

# Non-UTSA Employee (Affiliated) SB1414 Child Protection Training Tutorial

Go to [MyTraining.affiliated.utsa.edu](https://mytraining.affiliated.utsa.edu)

The screenshot shows a web browser window with the address bar containing <https://mytraining.affiliated.utsa.edu/>. The page title is "Non-Employee Training Site". The main content area has a blue header with the text "Non-Employee Training Site" and a "You are not logged in. (Login)" link. Below the header is a "Login" section with fields for "Username" and "Password", a "Login" button, and two links: "Create new account" and "Lost password?". The "Create new account" link is circled in red. The main content area also features a "Welcome to MyTraining Affiliated site" message, a "UTSA" logo, and a prominent "NOT FOR UTSA EMPLOYEES" warning. A "Recommended Browser" section on the right suggests using Firefox. The footer includes a "moodle" logo and another "You are not logged in. (Login)" link.

Create a new account. Shown in the red circle below the login.

Create your new account by filling out all the required fields.

Look for SB1414 Child Protection Training course and enroll yourself in the online course.

You will receive an email confirming your new account. In the email click the link to the SB1414 course and complete the course online.

You must pass the course quiz with 70% or better and you must print your certificate and give it to your department.