How to access a training with a Pre-Requisite on LMS

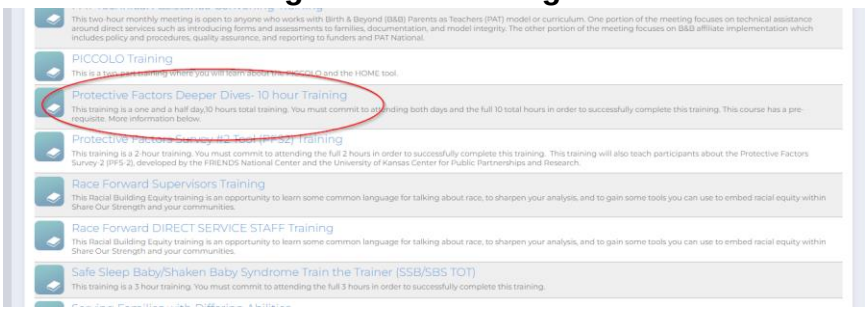
To attend a training that requires a pre-requisite you will first need to compete the pre-requisite and the pre-test (if applicable) before you are able to choose a training date.

Trainings with a pre-requisite are:

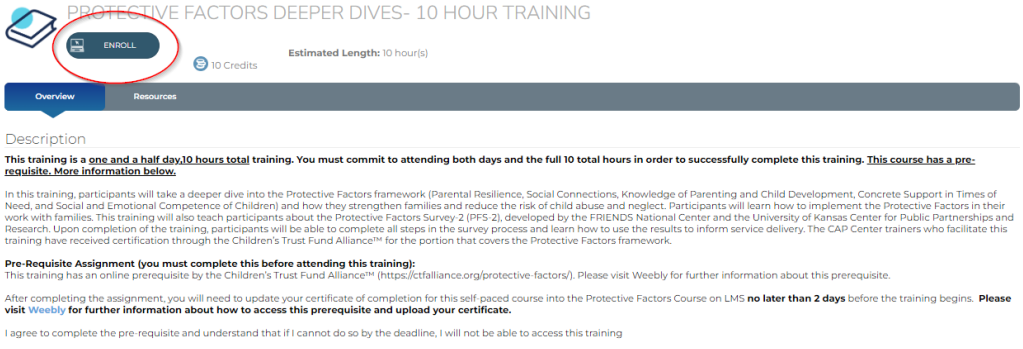
- Protective Factors Deep Dives
- Case Management
- PAT FMI Foundation Visits 1-8 Deep Dives
- PAY F2 Deeper Dive into Visit Planning
- NPP

To complete the pre-requisite and pre-test (if applicable) in order to choose a training date, follow the steps below:

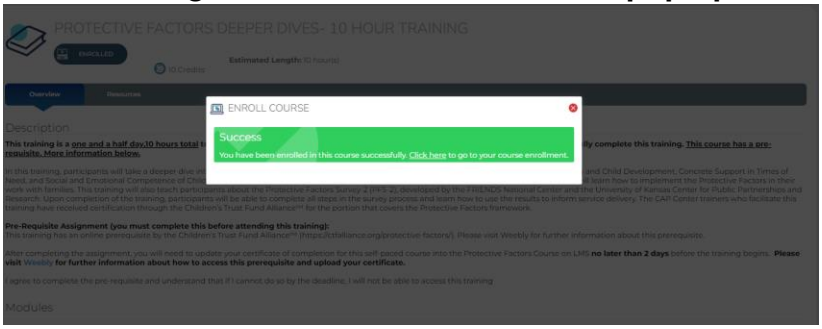
1. Choose the training from the catalogue:



2. Click “Enroll”

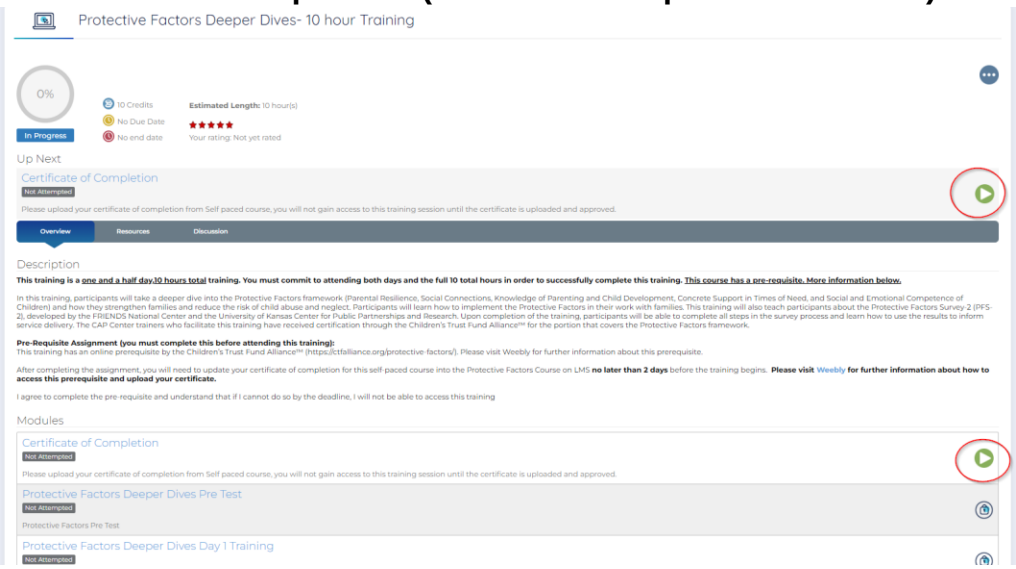


3. After clicking “enroll” the box below will pop up. Press “Click Here”

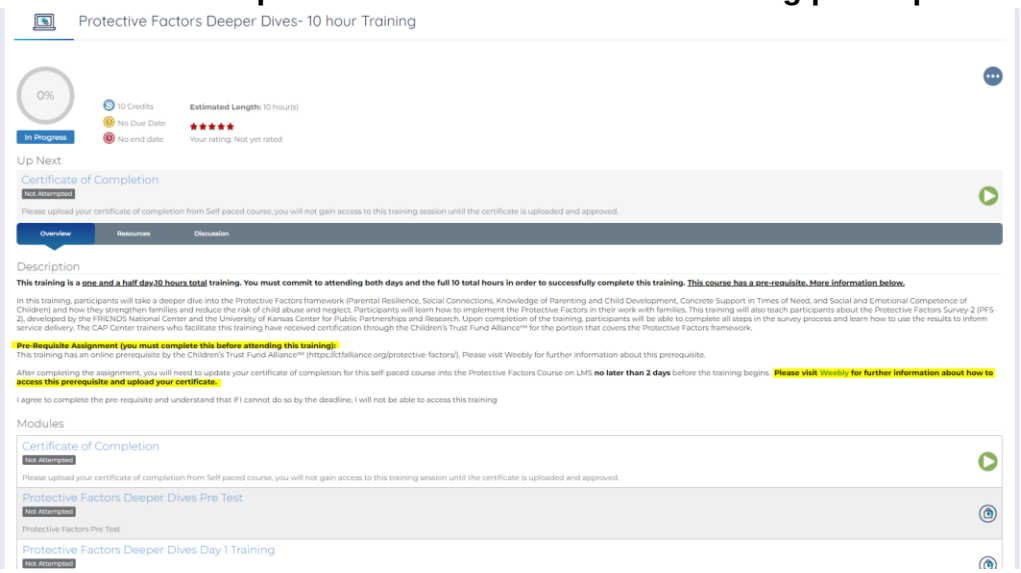


4. **This will send you back to the training course page.**

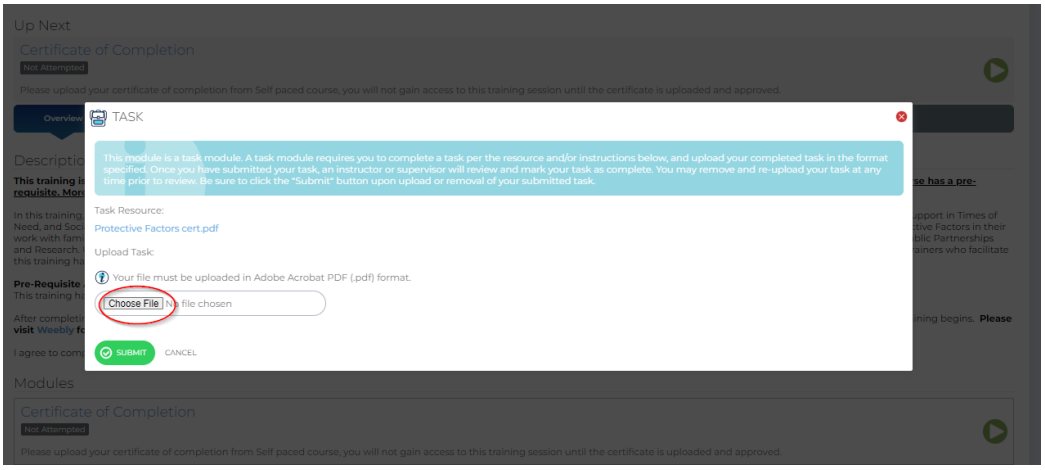
5. **Before you can choose a date for the training, you will need to complete the pre-requisite. When you click on "Click Here" (#4 above) the system will take you back to the course. Once there, you will see the Green Arrow on the right of the first Module "Certificate of Completion" (either on the top of further down)**



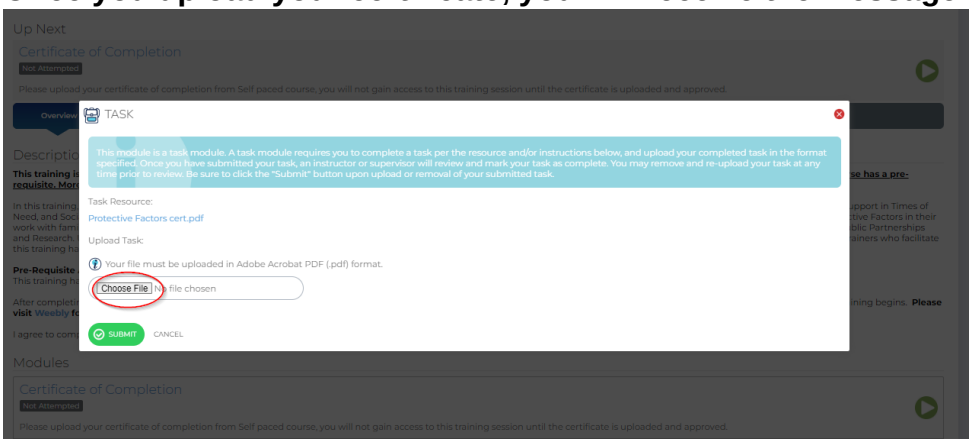
6. **You will need to complete the self-paced course indicated in the Course description. The self-paced course may be on LMS or you will have to visit another site to complete it. You can find specific information about accessing pre-requisite courses on Weebly.**



7. **Once you complete the self-paced-requisite training, you will receive a certificate of completion. This certificate is what you will upload to the Course on LMS. To upload your certificate (it should be a PDF), Go into the course and click on the green arrow. Once you click on that the window below will appear. Click on "Choose File" to upload your certificate.**

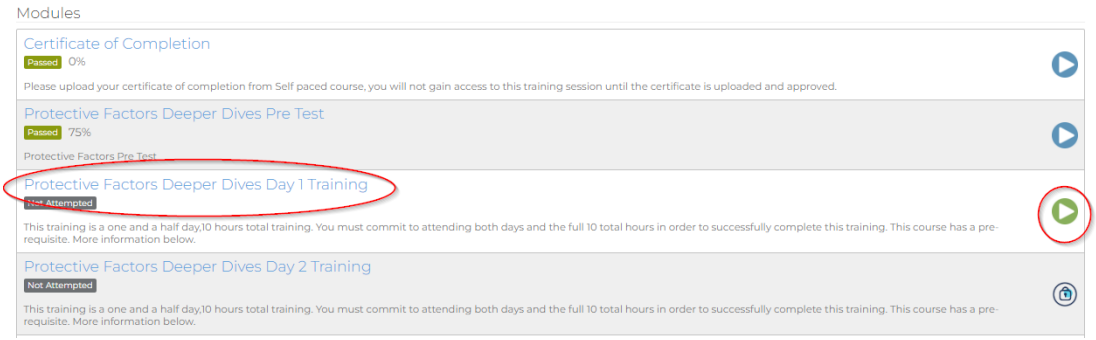


8. **Once you upload your certificate, you will receive the message below.**

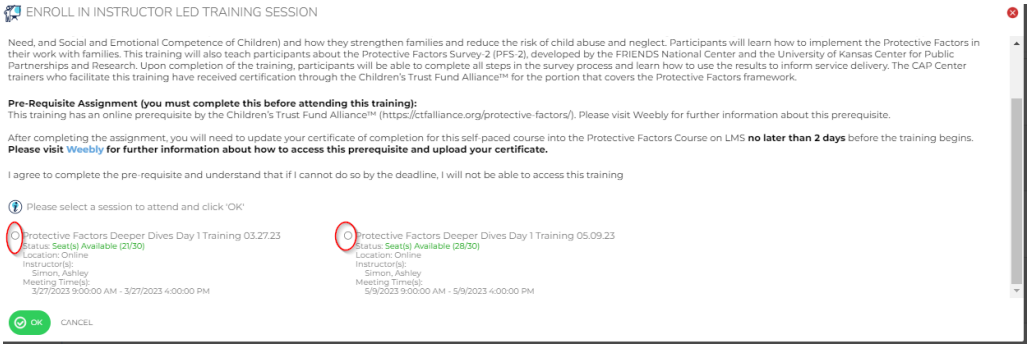


9. **The LMS system will need to "approve" the upload (This can take up to 24 hours). Once it does, you will also need to complete the Pre-Test before you can choose a date. Click on the Green Arrow next to module # 2 "*Course Name* Pre-Test".**

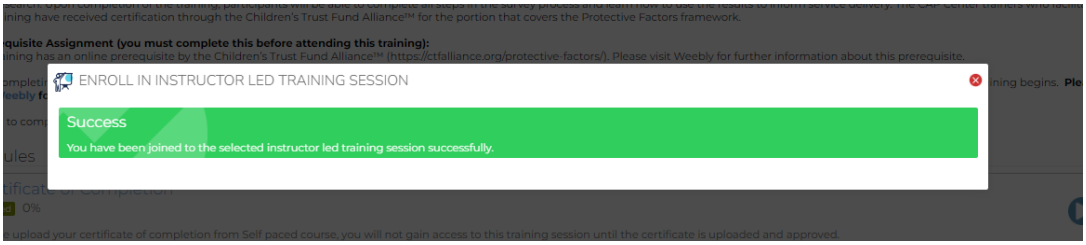
10. **Once you complete the Pre-Test, you will be re-directed back to the course. Once there, click on the 3rd Module "*Course Name* Training". You click the name of the Module or he green arrow.**



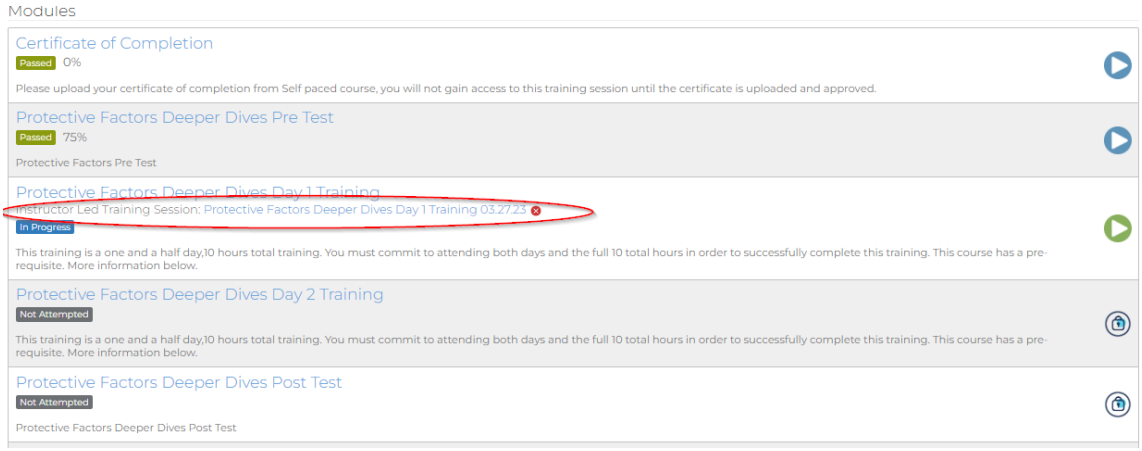
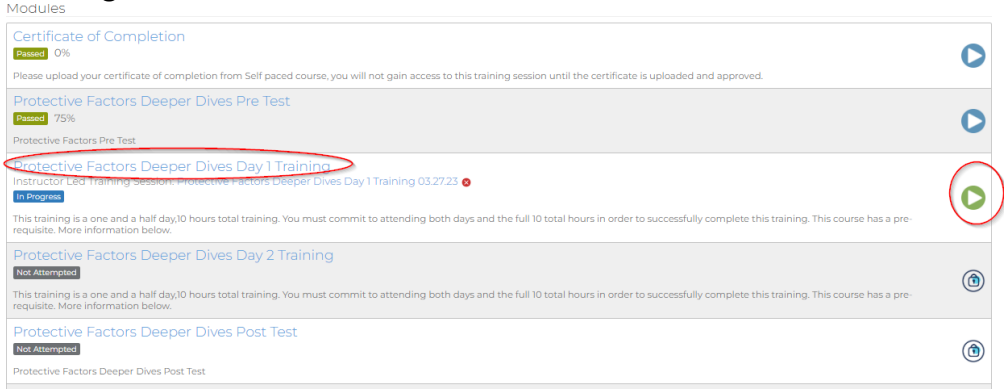
11. **That will open a box where you can then choose the date for the training you would like to attend. You may need to scroll down a bit to see the dates. Click the small circle next to the date you want.**



12. **Once you choose a date, the message below will appear.**



13. **It will then redirect you back to the course and you will see that the module for the training will be live and the training date you registered for will appear below it.**



14. **To access the training the day of, return to your dashboard, open the course, and click on the title ("*Course name* Training) or green arrow to access the live link to enter the training.**