

## **Instructions for Mandated Reporters Training Access**

### **Mandated Reporters: Critical Links in Protecting Children in Georgia**

*This free online course is offered by the State of Georgia and available through Pro Solutions Training. In this one-hour course Authorized Adults will learn how to better recognize the indicators of abuse and neglect; identify the groups of children that may be at a higher risk of being abused or neglected.; and understand your role in responsible reporting as mandated by law in the State of Georgia.*

#### **1. Create a Pro Solutions Training account:**

1.1. Provide the required information to create an account:

<https://www.prosolutionstraining.com/registration/>

*Note: Your email address will be your username whenever you return to the site, and we will use it to contact you, if necessary.*

1.2. Log in to Pro Solutions Training at: <https://www.prosolutionstraining.com/login/>

#### **2. Add the course to your Pro Solutions Training account:**

2.1. Select Courses at the top right of screen

2.2. Select Human Services, Human Services Course Catalog from the pop-up menu

2.3. Select Child Abuse and Neglect category from the left menu

2.4. Select Order Now on the far right of the **Mandated Reporters: Critical Links in Protecting Children in Georgia** course

2.5. Scroll Order Now on the next screen

2.6. Select Purchase Now (*course is free*)

#### **3. Start the Pro Solutions Training online course:**

3.1. Select My Account on the upper right corner to refresh your list of purchased courses

3.2. Select the Mandated Reporters: Critical Links in Protecting Children in Georgia listed under Courses in Progress, Title to start the course

#### **4. Print a Certificate of Completion for the course:**

4.1. Select My Account on the upper right corner to refresh the status of Courses in Progress

4.2. Select Print Certificate under Status for the Mandated Reporters: Critical Links in Protecting Children in Georgia course

4.3. Provide a copy of the Certificate of Completion to the KSU Sponsor for the program each fiscal year