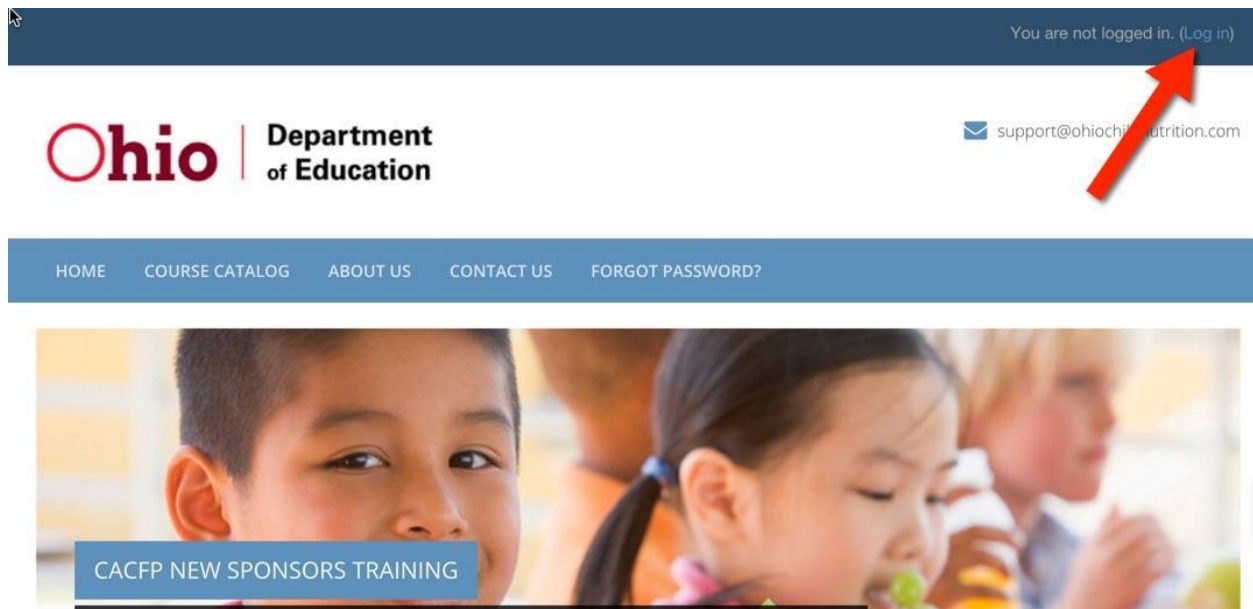


Registering for SFSP online training

1. Open up a web browser such as Google Chrome
2. Go to <http://ohiochildnutrition.com>
3. Click **Login** in the top right



4. Click button labeled **Create New Account** in order to create your new user account.

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Some courses may allow guest access

Is this your first time here?

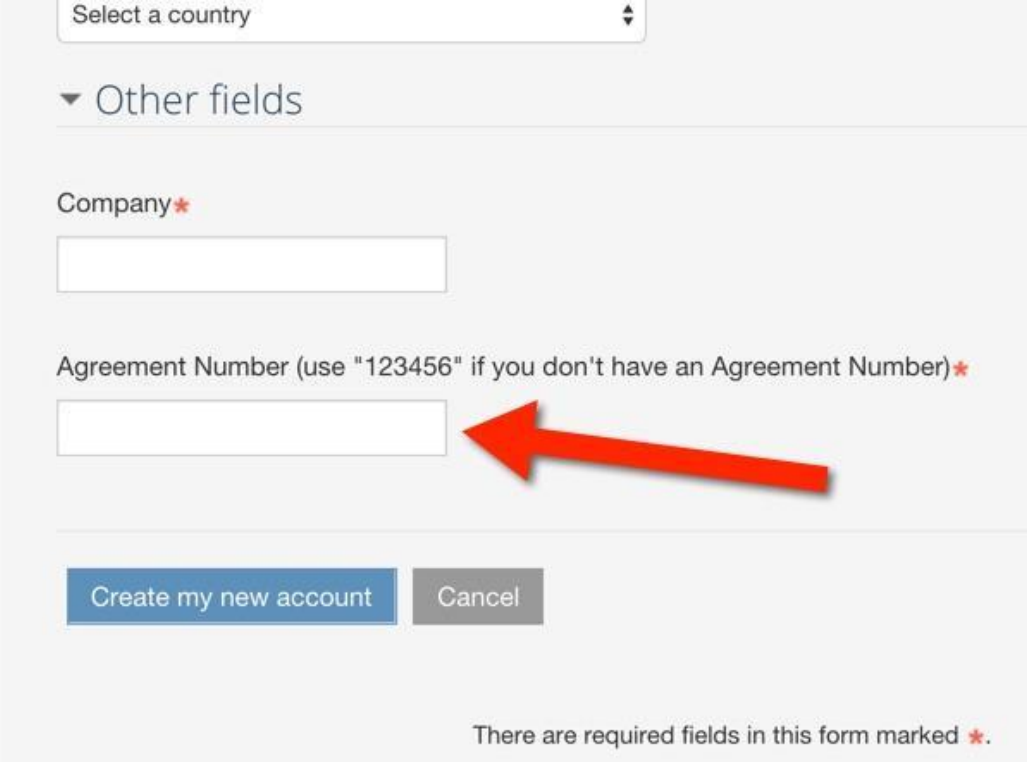
Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

5. Complete the form.

When you reach the **Agreement Number** field:

- If you already have an IRN, then enter the number here.
- If you do NOT have an IRN, then enter 123456.



Select a country

▼ Other fields

Company*

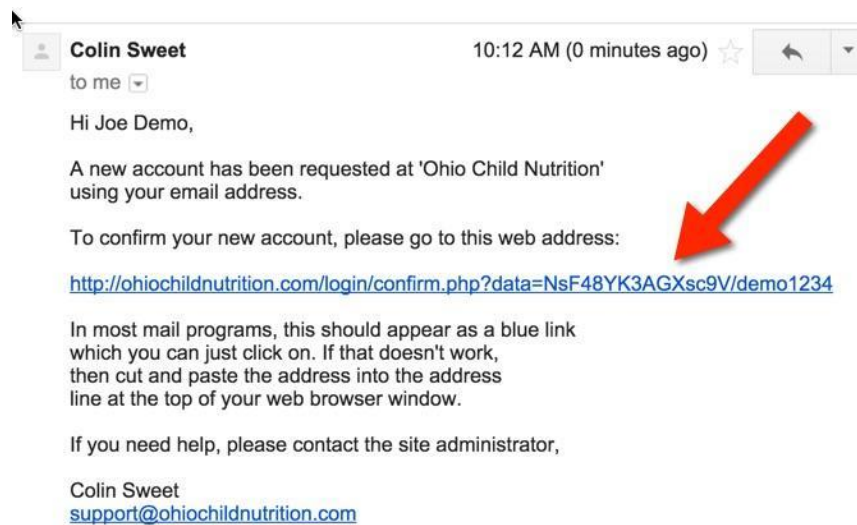
Agreement Number (use "123456" if you don't have an Agreement Number)*

Create my new account Cancel

There are required fields in this form marked *.

6. Click the button **Create My New Account**. This will trigger an email to you so that you can verify your new account.

7. Open your email and click the link to verify your new account.



8. You will now be logged into the system. Click **Courses** in order to view a listing of the courses you can register for.

9. Click the Course Title you wish to register for.

Available courses

Planning and Administering the Summer Food Service Program (2017)

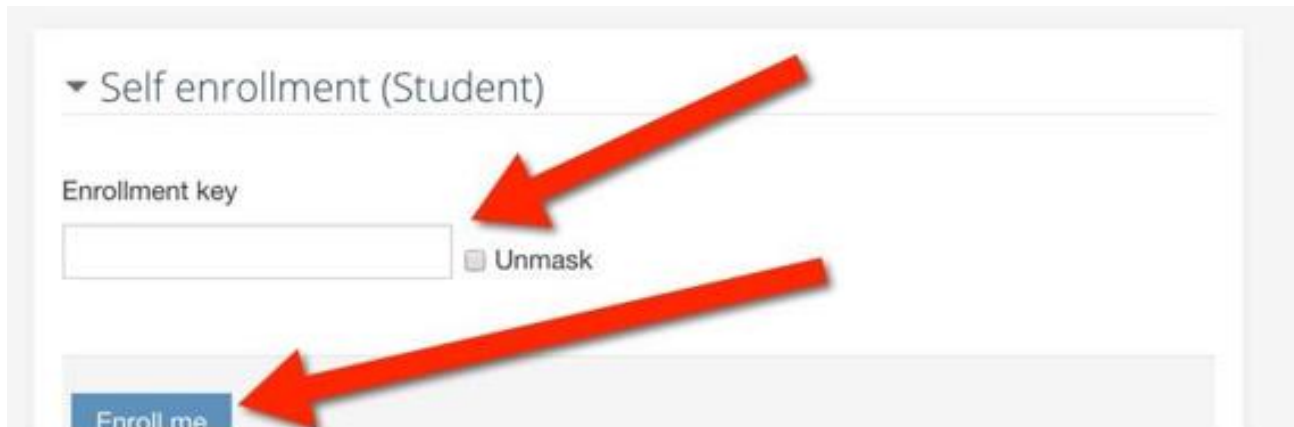


This course is designed for new and returning Summer Food Service Program (SFSP) sponsor staff, and will review the regulations and procedures of the SFSP.

10. Scroll down until you see the field **Enrollment Key** and enter this enrollment key:

enrollment key: **buckeyes**

Click the button **Enroll Me**



▼ Self enrollment (Student)

Enrollment key

 Unmask

11. You can begin taking the course! Start by clicking on the links in the course outline.

Planning and Administrating the SFSP (2017)



This course is designed for new and returning Summer Food Service Program (SFSP) sponsor staff, and will review the regulations and procedures of the SFSP.

Lesson 1 - Eligibility and Site Selection

| | |
|---|-------------------------------------|
|  1.1 Course Information | <input checked="" type="checkbox"/> |
|  1.2 Lesson Introduction | <input type="checkbox"/> |
|  1.3 Topic 1 Presentation | <input type="checkbox"/> |
|  1.4 Topic 2 Presentation | <input type="checkbox"/> |
|  1.5 Topic 3 Presentation | <input type="checkbox"/> |
|  1.6 Topic 4 Presentation | <input type="checkbox"/> |
|  1.7 Topic 5 Presentation | <input type="checkbox"/> |
|  1.8 Topic 6 Presentation | <input type="checkbox"/> |
|  1.9 Topic 7 Presentation | <input type="checkbox"/> |
|  1.10 Topic 8 Presentation | <input type="checkbox"/> |
|  1.11 Quiz | <input type="checkbox"/> |

12. After you have completed each lesson you will be asked to complete a quiz for the lesson's assessment. You will have two quiz attempts to achieve a passing score of 80% or higher.

13. A person of Authority (Owner, Executive Director, Board Chair) must complete the entire course and score 80% on all assessments. Your organization may choose other staff members to complete the course or parts of the course.

14. After completing the course, download the final certificate. You will need to upload this certificate to your program application later.