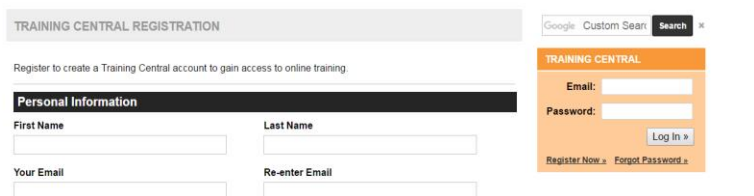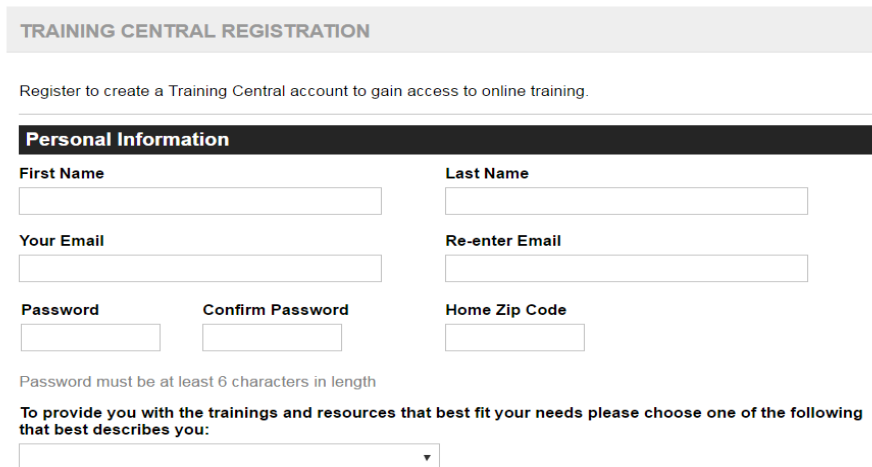**Tip Sheet for Families: Using Training Central**

1. Make sure you're using a laptop or desktop computer, with either Google Chrome or Firefox as your internet browser. Please do not use a phone or tablet; for your internet browser, please do not use Internet Explorer or Microsoft Edge.

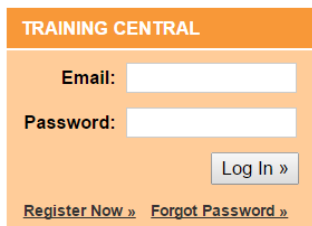2. Go to the following website (as shown in the screenshot below):
   http://partnershipsforearlylearners.org/get-involved/providers/training-central/

3. Go to the left side to "Training Central Registration" (as shown) and fill out your personal information there. Make sure when creating a password to use only letters and/or numbers (do not include punctuation or symbols). Make a note of your password & email, paying attention to capital letters, if any.

4. After creating the account, go to the right side of the screen to the orange box and type in your complete email & password to log in, as shown.

5. After you log in, click on "Trainee Registration" – on the right side of the screen in the orange box, as shown below.

6. Fill out your personal information, taking care not to include any hyphens, apostrophes, or other punctuation in your name. (Completing the "Trainee Registration" will verify that the account is yours & that you are not creating a duplicate account.) You will also need to re-enter your full email address. Make sure to select "Parent" in the section for "What is your role?"

7. Then, scroll down to the bottom of the page and click on "Review Registration."

8. If any information is incorrect, click on "Back" to fix it. If not, click on "Submit Registration."

« Back

Trainee Information

First Name *

Last Name *

Address *

City, State

Home Zipcode / Home County

Home Phone

Email Address *

Alternate Phone

Date of Birth

What is your Role? *

« Back   Submit Registration   *Click only once*

9. After submitting the registration, you should see the following on your screen:

| WELCOME | TRAININGS | WEBINARS | RESOURCES | LOGOUT |

Your Training Registration has been saved!

Partnerships for Early Learners is excited to host free trainings for you through Training Central.

This registration provides you with access to FREE online trainings and webinars. We hope you find these resources and opportunities helpful. If you have questions, please contact our help desk at tcsupport@earlylearningindiana.org or 1-800-299-1627 and choose option 5.

10. If you do NOT see the message in the green box reading "Your Training Registration has been saved" but instead see a message stating "You have already used your training registration with a different Training Central account," please email us at TCsupport@earlylearningindiana.org and/or call us at 1-800-299-1627, option 5.

11. To access the Family Leadership Trainings Modules 1 and 2, click on "Trainings." Within the list of available trainings, Module 1 "Defining Parent Leadership" is 4 trainings from the top, and Module 2 "Critical Elements of Collaboration" is 3 trainings from the top.

| WELCOME | TRAININGS | WEBINARS | RESOURCES | LOGOUT |

Online Trainings

Below you will find the training courses available to you.

IMPORTANT:
Internet Explorer (IE) should not be used to take online trainings through this website. It might not allow you to get your training certificate upon completion. Please use Mozilla Firefox or Google Chrome to log in to our website. If you use Internet Explorer you will need to log out of Training Central, open Firefox or Chrome and log in again. If you do not have them, here are the links to download Mozilla Firefox or Google Chrome. If you need help with this, please call for assistance.

First Steps Provider Training: March 2017 State Update

Part Name	Status	Launch / Retake
First Steps Provider Training: March 2017 State Update	Started on 04/13/2017	Launch »

Spanish - Indiana Early Childhood Family Engagement Toolkit Module

Part Name	Status	Launch / Retake
Spanish - Indiana Early Childhood Family Engagement Toolkit Module	Completed on 03/30/2017	Launch » / Retake »

Family Leadership Training – Module 2: Critical Elements of Collaboration

Part Name	Status	Launch / Retake
Family Leadership Training – Module 2: Critical Elements of Collaboration	Completed on 04/10/2017	Launch » / Retake »

Family Leadership Training - Module 1: Defining Parent Leadership

Part Name	Status	Launch / Retake
Family Leadership Training - Module 1: Defining Parent Leadership	Completed on 02/24/2017	Launch » / Retake »