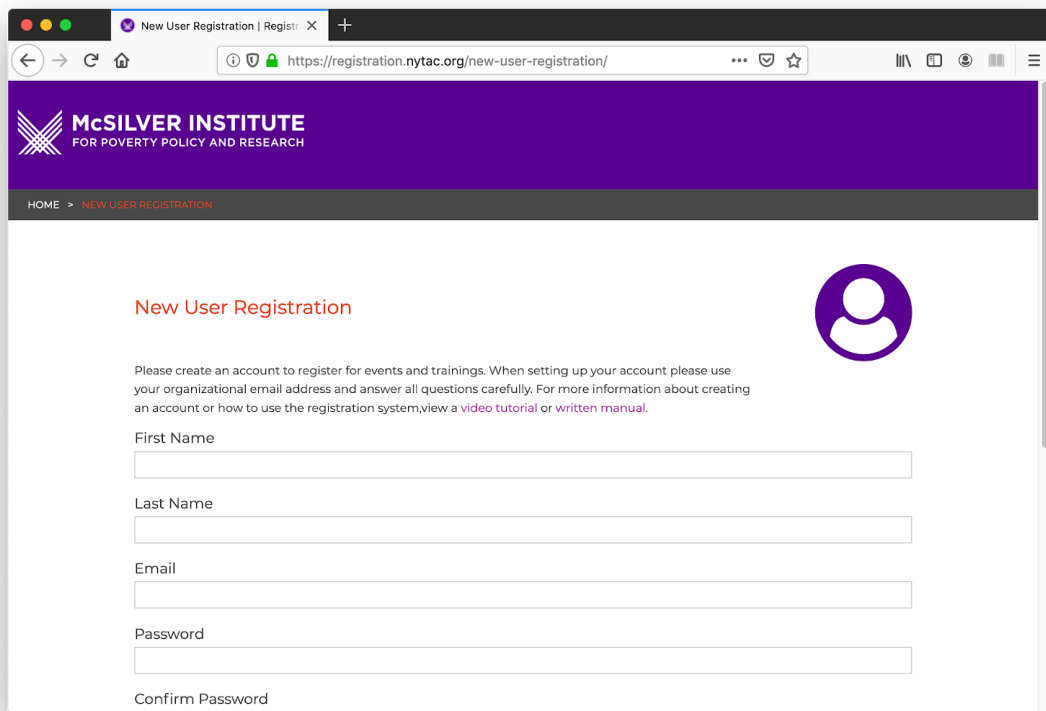
# CRPA-Family training modules

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.

**Returning registrants should arrive immediately at #11 after successful log 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 icon with a white person silhouette. 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 | Register" and the URL "https://registration.nytac.org/new-user-registration/". The page contains a registration form with the following fields and options:

- First Name:** A text input field containing "SE".
- Last Name:** A text input field containing "Clarke".
- Email:** A text input field containing "mail@libbyclarke.com".
- Password:** A text input field with masked characters (dots).
- Confirm Password:** A text input field with masked characters (dots).
- Organization Type:** A section with two radio button options:
  - ☐ NYS MH, SUD, Child Welfare Agency Providers, OPWDD Providers
  - ☒ Other/ Government Agency
- Other/ Government Agency:** A dropdown menu with the placeholder text "Select a Other/Government Agency".
- Submit:** A purple button at the bottom of the form.

At the top of the form, 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](#)."



#### Step Four:

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

First Name  
SE

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

N/A

Submit

#### Step Five:

Click "submit" to complete your registration.



**Step Six:**

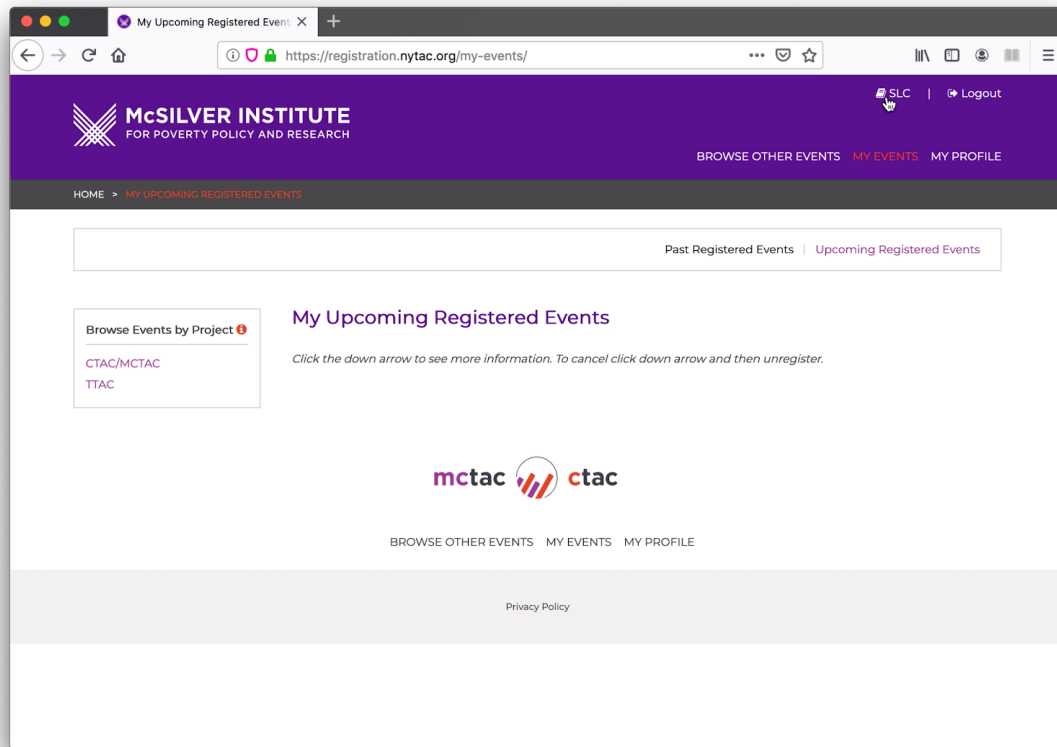
You will be redirected to login again with NYTAC.

A screenshot of a web browser window showing the registration and login page of the McSilver Institute. The browser's address bar displays "https://registration.nytac.org/?registered=true". The page has a purple header with the McSilver Institute logo and the text "McSILVER INSTITUTE FOR POVERTY POLICY AND RESEARCH". Below the header is a navigation bar with a "HOME" link. The main content area is white and contains a light blue informational box at the top with text about event registration confirmation and a link for instructions. Below this box is the heading "Login" in orange. A green message box says "Thank you for registering. Please log in to continue." There are two input fields for "Email" and "Password". Below these fields are two buttons: a purple "Login" button and a red "Sign Up" button, separated by the word "or". At the bottom of the login section is a link that says "Forgot password?". The footer of the page features 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:

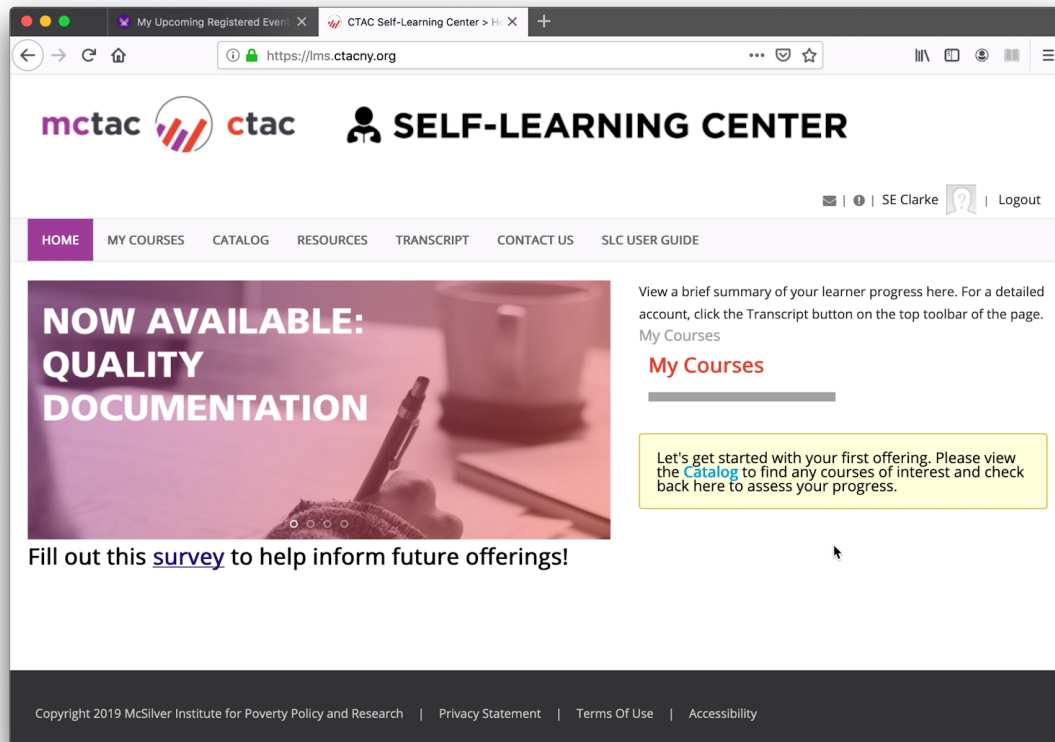
You will be prompted to log back in with your registered credentials. *This login sequence will not be needed after your first login.*

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 followed by input fields for "Email" and "Password". At the bottom of the form are "Login" and "Sign Up" buttons, with the text "or" between them. A "Forgot password?" link is located at the very bottom of the form.



**Step Nine:**

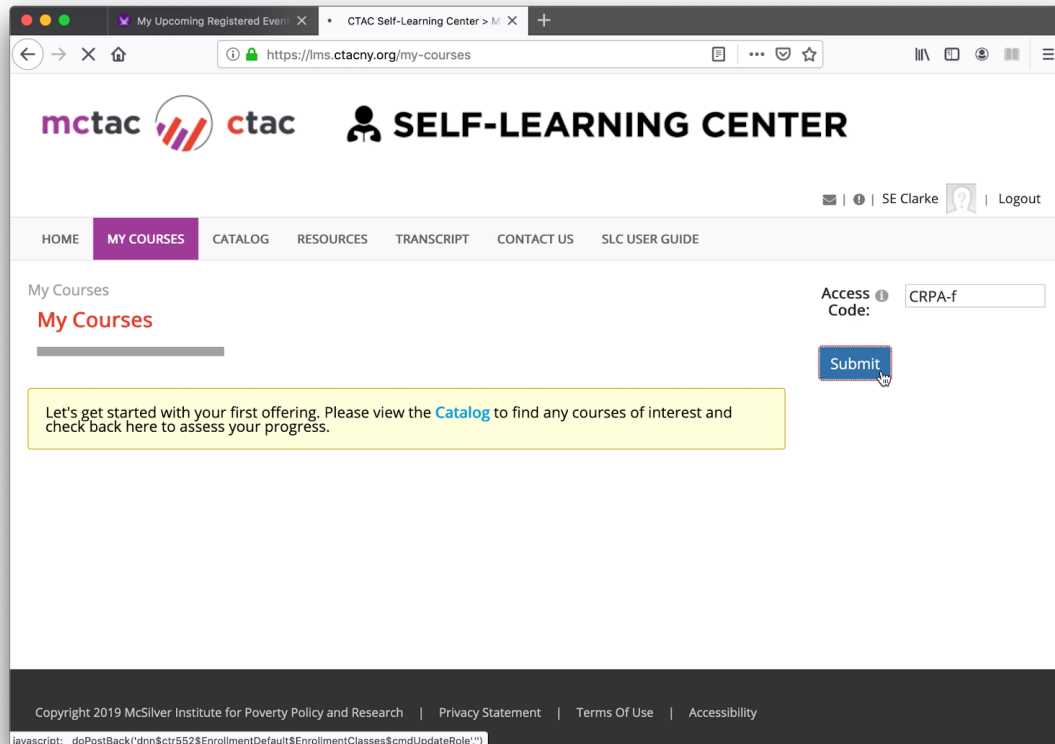
You will then be taken to the homepage at <https://lms.ctacny.org/>.





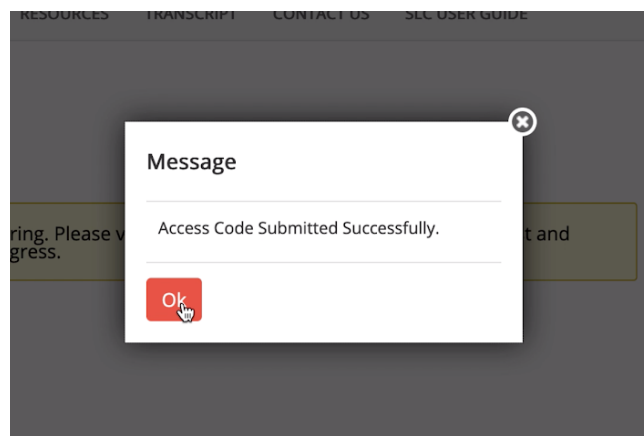
### Step Ten:

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.

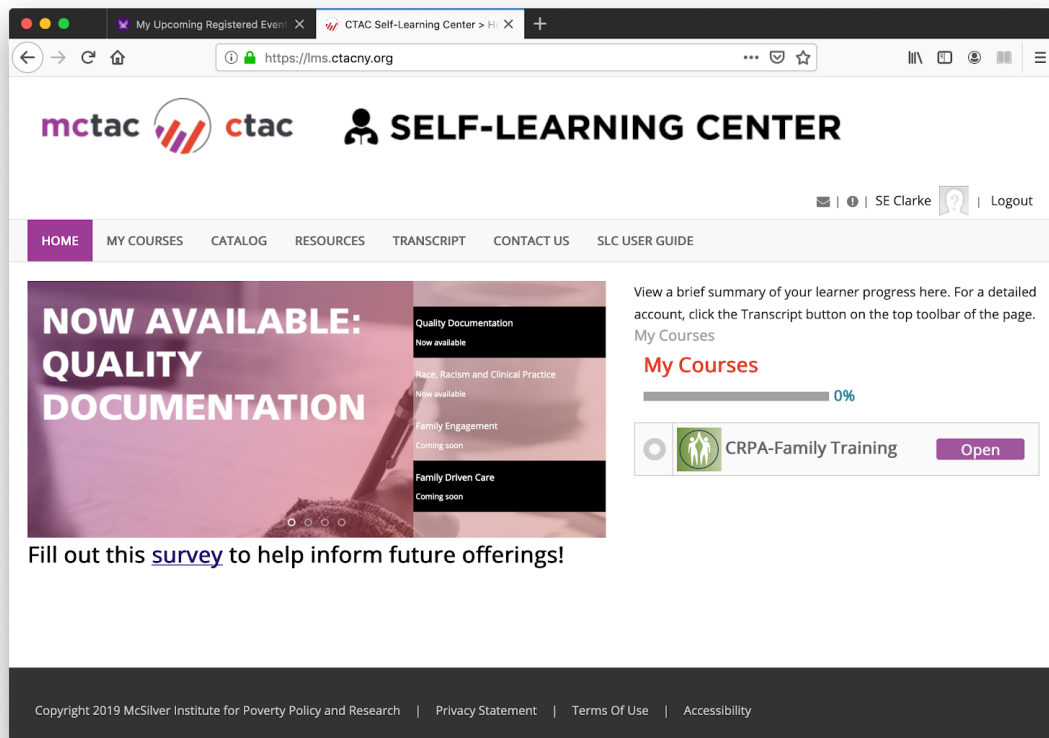




### Step Twelve:

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. 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. 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.

**Please email the ASAP-PWI Administrator, Ruth Riddick, with any questions - [rriddick@asapnys.org](mailto:rriddick@asapnys.org)**