Guardianship Training Module

To register for and complete the required Online Guardianship Training Module, you must complete the following steps:

Step 1 - Click Online Guardianship Training

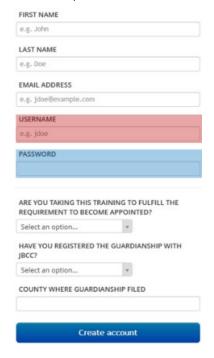
Step 2 – Choose Get this course



Step 3 - Choose Signup



Step 4 – Enter the required information



NOTE: The <u>Training Course</u> and the <u>Guardianship Registration</u> are on <u>two</u> separate websites

- If you have already created a JBCC online profile, the username and password will not be recognized by the training site
- If you want to use the username and password created for the JBCC online profile, you may, they must be re-entered when signing up for the training course
- Do not use Apple devices for the Guardianship Training module, as they create problems in completing the training

Google Chrome must be used to take the training

Step 5 – Choose

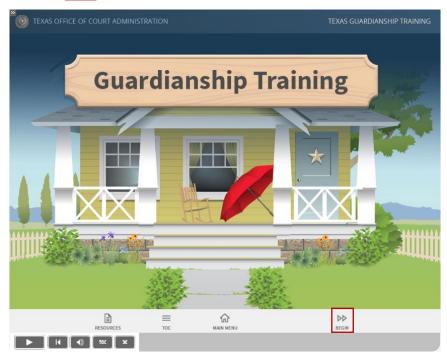
Create account

Step 6 – Choose Start Course



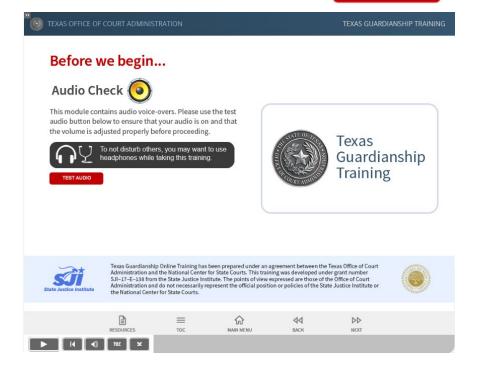
Step 7 – Choose





Step 8 – You will be asked to perform an Audio Check, choose

TEST AUDIO



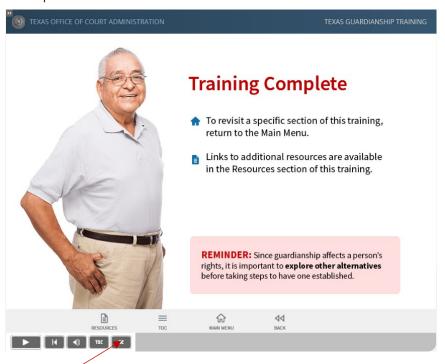
Step 9 – When the audio has been adjusted, choose PLAY



Step 10 – The course will begin



Step 11 – Completion of the course



Step 12 – Choose to be taken to download your certificate

Step 13 — Choose Download certificate



Step 14 − Your training certificate will be downloaded to your computer's Downloads folder **L** Downloads

Step 15 – After completing the training, upload your certificate to your JBCC online registration application

NOTE: For instructions on how to upload a document to your online registration application:

- Choose Online System Resources