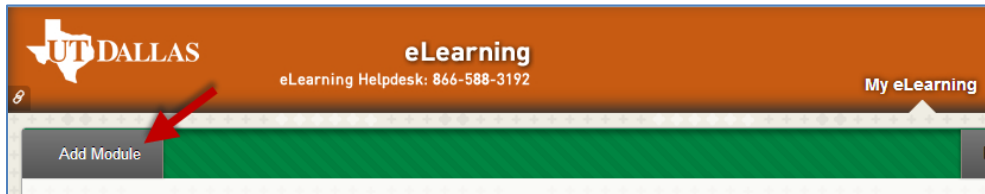
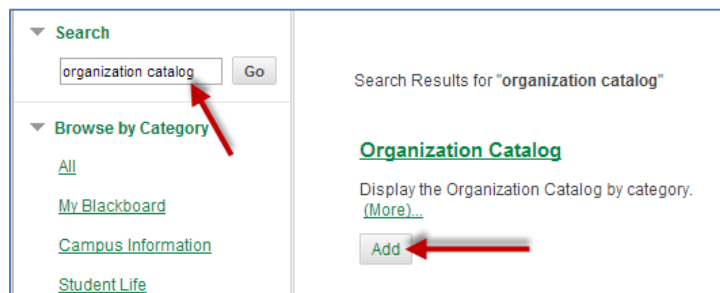


The Designated Individual Training and Child Protection Training courses are set up for UT Dallas faculty, staff and students to self-enroll. Please follow these step-by-step instructions to enroll in the Programs for Minors organization in eLearning to access and complete the required trainings.

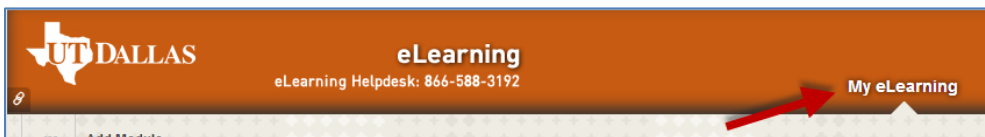
1. Login to eLearning and click on the **Add Module** button



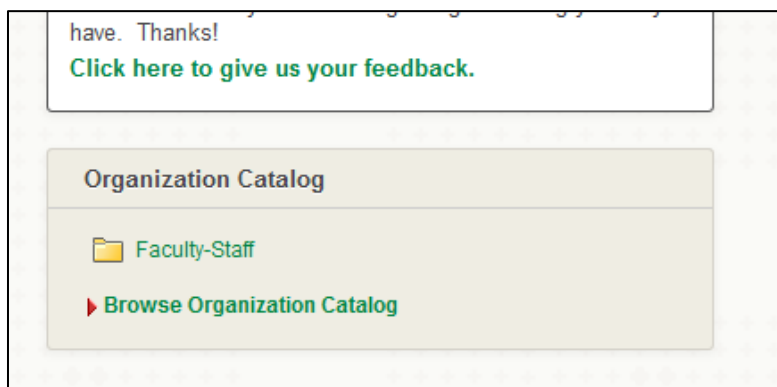
2. Enter **organization catalog** in the Search bar, and click the **Go** button
3. Click the **Add** button under **Organization Catalog**



4. Click on the **“My eLearning”** link at the top of the screen to return to the main page



5. At the bottom of the **My eLearning** page, click the **Faculty-Staff** link under **Organization Catalog**

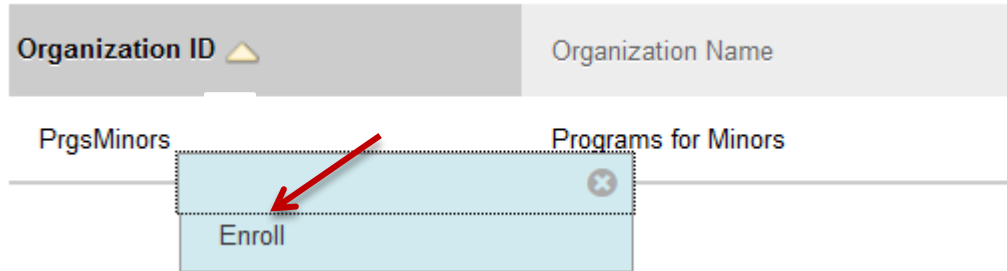


6. Search for Programs for Minors. Click Go.



Search Catalog Organization Name Contains Programs for Minors AND Creation Date Before 02/22/2017 Go

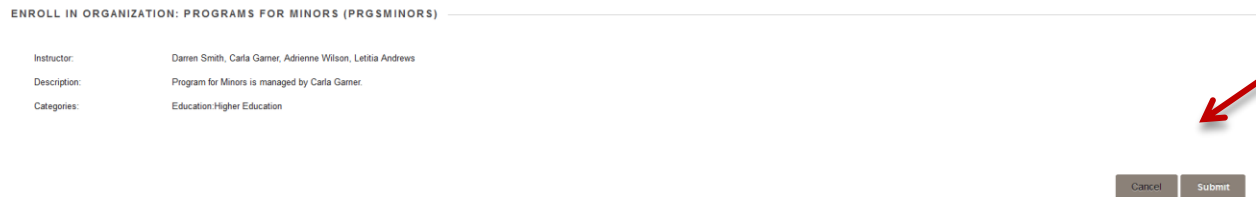
7. Hover over the PrgsMinors (Organization ID) shown below and select **Enroll** from the drop down list



Organization ID	Organization Name
PrgsMinors	Programs for Minors

Enroll

8. Click the **Submit** button

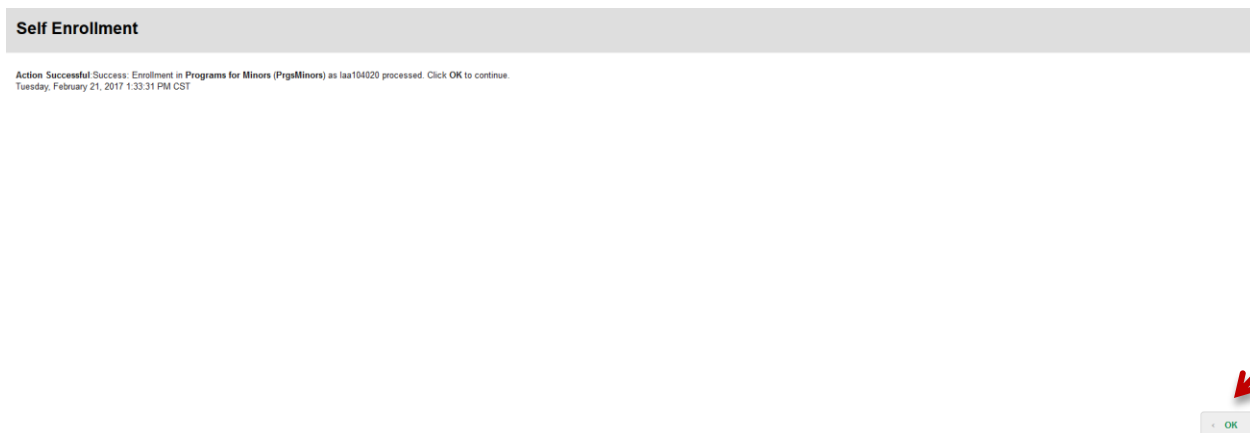


ENROLL IN ORGANIZATION: PROGRAMS FOR MINORS (PRGSMINORS)

Instructor: Darren Smith, Carla Garner, Adrienne Wilson, Letitia Andrews
Description: Program for Minors is managed by Carla Garner.
Categories: Education: Higher Education

Cancel Submit

9. Click **OK**



Self Enrollment

Action Successful Success: Enrollment in Programs for Minors (PrgsMinors) as laa104020 processed. Click OK to continue.
Tuesday, February 21, 2017 1:33:31 PM CST

OK

You are now enrolled in the eLearning organization and should see two training offerings.

Please complete the training offerings in the Programs for Minors organization as required:

- ✓ **Child Protection Training (required once every two years)**
- ✓ **Designated Individual Training (required annually)**