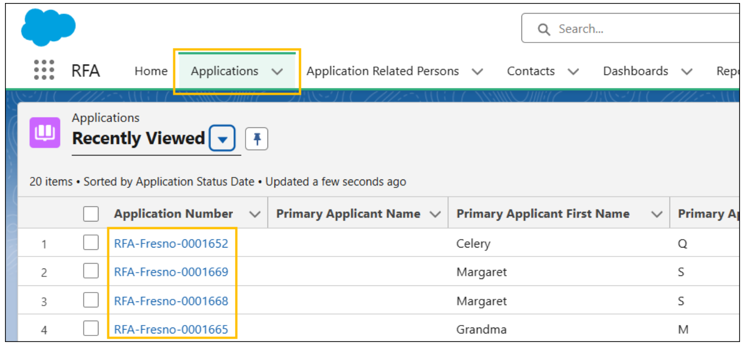
Quick Guide 5b – Training

To be used with **Module 5: Background Checks, Orientation and Training** Participant Guide

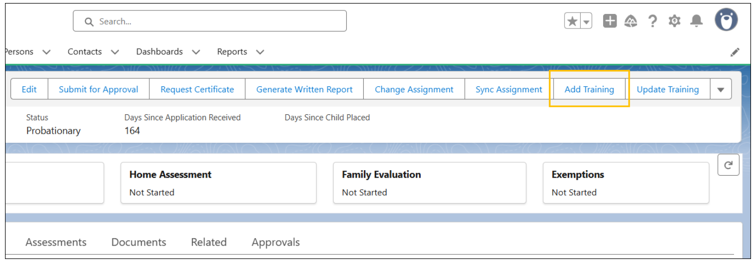
STEP 1:

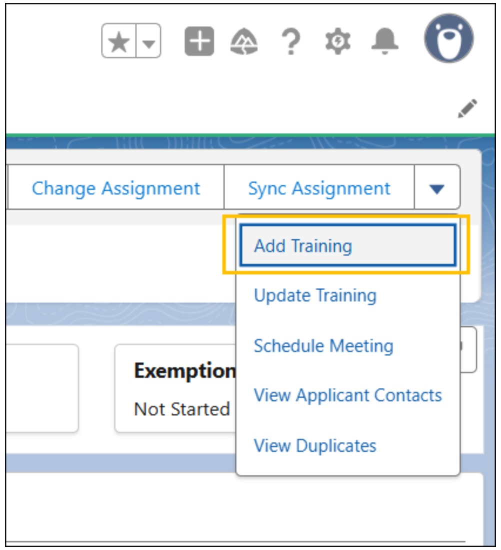
Click the **Applications** tab, then select the **Application Number** link. The applicant's record displays.



STEP 2:

Click the **Add Training** button on the header or select it from the picklist by clicking the down arrow at the end of the header.

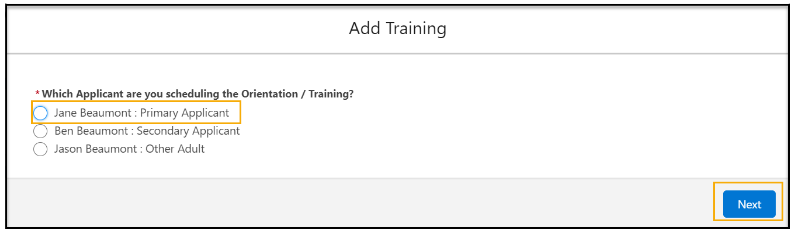




STEP 3:

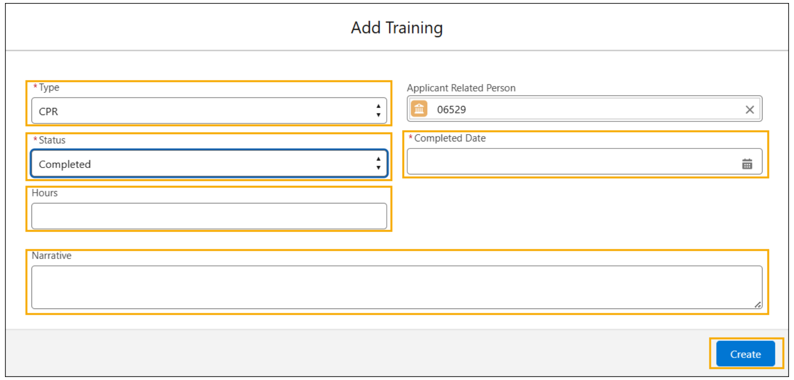
Select the radio button for the **Applicant**. Click the **Next** button.

NOTE: All applicants and other adults listed can be selected for the **Add Training** record.



STEP 4:

Select the **Type** of training. Select the **Status**. Enter **Narrative** (optional). Click the **Create** button.



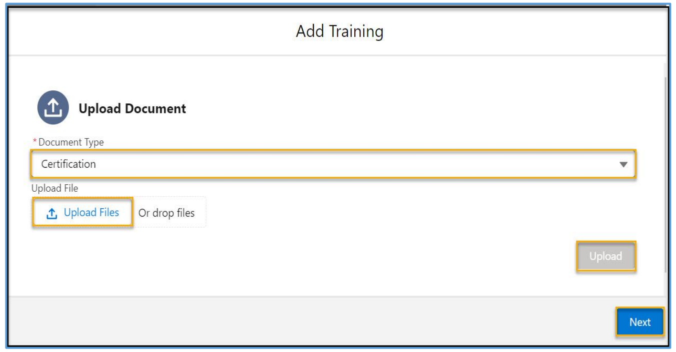
Note: If **Completed Status** is selected, **Completed Date** and **Hours** will be required (Not Applicable to First Aid and CPR types). If **Scheduled Status** is selected, **Scheduled Date** is required. **Scheduled Date** cannot be a past date and cannot be more than 60 days in the future.

Quick Guide 5b – Training (continued)

To be used with **Module 5: Background Checks, Orientation and Training** Participant Guide

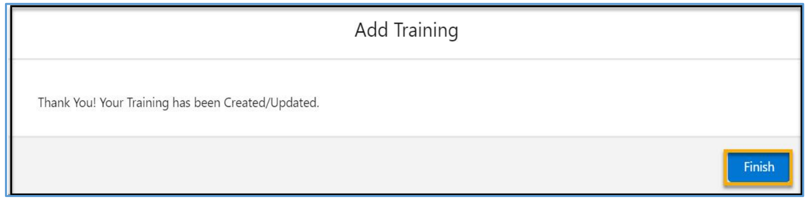
STEP 5:

Select the **Document Type**. Click the **Upload Files** button, navigate to the document and select it. Click **Open**. The Add Training page displays. Click **Upload**.



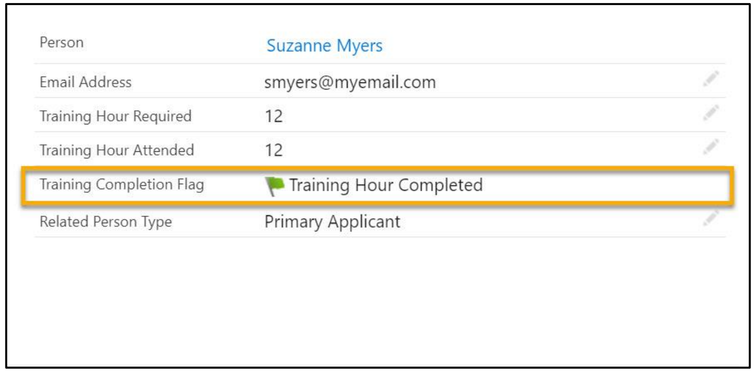
STEP 6:

A confirmation displays confirming that the training was added. Click **Next**. Click **Finish**.



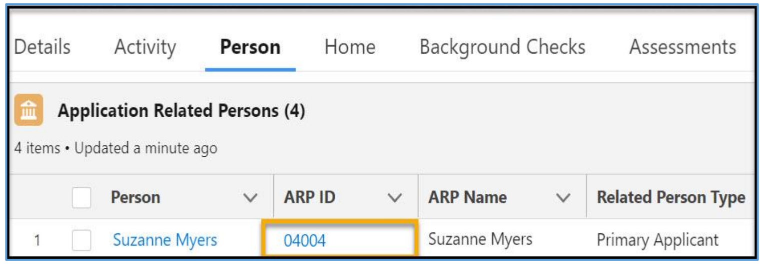
STEP 7:

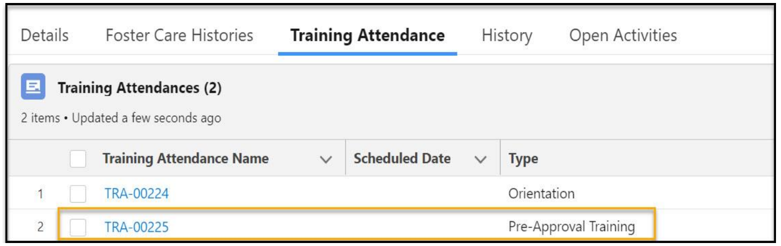
To confirm training is recorded: Navigate to the **Person** tab. Click the **ARP for the applicant who you added training for**.



STEP 8:

Navigate to the **Person** tab. Click the **ARP** for the applicant who you added training for. Click the **Training Attendance** tab. Click the **Training Attendance Name** for your participant. Click the **Documents** tab.



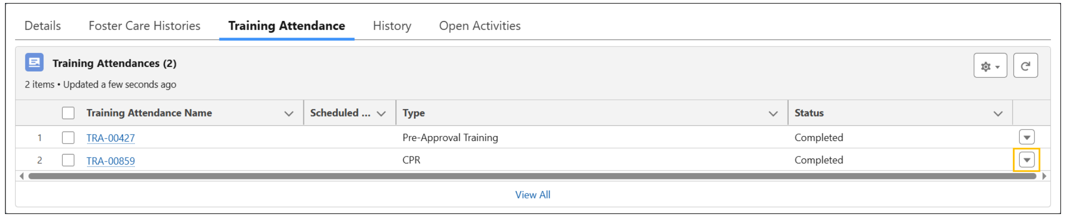


Quick Guide 5b – Training (continued)

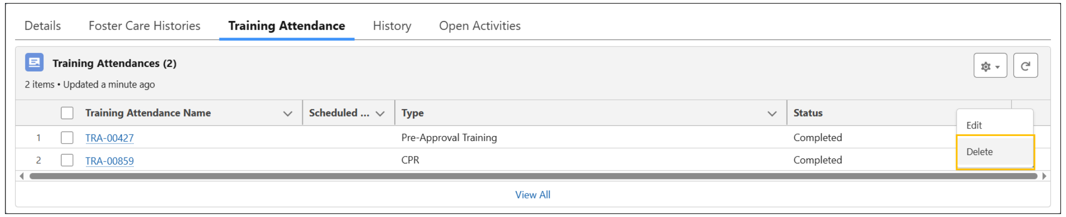
To be used with **Module 5: Background Checks, Orientation and Training** Participant Guide

To Delete a Training Record

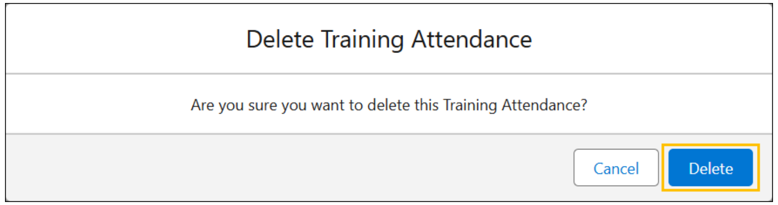
STEP 1: From the **Training Attendance** tab, find the **Training Attendance Name** link for the training to be deleted and on the far right of that row, click the down arrow.



STEP 2: From the picklist, select **Delete**.



STEP 3: On the pop-up window, click the **Delete** button.



STEP 4: A green toast message displays that the record was successfully deleted, and the record no longer displays in the **Training Attendance** panel.