

University of Arizona

YOUTH SAFETY TRAINING FOR AUTHORIZED ADULTS

Registration Guide for University DCCs **WITH UA NetID and NetID+**
Note: if you have not logged in to anything with your netID in the past year,
contact gblumanhourst@email.arizona.edu for instructions on how to reset your
password. updated February 2021

Some helpful tips for the Youth Safety training:

Chrome browser works best.

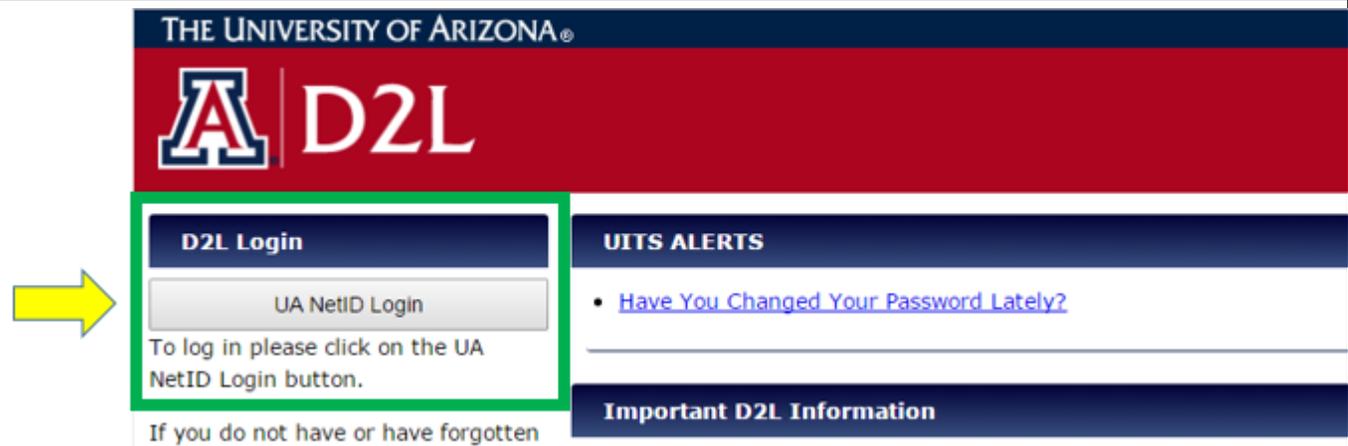
The narration and the text on the slide do not always match. You have to wait for all the narration to finish in each tile on every page before the applet will give you the "next" button.

Sometimes the narrator reads the slide and then still has stuff to say. Sometimes the narrator says other stuff and then reads the slide. Just be patient with them.

You must pass the quiz with a score of 80% or better.

If you get stuck, contact Gloria for assistance.
gblumanhourst@email.arizona.edu

1. **Login** to D2L
at <https://d2l.arizona.edu/>



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A | D2L

D2L Login

UA NetID Login

To log in please click on the UA NetID Login button.

If you do not have or have forgotten

UITS ALERTS

- [Have You Changed Your Password Lately?](#)

Important D2L Information

2. Click the **Self Registration** link located in the blue banner near the top of the screen.



My Home > Select a course... ▾

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Self Registration D2L Help ▾

Announcements | ▾

3. Select **“Student Affairs- Youth Safety Training”**

(TIP: Click on “Course Offering Code” to have the course appear near the top of the list)

The screenshot shows the top navigation bar with 'My Home' and 'Select a course...'. Below is the University of Arizona logo and a banner image. A dark blue bar contains 'Self Registration • D2L Help'. The main content area is titled 'Self Registering Course Offerings' and contains a table with two columns: 'Course Offering Code' and 'Course Offering Name'. A yellow arrow points to the 'Course Offering Code' header. The table lists several offerings, with 'Student Affairs - Youth Safety Training' highlighted in green. A second yellow arrow points to this row.

Course Offering Code	Course Offering Name
UAccess Competency Assessments	Administrative Staff Only: UAccess Competency
UA South Getting to Know APA	UA South: Getting to Know APA
Student Affairs - Youth Safety Training	Youth Safety Training for Authorized Adults
SLHS HIPAA training	SLHS HIPAA training

4. Click **Register**

The screenshot shows the 'Description' page for the selected course. It includes a breadcrumb trail 'Course Offering List > Course Offering Description' and a heading 'Step 1: View Course Offering Information'. A box displays the following information: 'Course Offering Name: Youth Safety Training for Authorized Adults', 'Course Offering Code: Student Affairs - Youth Safety Training', and 'Description:'. At the bottom, there are 'Cancel' and 'Register' buttons. A yellow arrow points to the 'Register' button, which is also highlighted with a green box.

5. Click **Submit**. (Your name and email will populate automatically)

Self Registration • D2L Help ▾ • My D2L Tools ▾ •

Registration Form

[Course Offering List](#) > [Course Offering Description](#) > **Registration Form**

Step 2: Enter Registration Information

Required fields are marked with a *

First Name:	<input type="text" value="Wilbur"/>
Last Name:	<input type="text" value="Wildcat"/>
Email:	<input type="text" value="wilbur@email.arizona.edu"/>



6. Click **Finish**. (Your name and email will populate automatically)

Confirmation

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

Step 3: Confirmation

FirstName:	<input type="text" value="Wilbur"/>
LastName:	<input type="text" value="Wildcat"/>
Email Address:	<input type="text" value="wilbur@email.arizona.edu"/>



7. Click **Go to course offering Youth Safety Training for Authorized Adults.**

My Home > Select a course... ▾

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Self Registration • D2L Help ▾ • My D

Registration Summary

→ : [Go to course offering Youth Safety Training for Authorized Adults](#)
: [Register for another course](#)

8. Click **Content**

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Youth Safety Training for

Course Home **Content**

Youth Safety Training for Authorized Adults

9. **Scroll** to the bottom of the page. Click **Training Module**.

The screenshot shows a course page with a light blue header. On the right, there is a 'Contact Info' section for Jocelyn Gehring, Director of the Office of Youth Safety, with her phone number (520-621-8223) and email (jocelyngehring@email.arizona.edu). Below this is a progress bar indicating '100 % 2 of 2 topics complete'. Under the 'Materials' section, a button labeled 'Training Module' is highlighted with a green border, and a yellow arrow points to it from the left.

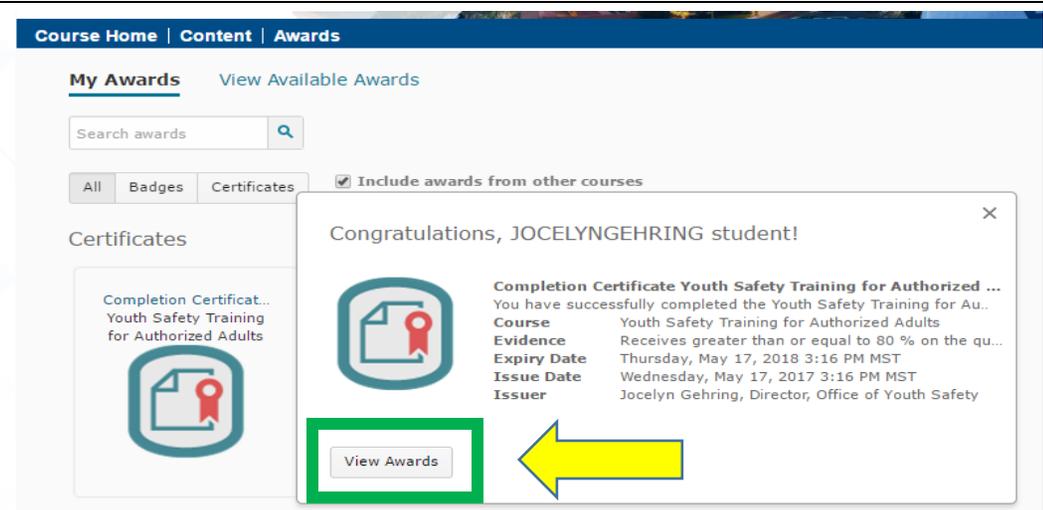
10. You are now ready to begin the course. Ensure your speakers are on and follow the directions to progress through the five modules and complete the 20 question quiz at the end of the training.

You must score 80% or higher on the final quiz to earn credit for the course. (2 quiz attempts permitted)

The screenshot shows the title page of the 'Youth Safety Training for Authorized Adults' course. The page has a dark blue background with white text. At the top left is the University of Arizona logo. The main title is 'Youth Safety Training for Authorized Adults'. Below the title, it says 'Presented by The University of Arizona Office of Youth Safety'. On the left side, there is a navigation menu with options like 'Menu', 'Transcript', and 'Glossary'. The menu is currently expanded to show 'Policy on Interactions with Non-Enrolled Minors' and its sub-items: 'Instructions', 'Trigger Warning', 'Abuse Awareness', and 'Course Overview'. Other menu items include 'Types of Abuse', 'Identifying Potential Abusers', 'Responding to & Reporting Abuse', and 'Key Requirements of UA Minors Policy'.

11. Once you have successfully completed the quiz, you will be prompted to view your **Certificate of Completion.**

When prompted, click **“View Awards”**



12. Click **Generate Certificate** to generate a PDF of your Certificate of Completion.

Open the PDF.



13. Save the PDF of your Certificate of Completion.

14. Provide your supervisor/program director with a copy of your Certificate of Completion (email or hard copy)

You may generate another copy of your certificate at a later time by logging back in to the course and clicking on “Awards” in the course menu bar.



FOR COURSE RELATED QUESTIONS, PLEASE CONTACT

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