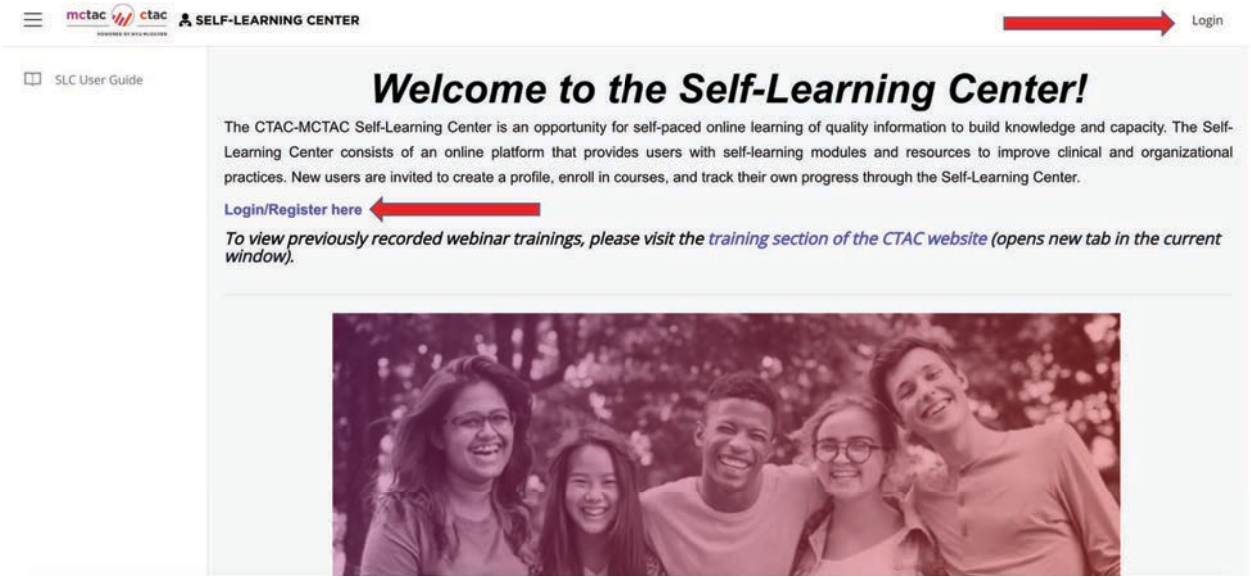
CRPA-Youth Training Modules

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.

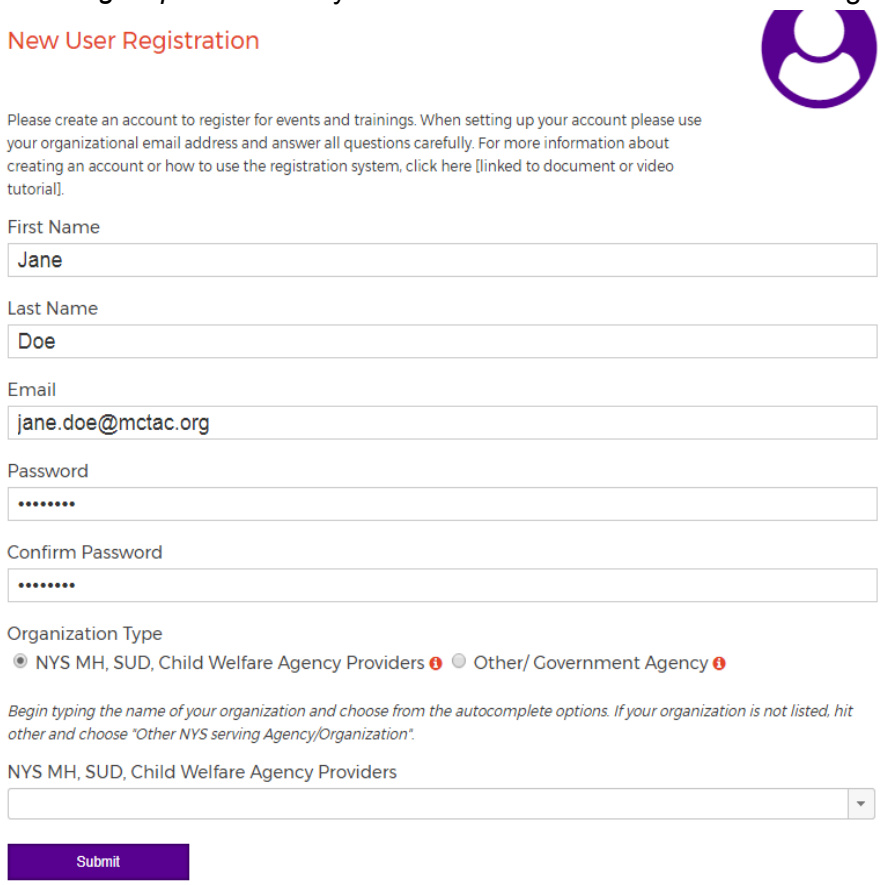
The CTAC-MCTAC Self-Learning Center (hereby referred to as the SLC) houses the CRPA-Family training modules. For any information not found in this guide, please contact the SLC Management Team at lms.info@nyu.edu.

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



    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.

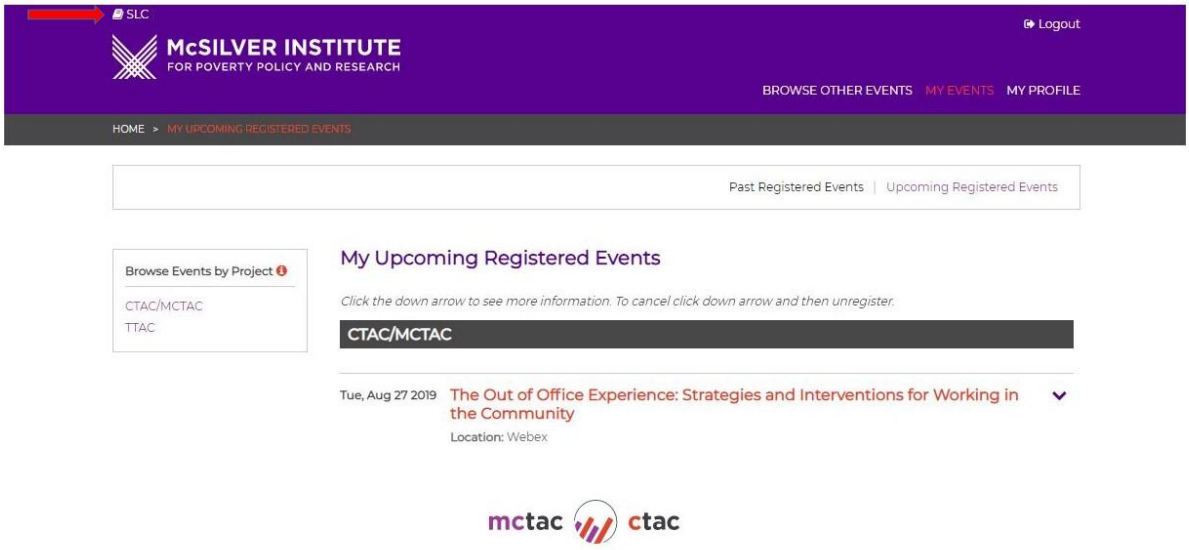
ASAP | PWI
Peer Workforce Initiative

"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	

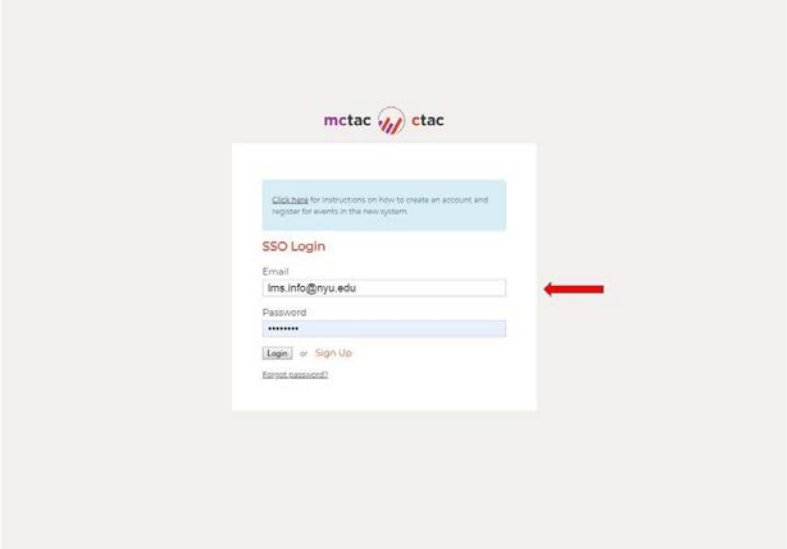
PLEASE NOTE: If your agency is not listed, you may choose "Other/Government Agency" and choose one of the 'other' options from the drop down menu. You will then be prompted to enter the name of your agency.

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.

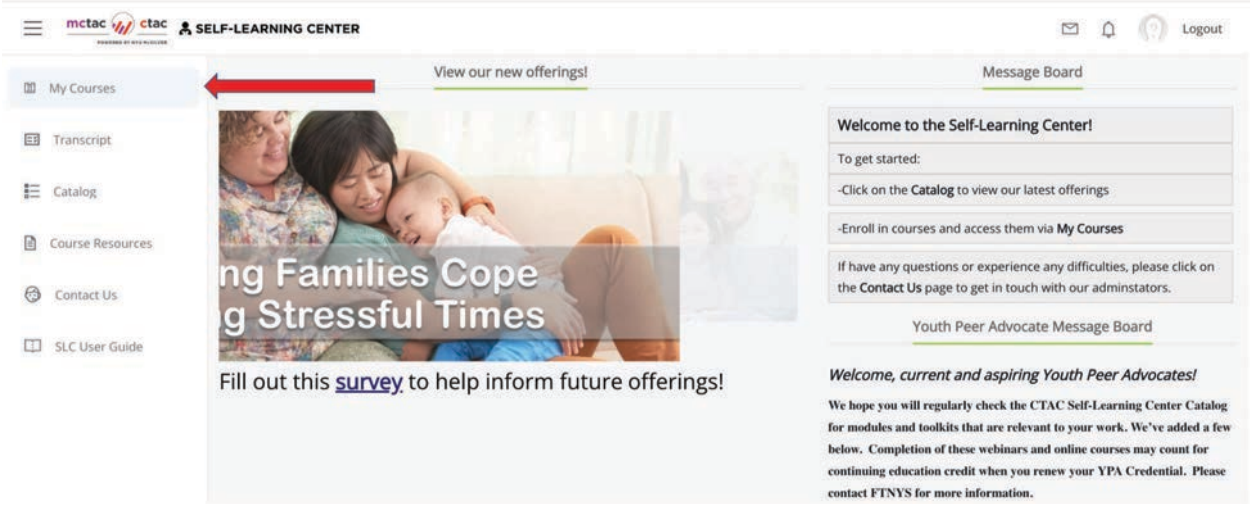
Once you have registered, click on the SLC button on the top left of the toolbar.



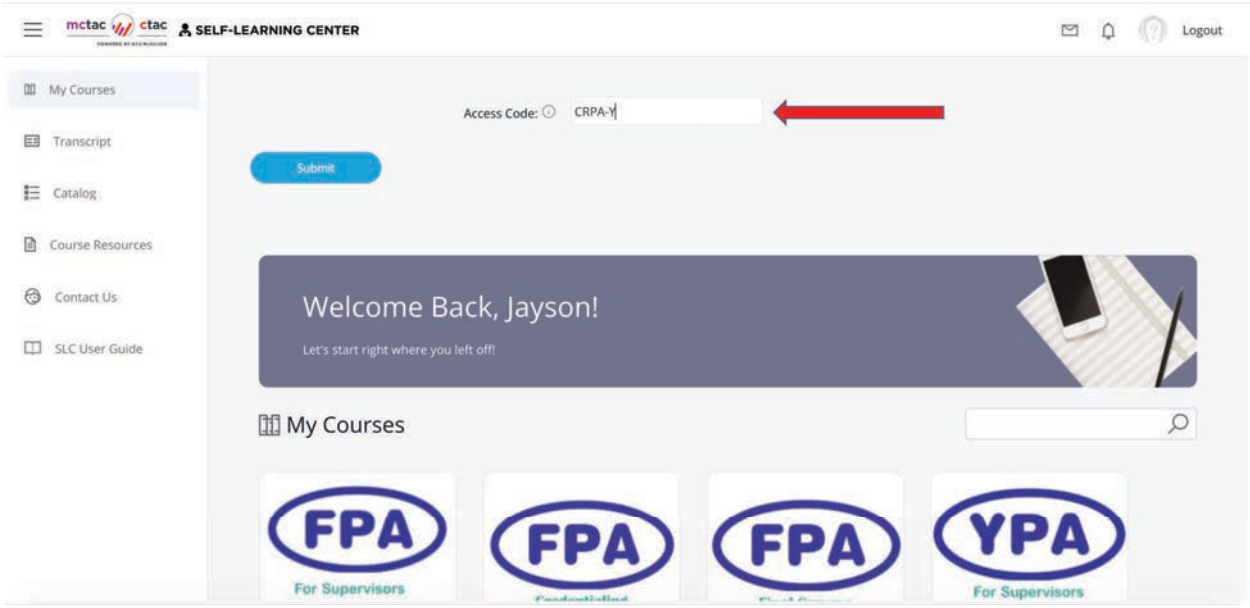
Enter your Email address and password to login.



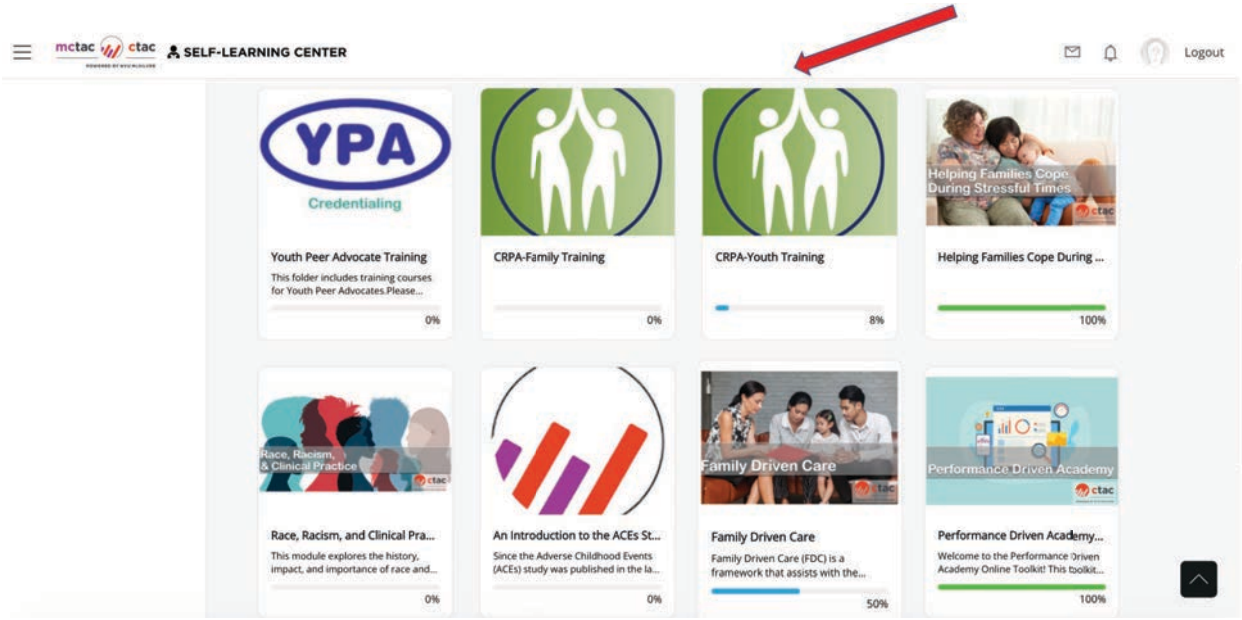
5. Home
    - Once logged in, you will arrive at the homepage
    - Click on the My Courses tab on the left toolbar



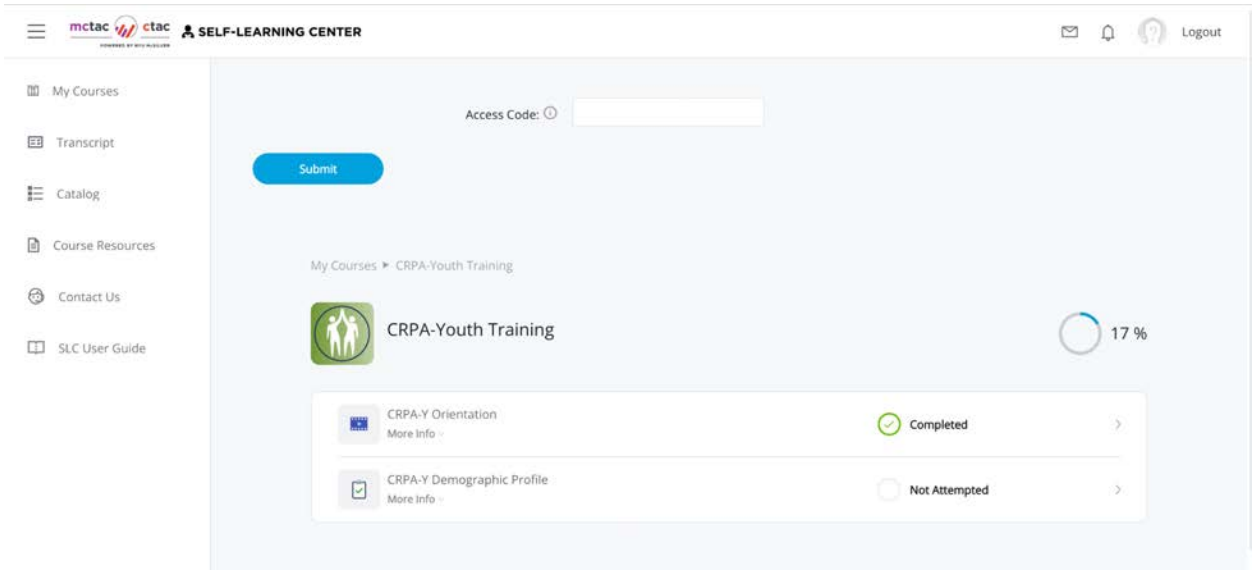
6. Enter the Access Code
- The My Courses tab will house all learning content that you have enrolled in
- Enter the following access code to enroll in the CRPA-Youth Course: **CRPA-Y**
- **You must enter the access code**
- Click enter
- When you see the notice confirming that the access code was entered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



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



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



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.