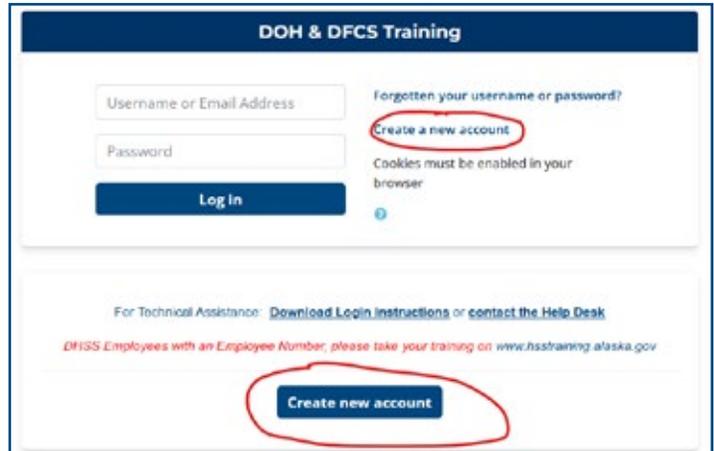


Create a new account:

1. From www.learn.dhss.alaska.gov, Click LOGIN in the upper right-hand corner of the screen

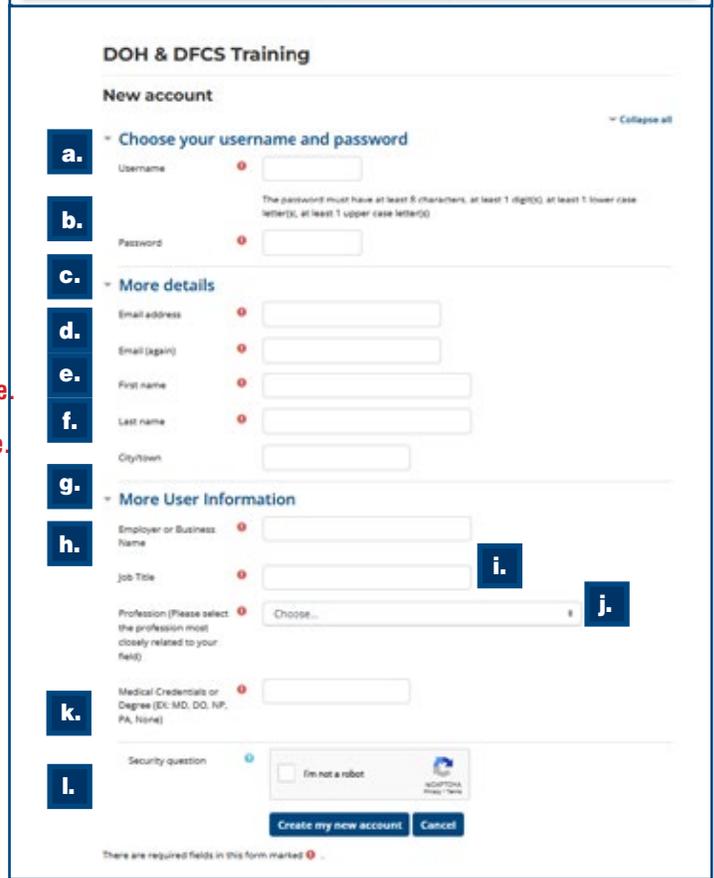


2. On the following screen click the Create new account button or link



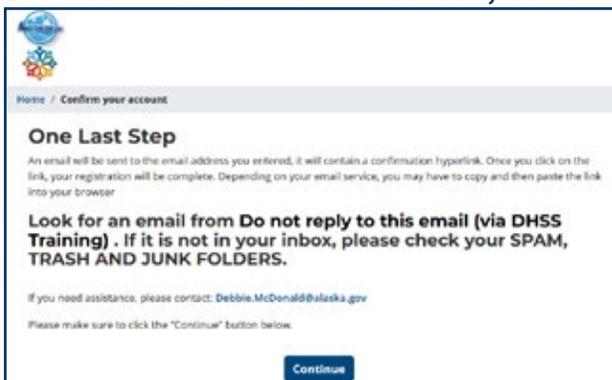
3. Fill out form with information **as you would like it to appear on your certificate.**

- a.** Type a **username** for the account (lowercase)
- b.** Add **password**. (Password must be 7 characters long: 1 upper, 1 lower, 1 special character and 1 number).
- c.** Type your **email** address.
- d.** Re-type your **email** address.
- e.** Add first name **As you would like it to appear on your certificate.**
- f.** Add last name **As you would like it to appear on your certificate.**
- g.** Add **City**
- h.** Add **Employer or Business Name**.
- i.** Add **Job Title**
- j.** **Profession**. Select closest to the field you work in.
- k.** **Medical credentials or degree**. Please use all caps and no abbreviation.
- l.** Complete reCAPTCHA security question

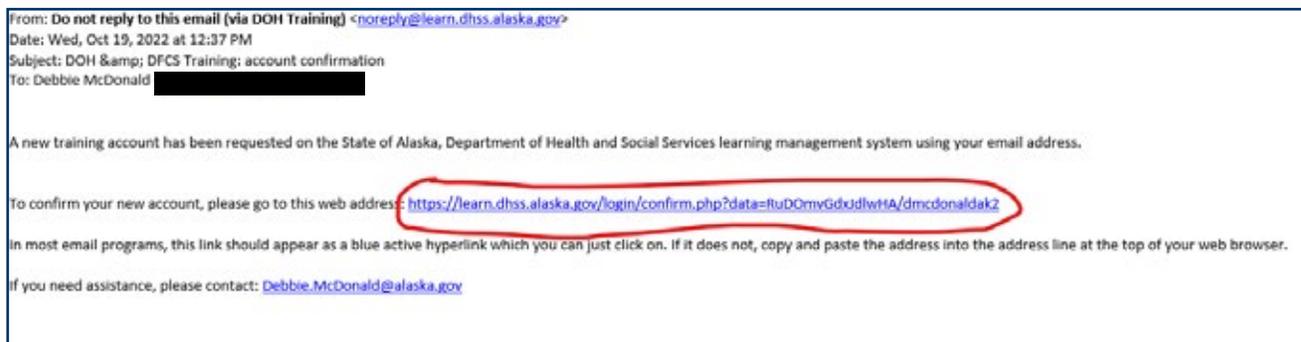


4. Confirm your identity:

- a. Click **continue** on the next screen, button is at the bottom of the screen:



- b. Check your email account. An email confirming your account will be emailed to the address you entered into the system. Click on the hyperlink included in the email as shown below. **If you do not receive an email within 3 minutes, please check your spam, trash and junk folder.** Assistance: debbie.mcdonald@alaska.gov



Access training:

Once you have logged into the site follow these steps to access the training:

1

Make sure you are on the Home screen by clicking the logo in the upper-left hand side of the screen:



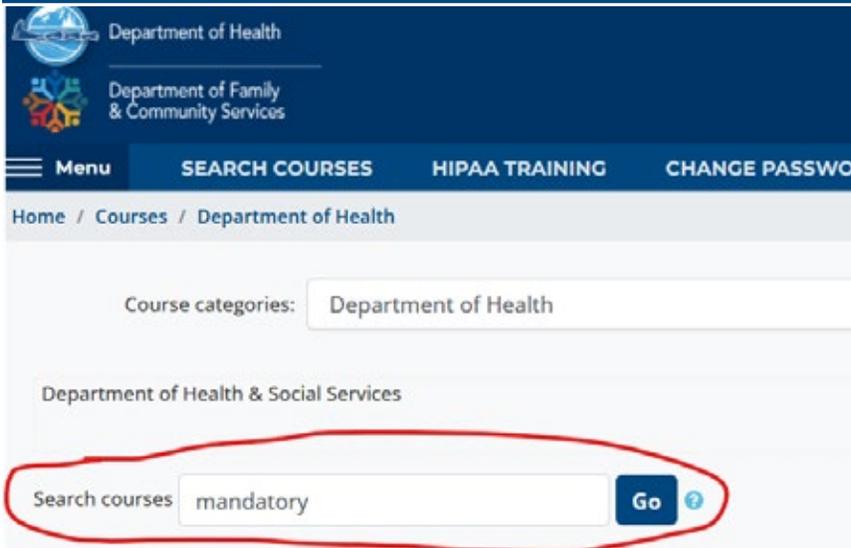
2

Click **SEARCH COURSES**



3

Use unique words in course name to search, for example to find **Mandatory Child Abuse Reporter Training**, type in **Mandatory**. Less is sometimes better.



4

You may have to scroll to find your course. Once located, click on the course name

Mandatory Child Abuse Reporter Training

Time to Complete: Approximately 1 hr.

Mandatory Reporter training is directed at professionals who are legally required to report child at

Richard Bloomquist

Child Advocacy Center/Child Justice Act Task Force

DOH Office of Children's Services

907-465-3207

cjataskforcecoordinator@alaska.gov

<https://dhss.alaska.gov/ocs/Pages/childrensjustice/>

5

Enroll yourself into the course by clicking the begin button

Mandatory Child Abuse Reporter Training

Time to Complete: Approximately 1 hr.

Mandatory Reporter training is directed at professionals who are legally required to report child abuse in Alaska and who are required to pa

Richard Bloomquist

Child Advocacy Center/Child Justice Act Task Force

DOH Office of Children's Services

907-465-3207

cjtaskforcecoordinator@alaska.gov

<https://dhss.alaska.gov/ocs/Pages/childrensjustice/>

Report child abuse: 1-800-478-4444

Email: reportchildabuse@alaska.gov

▼ Self enrollment (Student)

Click the button below to begin

Begin