



An Orientation



To The Protection of  
Vulnerable Persons  
From Abuse and  
Neglect

## **An Administrator's Guide**

### to Managing Home Share Provider e-Learning on An Orientation to The Protection of Vulnerable Persons from Abuse and Neglect

For technical assistance with this Online Learning Management System, please contact Chris Moffat at [christopher.moffat@outlook.com](mailto:christopher.moffat@outlook.com)

#### **Step 1:**

To register as an administrator for your Home Share Providers, please complete contact Chris Moffat at [christopher.moffat@outlook.com](mailto:christopher.moffat@outlook.com) to receive your administrative login.

#### **Step 2:**

Log in with the username, password and weblink provided in your confirmation email.

#### **Step 3:**

Begin registering individual home share providers to take the online training by selecting "Add User" on the home page. Enter each individual's first name, last name and email address and click "Update."

#### **Step 4:**

The home share provider receives a confirmation email with a username, password and weblink. The home share provider is now ready to begin the training.

## **Managing E-Learning**

As a learning management system administrator, you will have a dashboard showing each individual home share provider progress through the seven modules. Each module is completed with a unit quiz that the person must pass before moving on. A certificate of completion will be available for you to download/print from your dashboard once the person completes the training.

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