Online Learning Instructions

 To create a new user account, go to <u>https://wnccumc.csod.com/selfreg/register.aspx?</u> <u>c=reg</u>.

- 2. Fill out the online form and click the red **Submit** button.
- The web page will update and take you directly to the online learning platform. (FYI: For future access, go to <u>wmccumc.csod.com</u> to enter your login credentials and click the red Log In button.

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* Required Field	
* First Name:	
* Last Name:	
* Email Address:	
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4. Click to open the desired training opportunity.



5. You'll see an overview of the course and a table of contents for the individual lessons. Click **Open Curriculum** to begin.



- 6. Here, you'll see the full course.
 - Click Launch to review each individual lesson.
 - For lessons that only have text or downloadable materials, be sure to click the Mark Complete button so the system can track your progress. (Next Steps lesson in this example)
 - Completed lessons will display a red checkmark. (Introduction in this example)
 - The **Curriculum Progress** circle displays your overall progress in the course.
 - Some lessons are locked until previous lessons are complete. Once all previous lessons are marked as complete, the lesson/quiz will activate. (Final quiz in this example)



 Once you've reached 100% Curriculum Progress, you can download/print a certificate of completion. To do so, click the **Options** button and select **View Training Details** from the drop-down menu that displays.



8. Click Print Certificate.

Safe Sanctuaries for Local Church Volunteers
Launch Curriculum Player
Training Details
Tritic Les Original
Iraining Type: cumrouwn Provider: Western NC Conference, United Methodist Church
Version: 2.0 Structure History
Training Hours: 0 Hours 49 Minutes
Description: This training is designed with local church volunteers in mind, offering an overview of why we need Safe Sanctuaries. You will need to get additional training from your local church leaders regarding your church's specific Safe Sanctuaries Policy and Procedures. You must complete all lessons and earn at least an 80% on the final quiz to receive a certificate of completion.
Status: Completed
Training Purpose:
Due Date: None
Certificate Print Certificate

9. A pop-up window will display. Click the arrow icon to download or the printer icon to print.

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10. Another way to get to your certificate is to hover over the red **Home** tab, click **Universal Profile** from the drop-down menu that displays, click the **Transcript** tab, search **Completed** courses, then click **View Certificate**.

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