

# UACD Training Website Instructions

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All training modules are available on-line. To take the associated quiz and receive credit for completing a module, you will need to **log in** and **create a user name and password**. This allows a database to capture the information and track who has completed which modules.

To access the UACD Training website: [www.uacdtraining.org](http://www.uacdtraining.org)

## Set-up Account (New users only)

- Click “No account yet? Register”.
- Enter your information.
- Click “Send Registration” to set up your account.
- Write down your username and password & track which modules you have completed!

## Log-in (Returning users)

- Enter your Username and Password along the left sidebar.

## View Modules

- Click on “View Modules” along the top green bar.
- You will see all training modules listed with three different ways to view them - PowerPoint, Adobe pdf or View Module Online.
- Click on the way you’d like to view the module. (The View Module Online choice does not require you to have any programs on your computer and will be available to everyone.)
- Move to the next slide by clicking on the arrow at the top right side of the slide. (It is hidden a little by the UACD logo in some modules.)
- You may refer back to previous slides by clicking on the arrow at the top left side of the slide.

## Take Quizzes

- **You must be registered and logged in to access the quizzes.**
- Click on the “Take Quizzes” tab along the top green bar.
- Click on the title of the quiz you’d like to take.
- Quizzes typically have 8-10 questions and display one question at a time.
- You are welcome to refer back to the module if you are unsure of an answer. You can do this by opening a new browser and choosing to “View Modules” along the top green bar again.

The purpose of the modules is to provide you with the resources you need to do your job, not to test what you can remember. The quiz is the only way we have to track who has reviewed the module and has a basic understanding of the information.

If you have any comments or questions, please contact:

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