

Registration Instructions for Online Training through the Redwoods Institute

If you already have a Redwoods account click [HERE](#) or go to <https://redwoods institute.csod.com>

If you have any questions e-mail Marty Newell-Large at mnewell-large@ymcaspokane.org

Part 1: Registering for the Redwoods Institute

- 1) Visit <https://redwoods institute.csod.com/selfreg/register.aspx?c=6935> to create an account.
- 2) Complete the registration information. If you work in multiple locations or program areas, please select the option for your primary job.



Please complete the form below to register for online training.
If you have completed Redwoods training in the past, login here.

* First Name:

* Last Name:

* Email Address:

* Username:

* Organization:

* Program Area:

* Job Classification:

* New password:

* Confirm password:

* Passwords must contain both upper and lower case letters

* Passwords must contain alpha and numeric characters

* Passwords must be 6 - 20 characters

* Passwords cannot have leading or trailing spaces

* Passwords cannot be the same as the Username, User ID, or email address.

Already a user? [Login here](#)

Return to Browsing? [Click here](#)

Cancel

Login

Search Job Classification

Title: ID:

Search

(4 Results)

Title	ID	Parent
Board Volunteer	Board/vol	Job Classification
Full Time Employee	FTE	Job Classification
Part Time Employee	PTE	Job Classification
Program Volunteer	Vol	Job Classification



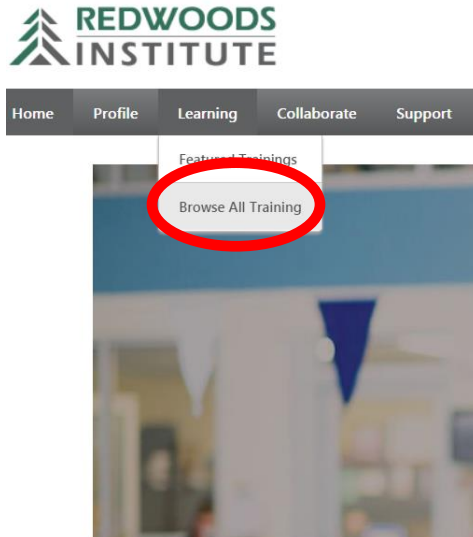
For Job Classification select Program Volunteer.



- 3) To access your account at a later time visit <http://redwoods institute.csod.com> and login with the username and password you created.

Part 2: Registering for a Class in the Redwoods Institute

- 1) Hover your mouse over the "Learning" button on the top of the page – a drop down menu will appear. Select "Browse All Training" from the menu.



- 2) Find the course titled "Child Sexual Abuse Prevention for Volunteers."

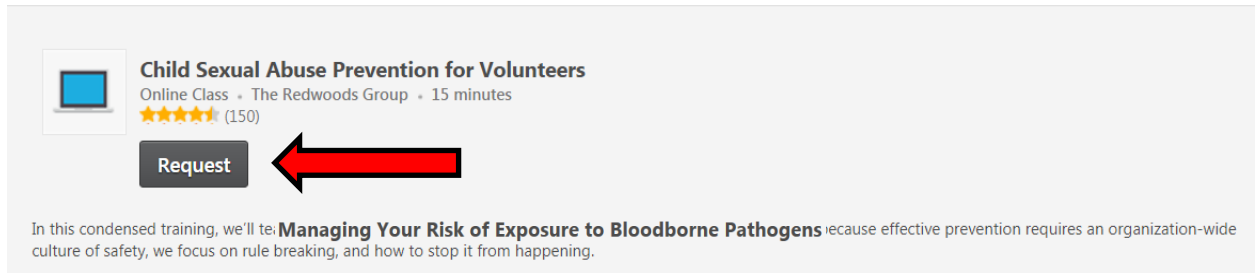


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How to Sign Up for and Take Classes through the Redwoods Institute

- 3) After selecting the course you wish to take click "Request." Let the computer process your request and you should be taken to your Transcript page.

Training Details

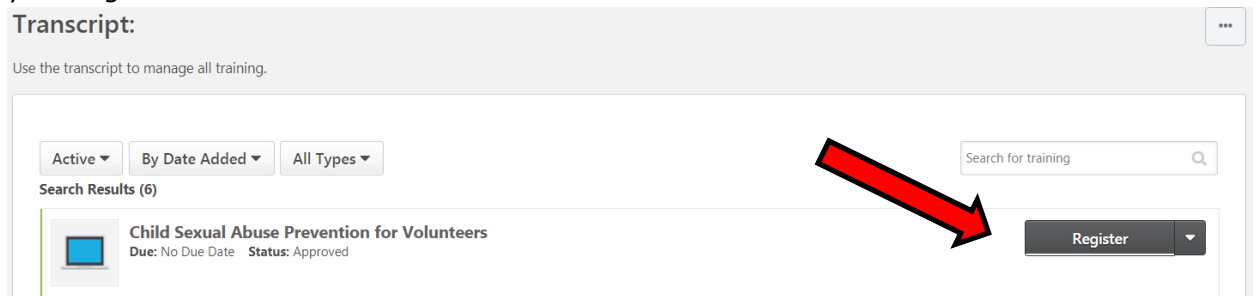


Child Sexual Abuse Prevention for Volunteers
Online Class • The Redwoods Group • 15 minutes
★★★★★ (150)

Request

In this condensed training, we'll te: **Managing Your Risk of Exposure to Bloodborne Pathogens** because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

- 4) On the Transcript page, click the "Register" button. Let the computer process your registration.



Transcript:

Use the transcript to manage all training.

Active ▾ By Date Added ▾ All Types ▾

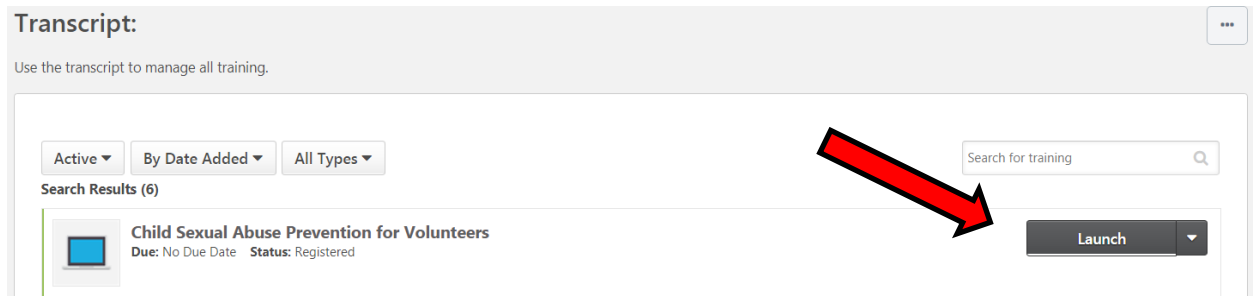
Search for training

Search Results (6)

Child Sexual Abuse Prevention for Volunteers
Due: No Due Date Status: Approved

Register

- 5) Click on "Launch" to begin your training.



Transcript:

Use the transcript to manage all training.

Active ▾ By Date Added ▾ All Types ▾

Search for training

Search Results (6)

Child Sexual Abuse Prevention for Volunteers
Due: No Due Date Status: Registered

Launch

Part 3: Continuing a Training in Progress

- 1) After logging into the Redwoods Institute find the box labelled "My Trainings" on your home page.



Search



Home Profile Learning Reporting Admin



Learning Center

THE REDWOODS INSTITUTE

Thank you for the work you do.

Every day, organizations like yours build community and provide opportunity to those you serve. Safety is an inevitable part of that job. These trainings were created to keep you—and the people you serve—safe.

Your assigned trainings are listed in the box to the right and additional trainings are directly below.

My Trainings

	Type	Status	Action
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Child Sexual Abuse Prevention for Volunteers	Online Class	In Progress	Launch
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- 2) Click on "Launch" to resume your training.

My Trainings

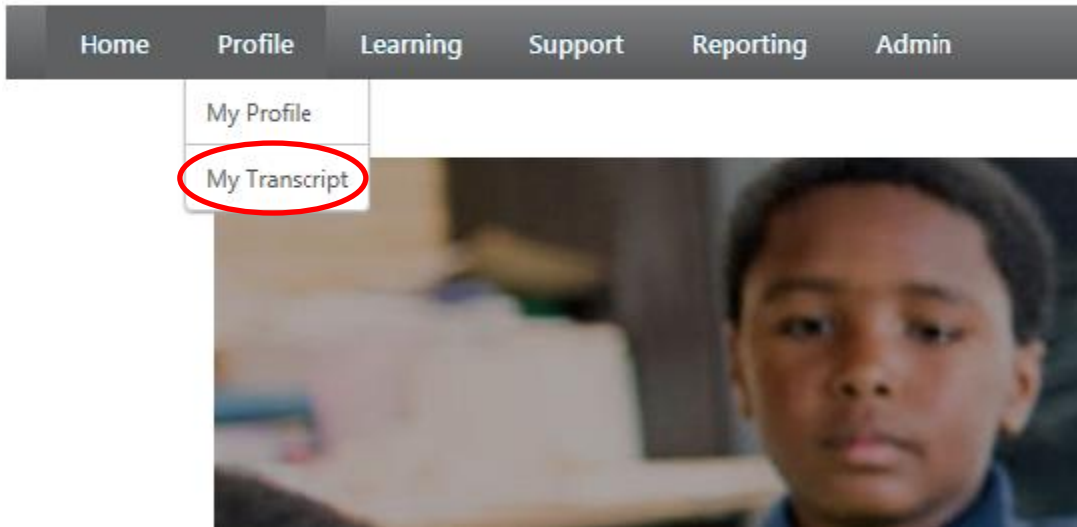
	Type	Status	Action
--	------	--------	--------

Child Sexual Abuse Prevention for Volunteers	Online Class	In Progress	Launch
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Printing a Certificate from The Redwoods Institute

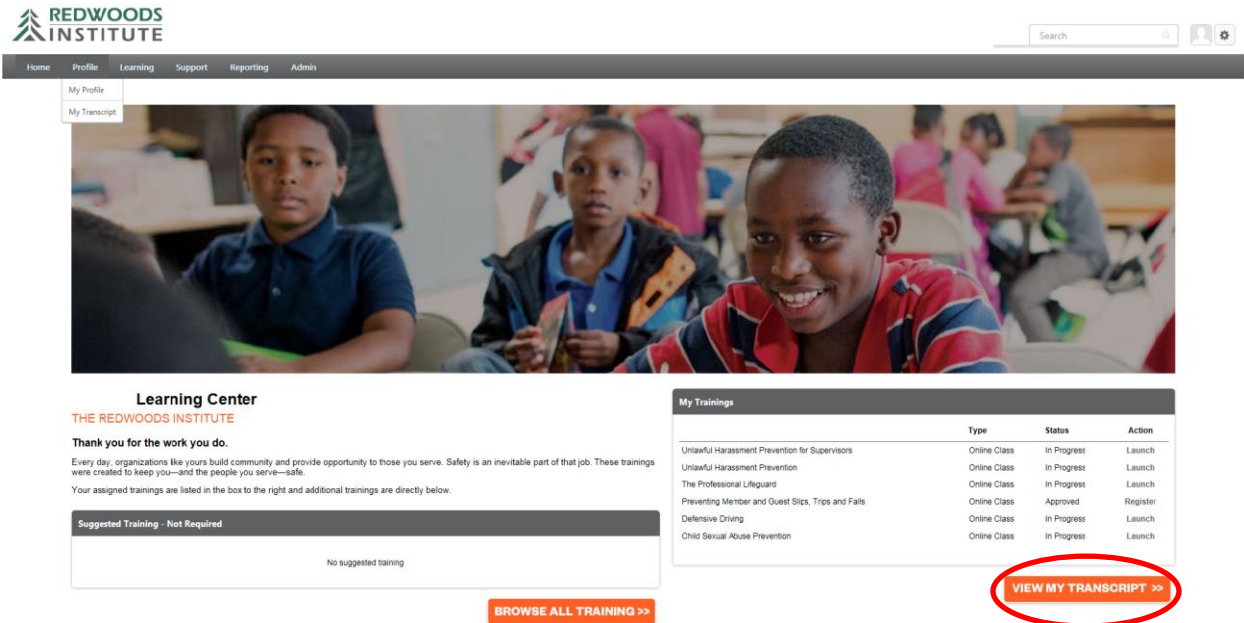
Part 4: Printing Your Certificate

1) After completing the course, hover the mouse over "Profile" so a menu appears. Click on "My Transcript."



OR

Click on "View My Transcript" at the bottom of the page.



Continued on next page

Printing a Certificate from The Redwoods Institute

- 2) On your transcript, first click "Active" then click "Completed" to change the view from active registrations to completed courses.

Transcript:

Options ▾

Use the transcript to manage all training.

Active ▾ By Date Added ▾ All Types ▾ Search for training

Active
Completed
Archived

Harassment Prevention for Supervisors Launch ▾
e Date Status: In Progress

- 3) Select the class you need to print the certificate for, and click "View Completion Page."


Transcript:

Options ▾

Use the transcript to manage all training.

Completed ▾ By Completion Date ▾ All Types ▾ Search for training

Search Results (4)

 **Child Sexual Abuse Prevention for Volunteers**
Completed: 11/18/2016 Status: Completed View Completio... ▾

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Printing a Certificate from The Redwoods Institute

- 4) Click "View My Certificate."


Training Completion

You have completed **Child Sexual Abuse Prevention for Volunteers**

What's next?

Rate This Training

★ ★ ★ ★ ★

 **View My Certificate**

Done

- 5) Your certificate will open in a new window. Print the certificate by clicking a printer icon or going to "File" then "Print."