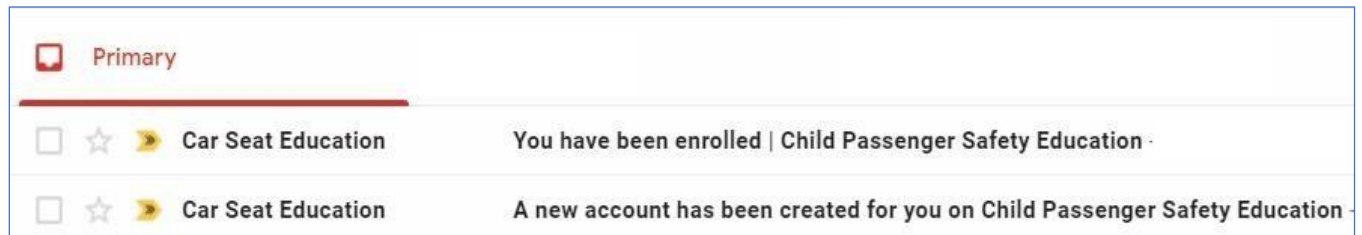


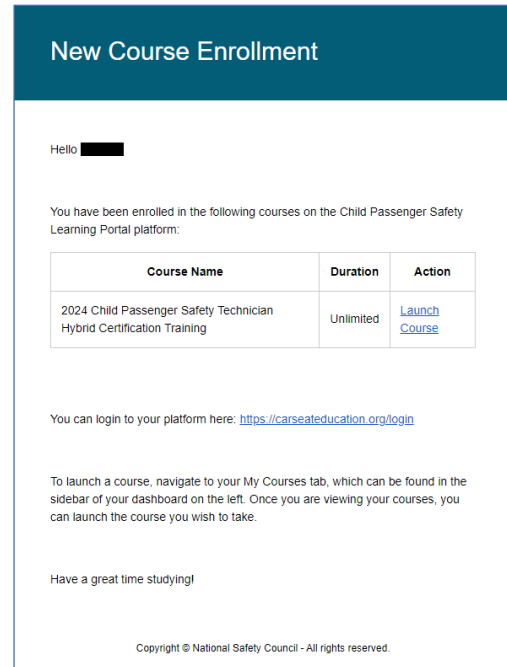
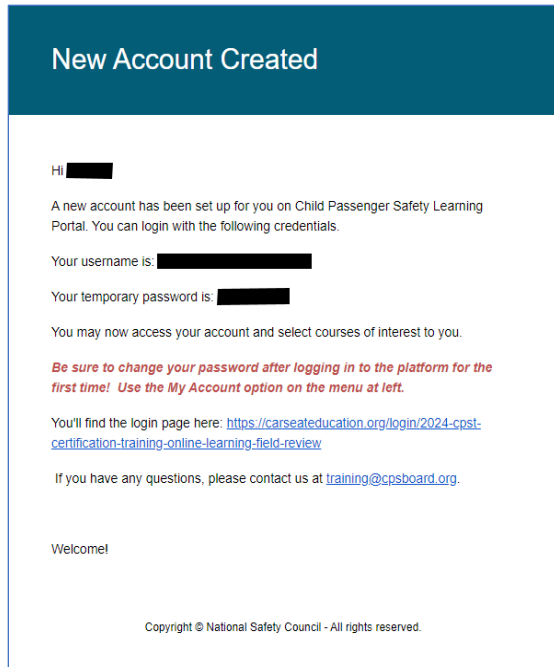
Navigating the Child Passenger Safety Learning Portal

Course Registration and CPS Learning Portal Access

1. Once you are registered for the *2024 Child Passenger Safety Technician Hybrid Certification Training*, you will receive two emails from Car Seat Education (training@cpsboard.org). The first email confirms creation of your account in the [Child Passenger Safety Learning Portal](#). The second email confirms your enrollment in the *2024 Child Passenger Safety Technician Hybrid Certification Training* course.



2. Open either the New Account Created email or the Course Enrollment email. Both have links to login to the [Child Passenger Safety Learning Portal](#).



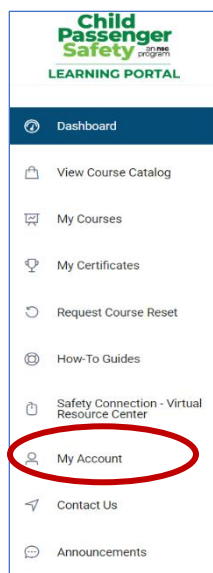


LEARNING PORTAL

3. Login using the **username** (your email address) and the **temporary password** provided in the **New Account Email**.

The login form for the Child Passenger Safety Learning Portal. It features the logo at the top, followed by the text 'LEARNING PORTAL'. Below this is a prompt to 'Login with your registered email address and password'. There are two input fields: 'Your email' with the placeholder 'Enter your email address' and 'Password' with the placeholder 'Enter your password'. Below the password field are two links: 'Remember me' (with an unchecked checkbox) and 'Forgot your password?'. A dark blue 'Login' button is centered below these links. Below the button is a horizontal line with 'OR' in the center. At the bottom is a light gray button with a plus icon and the text 'Create an account'.

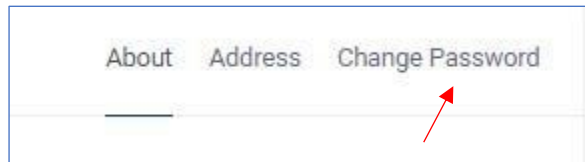
4. Once logged into the [Child Passenger Safety Learning Portal](#), change your password.
a. Choose **My Account** from the menu on the left side of the screen.



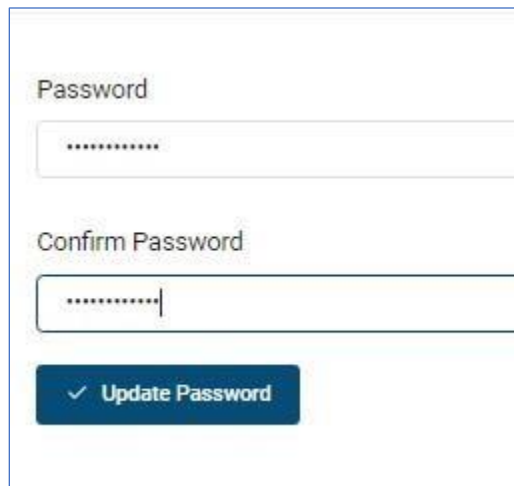
**Child
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Safety** an nsc
program

LEARNING PORTAL

b. Choose **Change Password** from the menu on the right side of the screen.

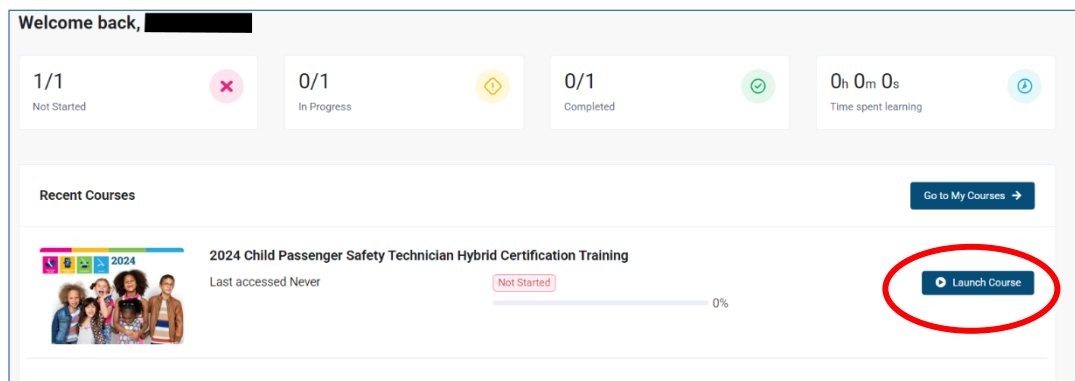


c. Type your new password into **Password** and **Confirm Password** boxes, then click the **Update Password** button.



Begin the Course

1. Choose **Dashboard** from the Menu on the left side of the screen.
 - The courses you are enrolled in will display.
 - Locate the *2024 Child Passenger Safety Technician Hybrid Certification Training* and choose **Launch Course**.



2. The list of course modules displays.
 - Modules must be completed in order.
 - The **Launch Module** button becomes available for each new module as you progress through the course.



NOTE: Module is a term used in the Child Passenger Safety Learning Portal to identify individual course segments. This term is hard-coded into the system and cannot be modified. The Hybrid course uses the term **segments** for the individual segments of the course, and the term **module** for the 12 main topic areas in the course. Within each of the 12 **modules** there are multiple **segments**.

All Modules Search...			
Student Orientation Materials ▼			
How to Navigate This Course Last accessed Never	0% Not Started	Scorm	Launch Module
Required Resource: 2024 Technician Guide Last accessed Never	0% Not Started	Text/HTML	Module Locked
Completion Requirements Last accessed Never	0% Not Started	Text/HTML	Module Locked
Student Checklists Last accessed Never	0% Not Started	PDF	Module Locked
Curriculum Credits and Thank You Last accessed Never	0% Not Started	Scorm	Module Locked
VIRTUAL KICKOFF SESSION ▼			
Virtual Kickoff Information Last accessed Never	0% Not Started	Text/HTML	Module Locked

Navigating Through the Segments

1. When you complete a course segment, you can progress to the next segment using the **Next Module** button at the top of the navigation bar.
 - If you want to return to the complete list of modules and segments, choose the **Back to All Modules** button.
 - Other than the quizzes, you can ignore the **Total Time Spent** counter. There is no minimum or maximum time requirement in any other segment.

Segment Types

Text Segment

To complete a text segment, make sure to read all the text and scroll to the bottom of the text, if necessary, for the segment to mark complete. Some text segments are brief and do not require scrolling.

2024 Child Passenger Safety Technician Hybrid Certification Training / Virtual Kickoff Information
[Jump to Module](#)
[Back to All Modules](#)
[Previous Module](#)
[Next Module](#)

Virtual Kickoff Information

TOTAL TIME SPENT
0h 0m 13s



- Your Virtual Kick-Off session is facilitated via WebEx.
- Please refer to your class online workspace for details!

Sample Text Segment

PDF Segment

PDF segments allow you to read and download a PDF file.

1 of 9
100%

Child Passenger Safety Technician
 Certification Training



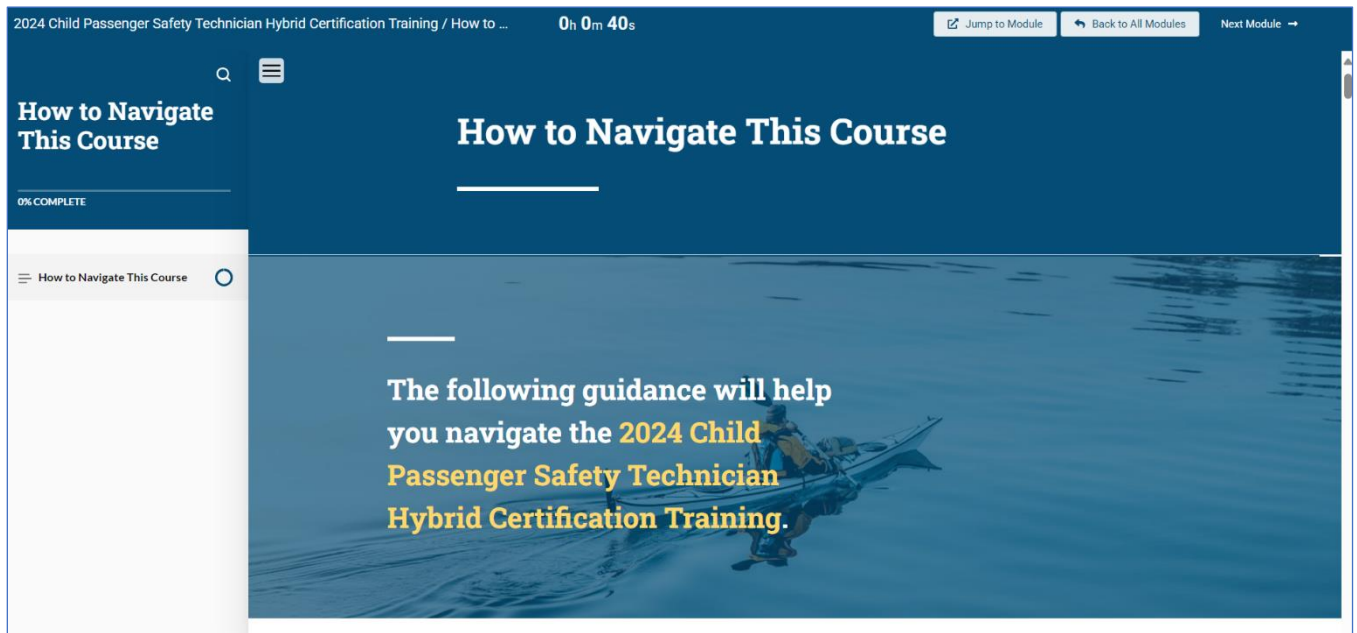
Kickoff Session Student Checklist

COURSE RESOURCES, EQUIPMENT AND PREPARATION

- ☐ Log into your Child Passenger Safety Learning Portal account at carseateducation.org.
 - If you do not have an account in the [Child Passenger Safety Learning Portal](#), you will receive an email from Car Seat Education (training@cpsboard.org) with login information at the time that the course is assigned.
 - The 2024 Child Passenger Safety Technician (CPST) Hybrid Certification Training course will be assigned to your Child Passenger Safety Learning Portal account approximately one week prior to the Virtual Kickoff Session.
- ☐ Log into the Slack channel at slack.com.
 - You will receive an email from Slack with an invitation link to join the private Slack channel for your course.
 - The Slack channel will be set up approximately one week prior to the Virtual Kickoff Session.
- ☐ Confirm receipt of the virtual session invites.
 - The Lead Instructor will email the meeting invites.
 - If you have not received the virtual session invites, contact the Lead Instructor.
- ☐ Arrange access to as many car seats and booster seats as possible, with car seat/booster seat instruction manuals OR access to the online car seat/booster seat instruction manuals.
 - The Lead Instructor may be able to assist with locating car seats and booster seats.
- ☐ Arrange access to a vehicle and the vehicle owner's manual, print or online version, for that vehicle.
- ☐ Confirm receipt of a print copy of the 2024 Technician Guide, which will be provided by the Lead Instructor.

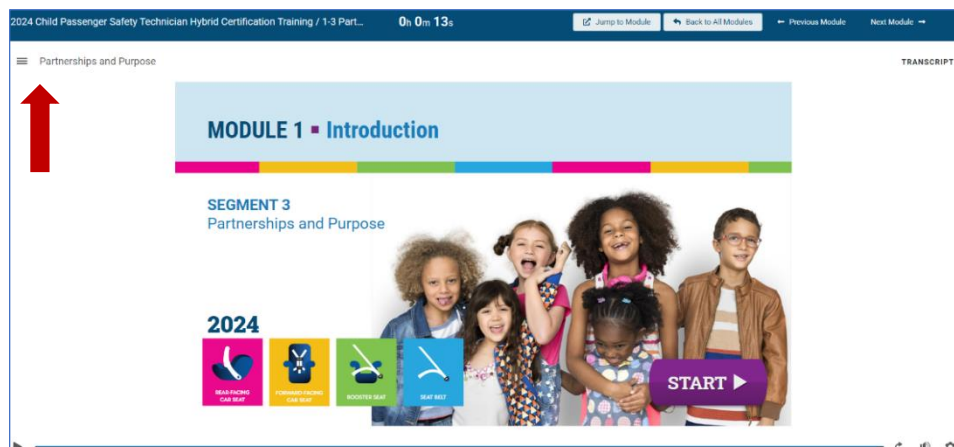
Scrolling Interactive Segment

Scrolling interactive segments feature content that you scroll through. You must reach the last block in the segment for the segment to mark **complete**.



Slide-Based Interactive Segment

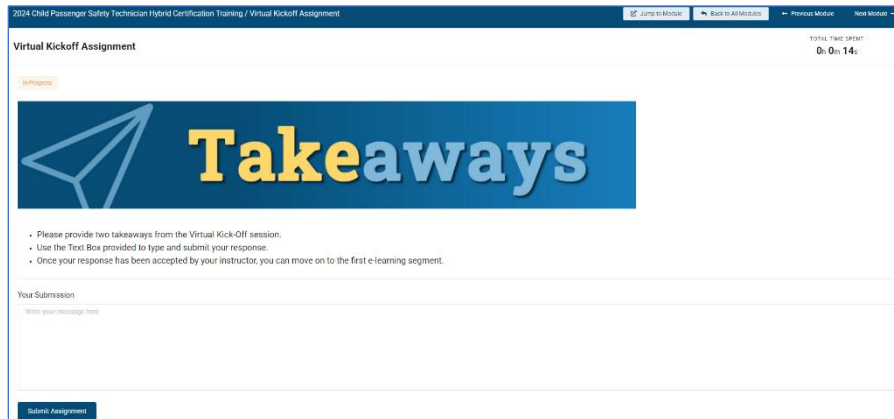
Slide-based interactive segments look like presentation slides but have interactive components. You can view a list of all screens in the segment using the 3 horizontal line menu control on the upper left of the screen. You must reach the final slide in the segment for the segment to mark **complete**.



LEARNING PORTAL

Assignment Segment

Assignment segments must be completed by the student and approved by an Instructor (Coach) before the next segment will be unlocked. To complete an assignment, type your response in the **Your Submission** box and choose the **Submit Assignment** button. You will receive an email when the assignment has been approved.



2024 Child Passenger Safety Technician Hybrid Certification Training / Virtual Kickoff Assignment

Virtual Kickoff Assignment

0:00 14:00

Takeaways

- Please provide two takeaways from the Virtual Kick-Off session.
- Use the Text Box provided to type and submit your response.
- Once your response has been accepted by your instructor, you can move on to the first e-learning segment.

Your Submission

Write your message here

Submit Assignment

☒ Primary

☐ ☆ 🚗 Car Seat Education

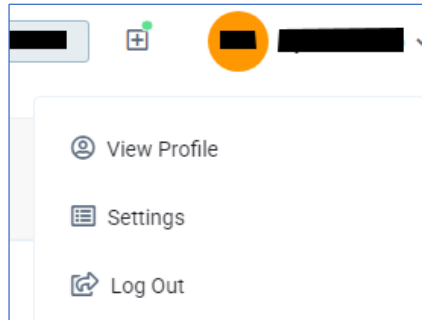
Your assignment submission has been evaluated | Child Passenger Safety Education

Quiz Segment

Quiz segments are the only timed segments. The quiz's instructions will tell you how much time you have to complete the quiz. You can go back and review or change any previous questions before you submit your quiz.

Log Out

To log out, select your name at the top right of the screen and choose **Log Out**.



Returning to the Child Passenger Safety Learning Portal

1. Login to the Child Passenger Safety Learning Portal at www.carseateducation.org
2. Your in-progress course displays on your **Dashboard**.
 - a. Choose **Launch Course** to continue the course.
 - b. If the course does not display, choose **Go to My Courses**, locate your in-progress course in the list, and choose the **Launch Course** button.