

Self enroll in RG0101: Child Protection Training Tutorial

Log into MyTraining: <https://mytraining.utsa.edu/online/>

MyTraining Log in

UTSA MyTraining Online

LOGIN

You must have an active employee assignment in order to log in.

myUTSA ID

Passphrase

Log in

[Forgot passphrase?](#)

Welcome to MyTraining Online

The mission of the [UTSA Training & Development Department](#) is to provide high quality services to meet our customers' needs. We facilitate professional and personal excellence, enhance organizational effectiveness, and contribute to the current and future success of the UTSA community.

For Classroom training, visit [MyTraining Classroom](#).

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Click on the RG0101 - Child Protection Training course.

MyTraining My courses Training History Erica

UTSA MyTraining Online

INCOMPLETE COURSES

- AM0586 - Endowments Compliance Refresher
- EP0457 - Emergency Preparedness (online course)
- SA0472 - Office Ergonomics

COURSES COMPLETED

No course(s) currently completed.

COMPLIANCE STAFF

- User Lookup
- Compliance Tracker

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ACKNOWLEDGEMENTS

Compliance

- RG0101 - Child Protection Training**
- SCT2016 - Standards of Conduct Training

Other

- WCI2013 - Workers' Compensation Insurance Provider Network Notification Acknowledgement 2013

ADMINISTRATIVE

FACULTY/STAFF DEVELOPMENT

Select yes to self-enroll.

The screenshot shows the UTSA My Training interface. At the top left is the logo "UTSA My Training YOUR Learning Source". At the top right, it says "You are logged in as Rowdy Compliance2 (Logout)". Below the logo is a navigation bar with "Home", "Courses", and "Login to RG0101". The main content area contains a confirmation box with the text: "You are about to enroll yourself as a member of this course. Are you sure you wish to do this?". Below this text are two buttons: "Yes" and "No". A red arrow points to the "Yes" button. At the bottom of the page, there is a "Home" link and another "You are logged in as Rowdy Compliance2 (Logout)" message.

Click on RG101 Lesson to begin lesson.

The screenshot shows the "Child Protection Training" page in the UTSA My Training Online system. The top navigation bar includes "MyTraining", "My courses", "Training History", and a user profile for "Erica". Below this is the "UTSA My Training Online" logo and a breadcrumb trail: "Home > Courses > Acknowledgements > Compliance > RG0101". On the left is a "NAVIGATION" sidebar with links for "Home", "Dashboard", "Site pages", "Current course", "RG0101" (with sub-links for "Participants", "Lesson", "Quiz", "Certificate"), and "My courses". Below the navigation is a "PEOPLE" section with a link for "Participants". The main content area is titled "Child Protection Training" and contains the following text: "State of Texas requires all who work/volunteer* in campus programs involving contact with minors complete Child Protection Training. This training must be completed within the first five (5) days of employment (with the program). You must review the training lesson and pass the quiz with a 70% or higher. Once you have completed the quiz, you must PRINT your certificate and give it to your Program Operator/Director/Coordinator." It also states: "The Program Operator/Director/Coordinator is required to submit a verification form to the Department of State Health Services (DSHS) within five (5) days of the start of the program verifying that each employee/volunteer* of the campus program has complied with the training requirement." A note says: "*Note: UTSA expanded the training requirement to include those in unpaid positions (e.g., volunteers)". Further information is provided: "More information regarding Child Protection Training and the requirements can be found on the Office of Institutional Compliance & Risk Services website: <http://www.utsa.edu/compliance/>". Key details listed are: "duration: 25 min", "certificate issued: Yes", and "completion requirements: You must review the entire lesson and pass the quiz with an 70 or higher." Below this is a "Lesson" section with the text: "To begin the training for this course, please click the link below to get started. You will have a quiz following the training that you will have to pass in order to mark you as **Complete** for this course." A red arrow points to a link labeled "RG 101 Lesson" which is circled in red.

After you have completed the lesson ...

Click on RG 101 Quiz to take the quiz.

The screenshot shows the MyTraining interface with a navigation bar at the top containing 'MyTraining', 'My courses', 'Training History', and a user profile for 'Erica'. A sidebar on the left is labeled 'Participants'. The main content area is divided into sections: 'Lesson', 'Quiz', and 'Certificate'. The 'Lesson' section includes a link for 'RG 101 Lesson'. The 'Quiz' section features a link for 'RG 101 Quiz' which is circled in red, with a red arrow pointing to it from the left. Below the quiz link is the text 'Not available unless: You achieve a required score in RG 101 Lesson'. The 'Certificate' section includes a link for 'RG 101 Certificate' and the text 'Not available unless: You achieve a required score in RG 101 Quiz'.

After you have passed the quiz, print your certificate and give it to your program director.

This screenshot is identical to the one above, showing the same MyTraining interface. In this view, the 'RG 101 Certificate' link in the 'Certificate' section is circled in red, with a red arrow pointing to it from the left. The 'RG 101 Quiz' link remains unhighlighted.

If you have any questions please email Erica Garcia at Erica.Garcia2@utsa.edu