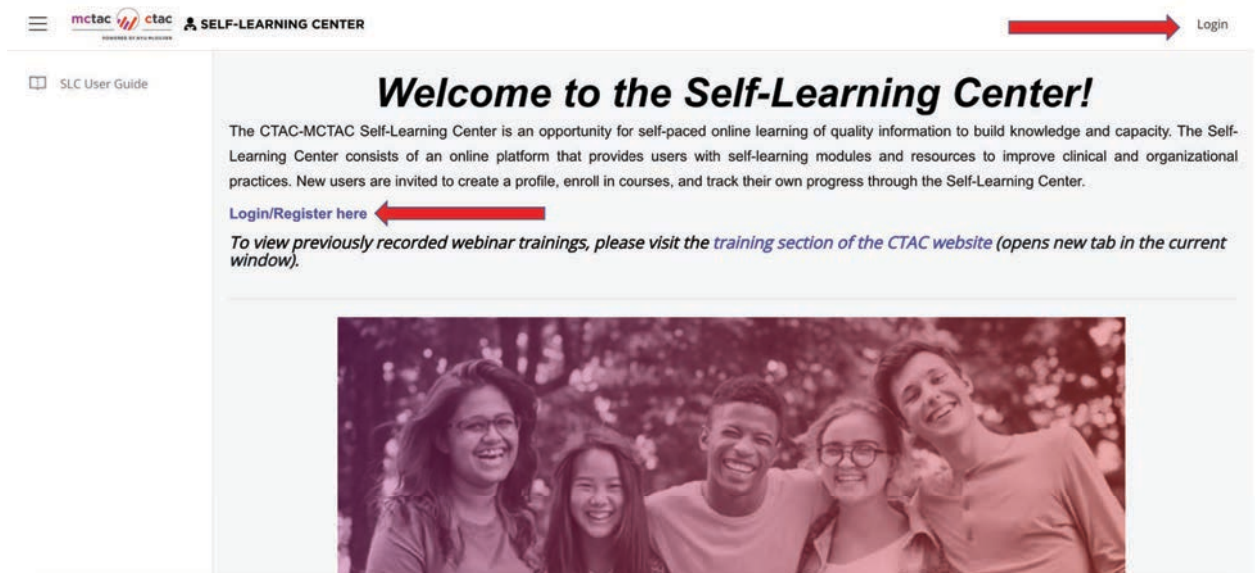


CRPA-Youth Training Modules

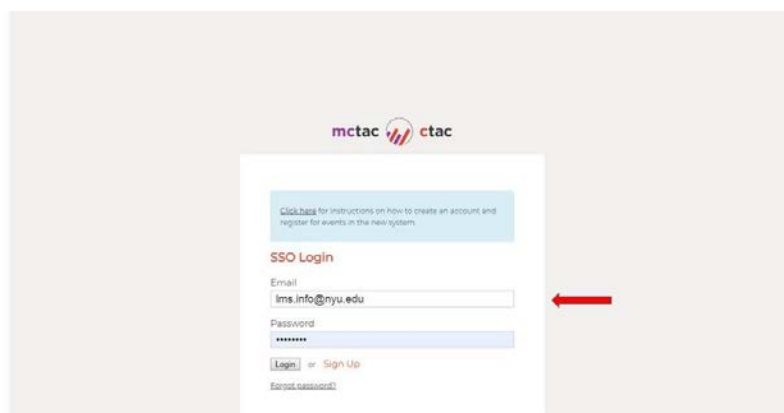
Here is your guide through the process of establishing an account on the self-learning platform and accessing the prerequisite online CRPA-Youth training modules.

The CTAC-MCTAC Self-Learning Center (hereby referred to as the SLC) houses the CRPA-Family training modules. For any information not found in this guide, please contact the SLC Management Team at lms.info@nyu.edu.

1. Visit lms.ctacny.org
2. Click on *Login/Register here* or the *Login* button on the top right toolbar



3. Login
 - a. To log in, enter the same email address and password that you use to log into the CTAC-MCTAC registration system and proceed to Step 5
 - b. If you do not have a CTAC-MCTAC registration system account, proceed to Step 4



4. Sign Up

- a. Click the *Sign Up* button and you will be directed to the New User Registration form

New User Registration



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, click here [linked to document or video tutorial].

First Name

Jane

Last Name

Doe

Email

jane.doe@mctac.org

Password

.....

Confirm Password

.....

Organization Type

- NYS MH, SUD, Child Welfare Agency Providers ⓘ
 Other/ Government Agency ⓘ

Begin typing the name of your organization and choose from the autocomplete options. If your organization is not listed, hit other and choose "Other NYS serving Agency/Organization".

NYS MH, SUD, Child Welfare Agency Providers

..... ▾

Submit

- b. When looking for your agency, you may select the drop down arrow to search, but we recommend that you begin by typing in the name of your agency.

TIPS:

- Type a key component of your name to drill down the list. For example if I worked at Mt. Sinai Hospital, I would type in "Sinai"
- Many times, an agency may use multiple names for services. If your agency's name recently changed, try both names

NOT SURE OF YOUR ORGANIZATION?

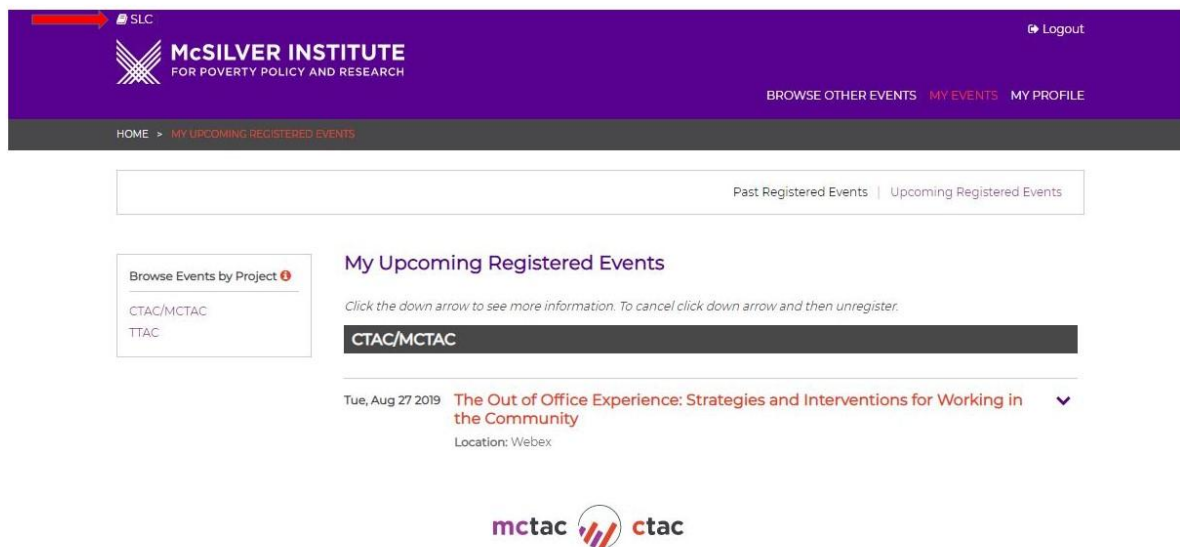
If you are an OMH or OASAS licensed or certified county or state agency providing behavioral health services please select from the "NYS MH, SUD, Child Welfare Agency Providers" list. This includes state and county agencies that are providing behavioral health services. All other agencies must choose from the "OTHER/Government Agency" option which lists the following.

“OTHER/Government Agency” Options	
Advocacy Group/ Trade Association	OASAS Government Staff
Consultant	OCFS Government Staff
County Government Staff	OMH Central/Field Office Government Staff
DOH Government Staff	OTHER
DOHMH Government Staff	Other Government Staff
McSilver/MCTAC/CTAC/TTAC affiliated	Other NYS Servicing Agency/Organization
Managed Care Organization (MCO)- Various Listed	

PLEASE NOTE: If your agency is not listed, you may choose “Other/Government Agency” and choose one of the ‘other’ options from the drop down menu. You will then be prompted to enter the name of your agency.

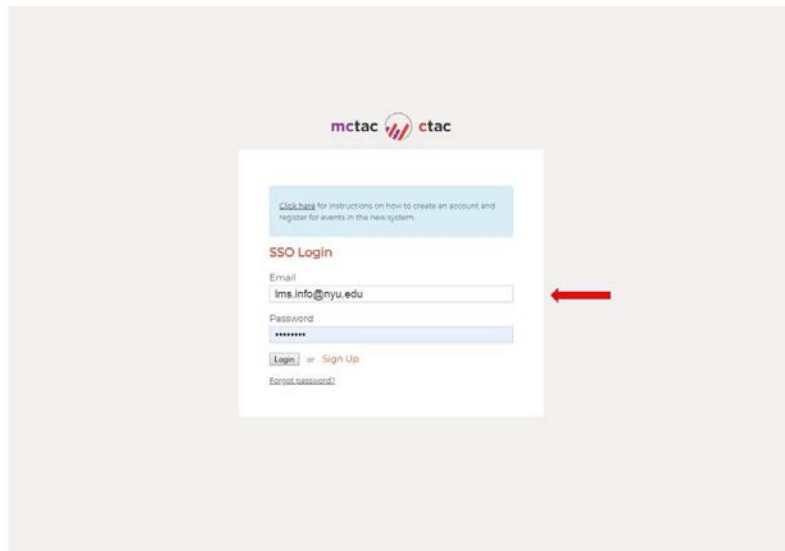
Once registration is completed, you will be taken back to the login screen. At this time you will log in using the credentials you’ve just created.

Once you have registered, click on the SLC button on the top left of the toolbar.



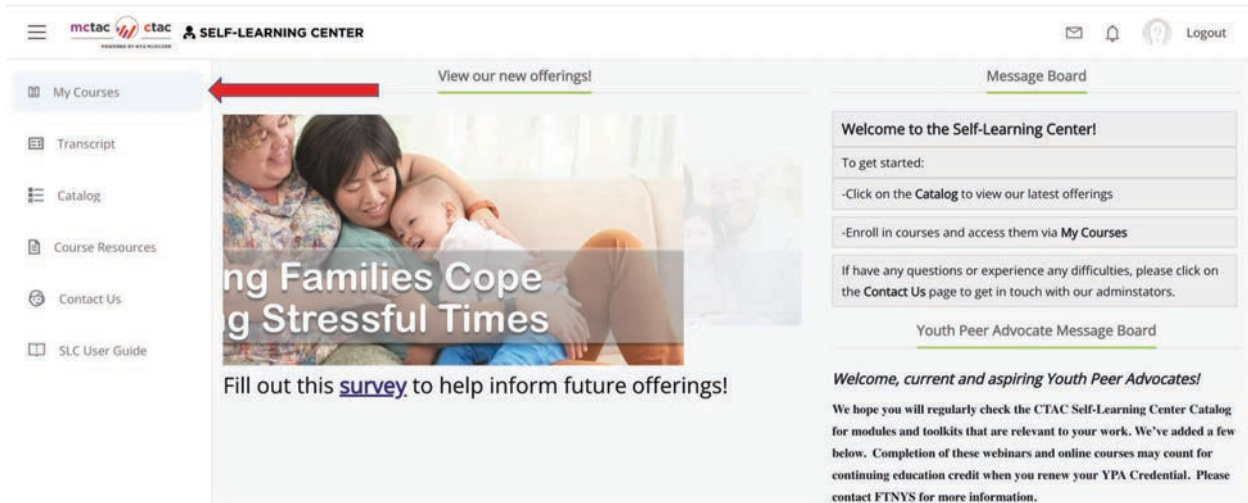
The screenshot shows the top navigation bar of the McSilver Institute website. On the left, there is a red arrow pointing to the 'SLC' button. The logo for 'McSILVER INSTITUTE FOR POVERTY POLICY AND RESEARCH' is in the center, and a 'Logout' link is on the right. Below the navigation bar, there are links for 'BROWSE OTHER EVENTS', 'MY EVENTS', and 'MY PROFILE'. A breadcrumb trail shows 'HOME > MY UPCOMING REGISTERED EVENTS'. A dropdown menu is open, showing 'Past Registered Events' and 'Upcoming Registered Events'. Under 'Upcoming Registered Events', there is a section for 'My Upcoming Registered Events' with a filter for 'CTAC/MCTAC'. A specific event is listed: 'The Out of Office Experience: Strategies and Interventions for Working in the Community' on 'Tue, Aug 27 2019' at 'Location: Webex'. At the bottom, there are logos for 'mctac' and 'ctac'.

Enter your Email address and password to login.



5. Home

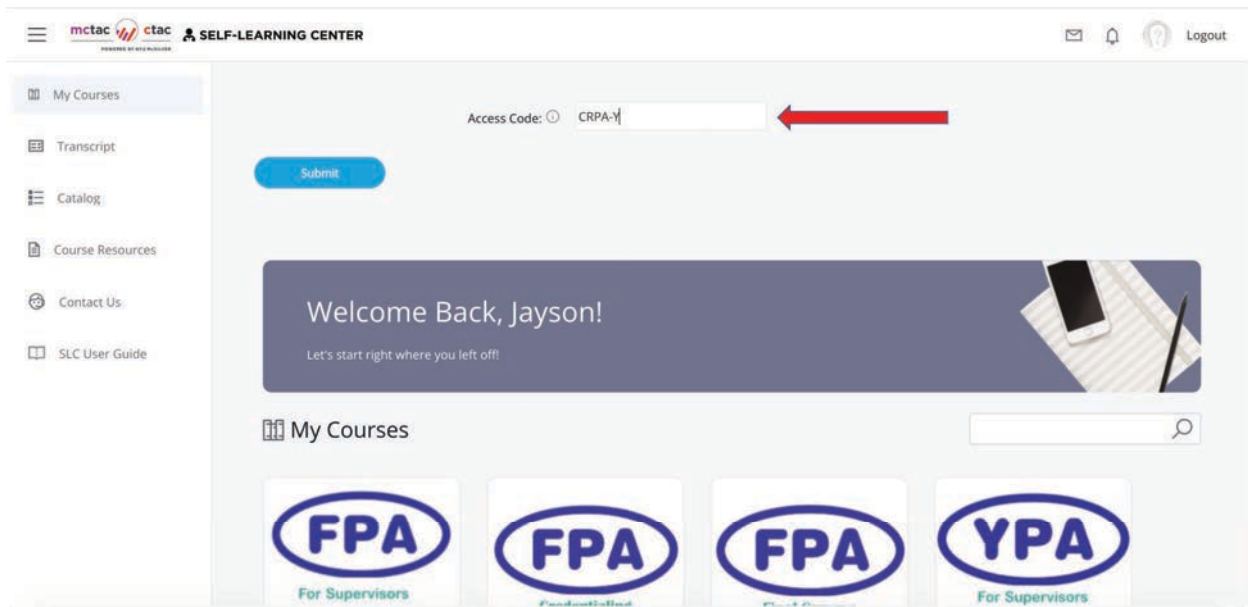
- Once logged in, you will arrive at the homepage
- Click on the My Courses tab on the left toolbar



The screenshot shows the homepage of the SELF-LEARNING CENTER. The left sidebar contains a 'My Courses' tab, which is highlighted with a red arrow. Other tabs include Transcript, Catalog, Course Resources, Contact Us, and SLC User Guide. The main content area features a banner for 'Helping Families Cope with Stressful Times' and a message board with a welcome message and instructions for getting started.

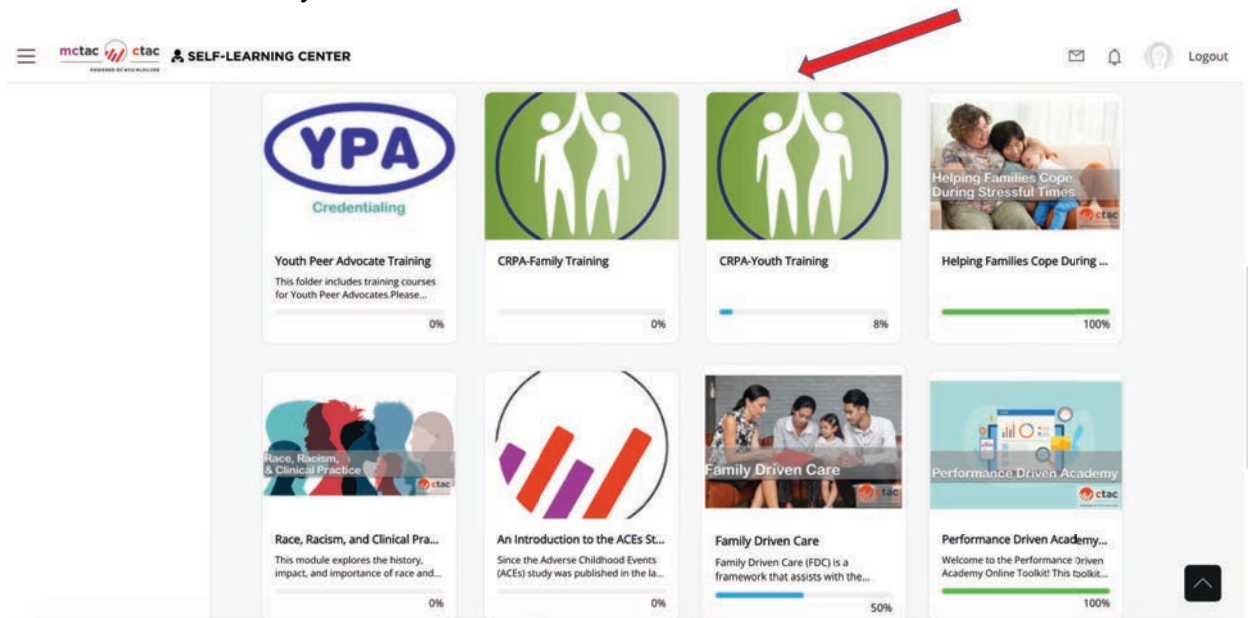
6. Enter the Access Code

- The My Courses tab will house all learning content that you have enrolled in
- Enter the following access code to enroll in the CRPA-Youth Course: **CRPA-Y**
- **You must enter the access code**
- Click enter
- When you see the notice confirming that the access code was entered correctly, refresh the screen by hitting the "refresh" or "reload" button beside the top web address bar



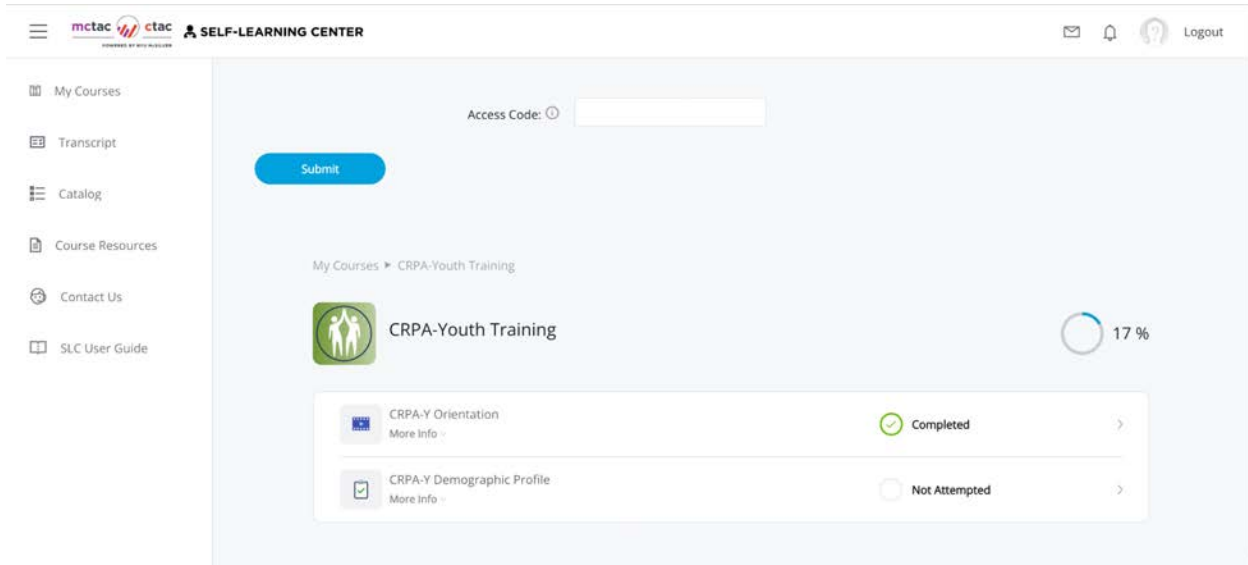
The screenshot shows the 'SELF-LEARNING CENTER' interface. At the top left, there are logos for 'mctac' and 'ctac'. A navigation menu on the left includes 'My Courses', 'Transcript', 'Catalog', 'Course Resources', 'Contact Us', and 'SLC User Guide'. In the top right corner, there are icons for email, notifications, and a help icon, along with a 'Logout' link. The main content area features an 'Access Code' input field with 'CRPA-Y' entered, and a red arrow pointing to it. Below the input field is a blue 'Submit' button. A large banner below the submit button says 'Welcome Back, Jayson!' with the subtext 'Let's start right where you left off!' and an image of a smartphone and a pen on a notepad. Below the banner is a 'My Courses' section with a search bar and four course tiles: three 'FPA For Supervisors' and one 'YPA For Supervisors'.

7. Return to the My Courses tab to find the CRPA-Youth Course



The screenshot shows the 'My Courses' section of the Self-Learning Center. A red arrow points to the 'My Courses' tab in the left navigation menu. The main area displays a grid of course tiles. The first row includes: 'YPA Credentialing' (0% progress), 'CRPA-Family Training' (0% progress), 'CRPA-Youth Training' (8% progress), and 'Helping Families Cope During Stressful Times' (100% progress). The second row includes: 'Race, Racism, and Clinical Practice' (0% progress), 'An Introduction to the ACEs Study' (0% progress), 'Family Driven Care' (50% progress), and 'Performance Driven Academy' (100% progress). Each tile features a logo, a title, a brief description, and a progress bar.

8. Click on the green/white course logo to get started



The screenshot shows the SELF-LEARNING CENTER interface. At the top left, there are logos for mctac and ctac, and the text "SELF-LEARNING CENTER". At the top right, there are icons for email, a bell, a question mark, and a "Logout" link. A left sidebar contains navigation links: "My Courses", "Transcript", "Catalog", "Course Resources", "Contact Us", and "SLC User Guide". The main content area features an "Access Code" input field with a "Submit" button. Below this, it shows "My Courses > CRPA-Youth Training" with a progress indicator showing 17%. A list of course modules is displayed:

Module Name	Status
CRPA-Y Orientation More Info	Completed
CRPA-Y Demographic Profile More Info	Not Attempted

For any technical difficulties accessing your courses, please contact the SLC Management Team at lms.info@nyu.edu

ASAP-PWI gratefully acknowledges the technical support of the SLC Management Team in bringing you these CRPA-Youth training modules.