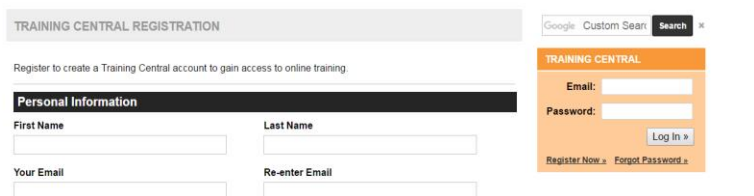


Tip Sheet for Families: Using Training Central

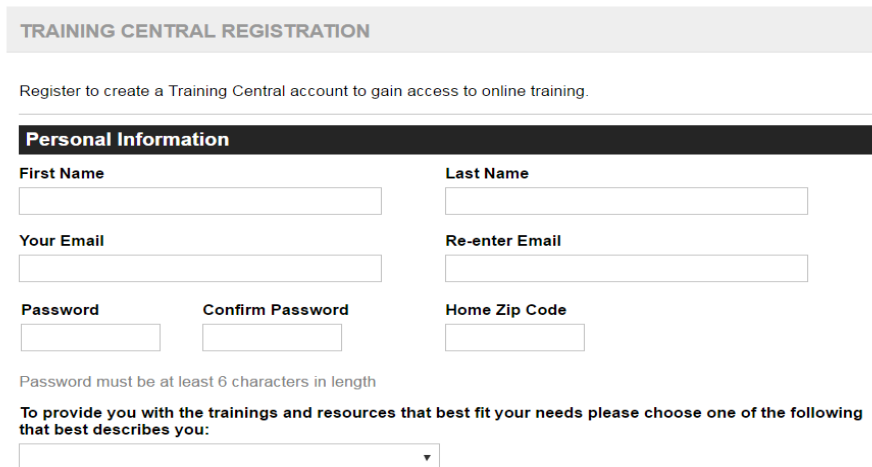
1. Make sure you're using a laptop or desktop computer, with either Google Chrome or Firefox as your internet browser. Please do not use a phone or tablet; for your internet browser, please do not use Internet Explorer or Microsoft Edge.

2. Go to the following website (as shown in the screenshot below):

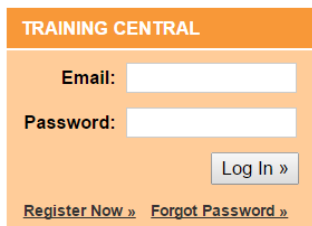
<http://partnershipsforearlylearners.org/get-involved/providers/training-central/>

Two screenshots of the Training Central website. The left one shows the registration form with fields for First Name, Last Name, Your Email, and Re-enter Email. The right one shows the login form with fields for Email and Password, and a Log In button. There are also links for Register Now and Forgot Password.

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.

A detailed view of the "TRAINING CENTRAL REGISTRATION" form. It includes fields for First Name, Last Name, Your Email, Re-enter Email, Password, Confirm Password, and Home Zip Code. Below the password fields is a note: "Password must be at least 6 characters in length". At the bottom, there is a dropdown menu with the text: "To provide you with the trainings and resources that best fit your needs please choose one of the following that best describes you:".

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.

A detailed view of the "TRAINING CENTRAL" login form. It features an orange header, followed by fields for Email and Password, and a Log In button. At the bottom, there are links for Register Now and Forgot Password.

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

How to be Successful Using Training Central

1. Create your own Training Central account, do not let anyone else create an account for you.
2. Do not create an account for anyone else. You can help or support them, but all Training Central users need to take ownership of their own personal education records.
3. Write down the email and password used to create the account and keep it in a safe place, like a training folder or binder
4. Use a computer or laptop with a hard-wired connection for best results
5. Make sure you have the most updated versions of Adobe® Flashplayer and your browser (Mozilla Firefox and Google Chrome are the recommended browsers)

TRAINING CENTRAL

Welcome

[Training Central »](#)

[My Account](#)

[Trainee Registration](#)

[My Certificates](#)

[Logout](#)

WELCOME TRAININGS WEBINARS RESOURCES **LOGOUT**

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.

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?”

Trainee Registration

You may update your personal information below.

All fields marked with an asterisk (*) are required.

Trainee Information

First Name * <input type="text"/>	Last Name * <input type="text"/>
Address * <input type="text"/>	City * / State * <input type="text"/> <input type="text"/>
Home Zipcode * <input type="text"/>	Home Phone * Ex: 000 - 0000000 <input type="text"/> - <input type="text"/>
Home County * <input type="text"/>	Alternate Phone Ex: 000 - 0000000 <input type="text"/> - <input type="text"/>
Email Address * <input type="text"/>	What is your role? * <input type="text"/>
Date of Birth <input type="text"/> <input type="text"/> <input type="text"/>	

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 »