

AccuTrain e-Learning Instructions

Below are the links that you will need to send to your staff/teachers to access the training programs.

[AccuTrain e-Learning staff/employees \(BBP\)](#)- staff/employees (BBP)

[AccuTrain e-Learning - health services employees only](#) - health services employees only
(Administering Medications – 30 users and First Aid – 30 users)

Please check the link now to confirm access and to see if you have any questions. Your e-Learning Start Date is June 9, 2014 and the Ending date is June 9, 2017. The staff is required to watch the entire video and must receive at least a 75% on the post-training quiz.

The link will need to be sent to all of your employees so that they can register and log in. It is recommended to send the link in a mass email. Please note – it is very important that each staff member keep/guard the link because they will need it after they have registered to log back in to complete the training. Each person will have up to 6 times to enter and complete each course.

End User “How to” Register and Log in:

To register, click on the link provided.

To log in as a Training Supervisor, enter your email address in the box on the left. Enter the password provided by AccuTrain. You may change your password (up to 20 characters) after you register for the first time.

To log in as staff for the first time, enter your information in the box on the right for “first time user.” You may create your own password (up to 20 characters). Please do not forget your password. You will need your password each time you log in. Follow the registration directions on the screen. *It is very important to fill out the registration correctly, including the correct school.* After you have logged in you will then be able to see the information on your Training Contact and your IT Contact should you have any problems or questions.

After viewing and completing the quiz:

Select “click here to issue your completion certificate”

Enter your first and last name

Click to continue

Print Certificate (you must immediately print the certificate! You will not be able to go back later and print a certificate unless you watch the program and take the quiz again