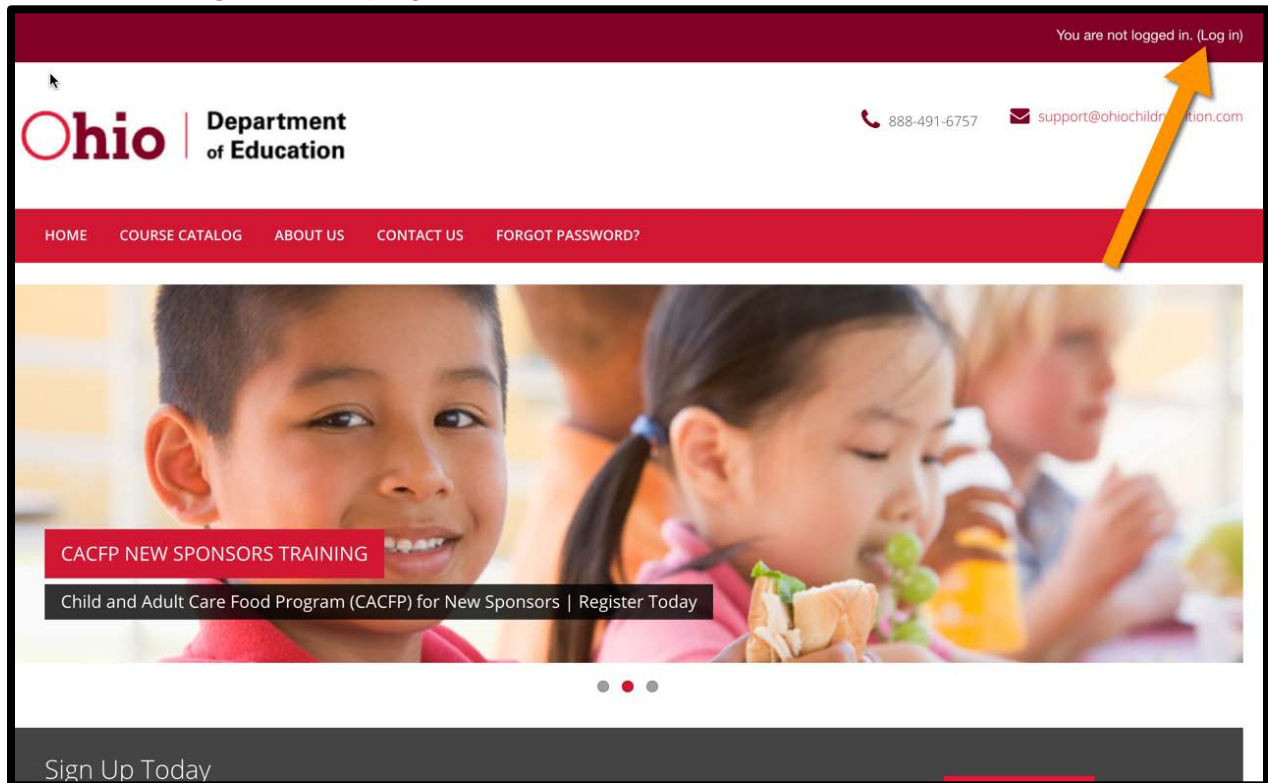


Tutorial for How to Register for the Online CACFP Training

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



4. Log in if you already have a user account. If you do not have a user account, click button labeled **Create New Account** in order to create your new user account.

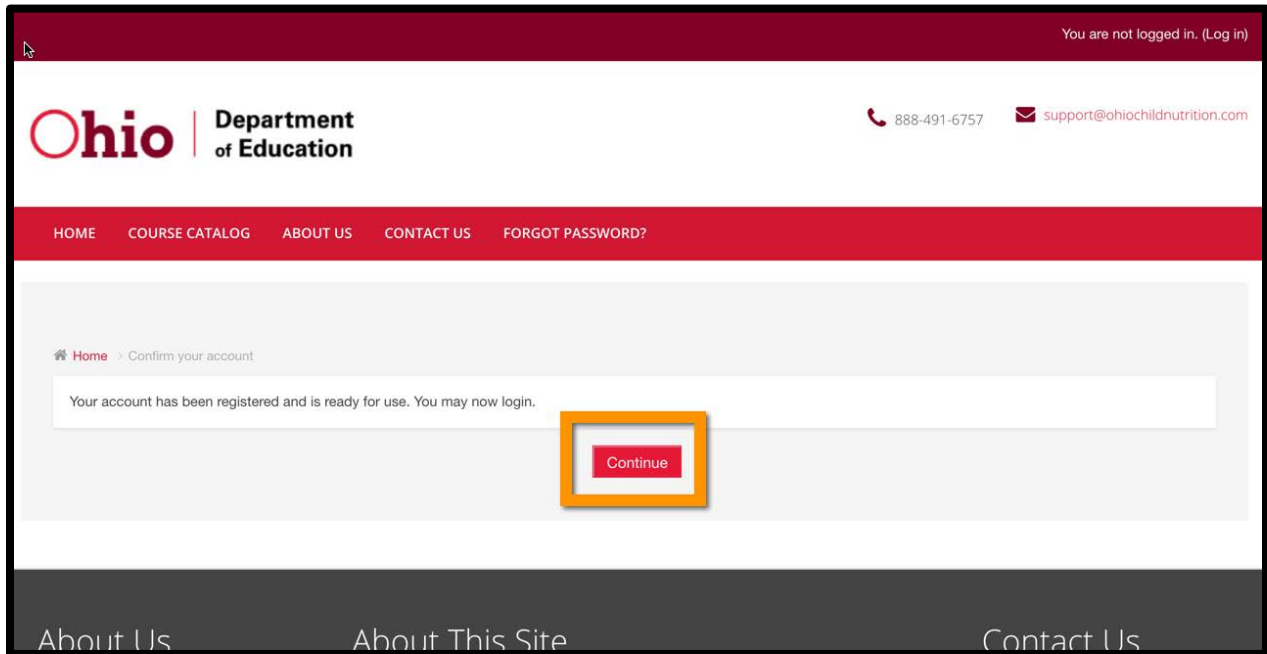
5. Complete the form to create new user account.

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

- If you already have an Agreement Number, then enter the number here.
- If you do NOT have an Agreement Number, then enter this temporary placeholder number for now: 123456

The screenshot shows a web form for creating a new account. At the top, there is a dropdown menu labeled "Select a country". Below it is a section titled "Other fields" with a downward arrow. This section contains two required fields, each marked with a red asterisk: "Company" and "Agreement Number (use '123456' if you don't have an Agreement Number)". The "Agreement Number" field is highlighted with a large red arrow pointing to it from the right. At the bottom of the form, there are two buttons: "Create my new account" (in blue) and "Cancel" (in grey). A footer note at the bottom right states: "There are required fields in this form marked *."

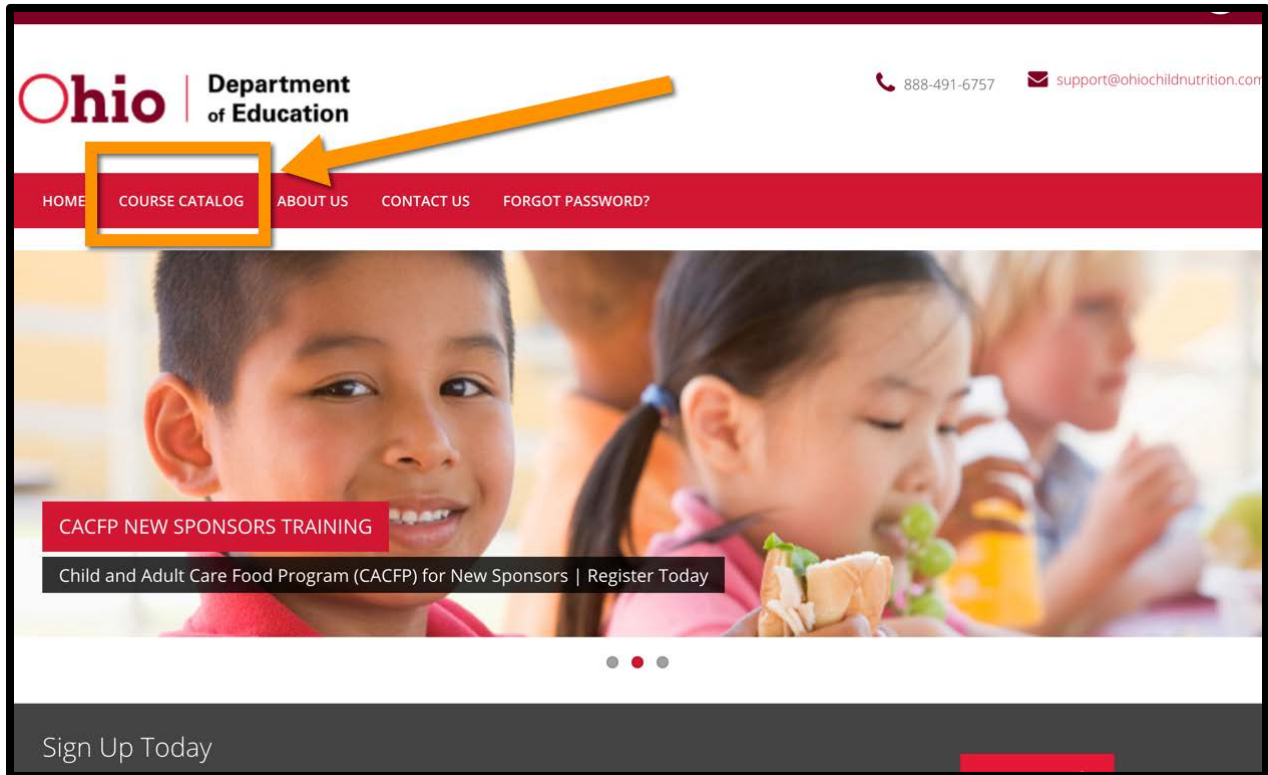
6. Click the **Continue** button.



7. Click **Login** in the top right in order to login with your new user account.

8. You are now be logged into Bright Track.

Click **Course Catalog** in the main menu in order to view a listing of the courses you can register for.




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

The screenshot shows a web interface with a header area containing several empty rectangular boxes. Below this is a section titled "Available courses". An orange arrow points from the top of the page down to the course title "CACFP Annual Sponsor Training - 2018 (PDE-110)".

Available courses

CACFP Annual Sponsor Training - 2018 (PDE-110)



Hours: 4

Course Description: This course is designed for returning Child and Adult Care Food Program (CACFP) sponsor staff, will review the regulations and procedures of the CACFP, and assist sponsors with regulatory compliance.

On the right side of the page, there is a navigation menu with the following items: "Main" (with a document icon), "Navigation", and "Home" (with a list of sub-items: "D", "S", "C").

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

enrollment key: buckeyes


Click the button **Enroll Me**

HOME COURSE CATALOG ABOUT US CONTACT US FORGOT PASSWORD?

Home > Courses > CACFP Annual Sponsor Training - 2018 (PDE-110) > Enroll me in this course > Enrollment options

Enrollment options

CACFP Annual Sponsor Training - 2018 (PDE-110)



Hours: 4

Course Description: This course is designed for individuals who are currently a Care Food Program (CACFP) sponsor or who are interested in becoming a CACFP sponsor. The course covers the procedures of the CACFP, and assist

▼ Self enrollment (Student)

Enrollment key

Enroll me

The enrollment key to enter is:
buckeyes

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

The screenshot displays the Ohio Department of Education website interface. At the top, the logo and name 'Ohio Department of Education' are visible, along with a phone number '888-491'. A navigation bar includes links for 'HOME', 'COURSE CATALOG', 'ABOUT US', 'CONTACT US', and 'FORGOT PASSWORD?'. Below this, a breadcrumb trail reads 'Home > My courses > CACFP Annual Sponsor Training - 2018 (PDE-110)'. The main content area features a course card for 'CACFP Annual Sponsor Training - 2018 (PDE-110)'. The card includes a 'Your progress' indicator with a question mark icon, a course photo, and the text 'Hours: 4'. The 'Course Description' states: 'This course is designed for returning Child and Adult Care Food Program (CACFP) sponsor staff, will review the regulations and procedures of the CACFP, and assist sponsors with regulatory compliance.' Below the description is a list of lessons: '0.1 Welcome' and '0.2 Presentation', each with a document icon and a progress indicator. A large orange arrow points to the '0.1 Welcome' link. Below this, a section for 'Lesson 1 - Civil Rights' lists '1.1 Introduction' and '1.2 Presentation', also with document icons and progress indicators.

12. Complete all course activities and make sure all boxes are checked.

The screenshot shows a course completion interface. At the top, it says "Lesson 5 - Financial Management & Maintaining a Nonprofit Food Program". Below this are two items: "5.1 Introduction" and "5.2 Presentation", each with a document icon and an empty checkbox to its right. Below that is "Lesson 6 - Program C...". Under Lesson 6, there are four items: "6.1 Introduction", "6.2 Presentation", "6.3 Final Exam", and "6.4 Certificate of Training (2018)". The "6.3 Final Exam" item has a checkmark icon to its left and a checked checkbox to its right. Below "6.4 Certificate of Training" is a "Restricted" label and the text "Not available unless:" followed by a list of 17 activities, each with a bullet point and the text "is marked complete". A large orange callout bubble with a white background and black text is overlaid on the right side of the screenshot, pointing to the checkboxes. The text inside the bubble reads: "Complete all activities and make sure these boxes are checked".

13. After all course activities have been completed, you will be able to generate your certificate of training.

NOTE: You will not need to email your certificate to Ohio program administrators, they will be notified automatically.