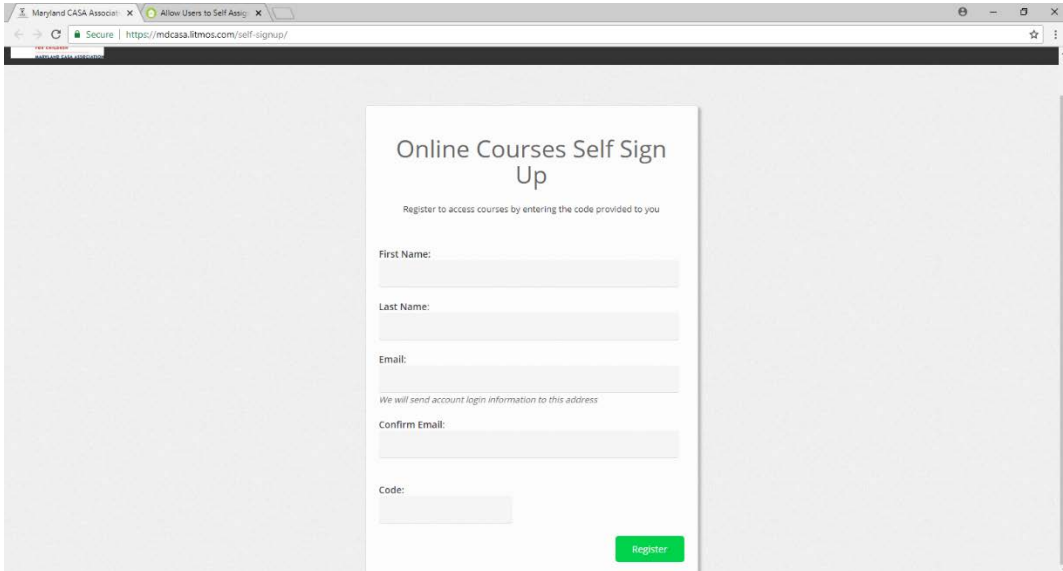# How to Enroll in Maryland CASA Association's On-Demand Training Courses

1. Users can access the Maryland CASA Course Library by creating a learner profile from the following link.
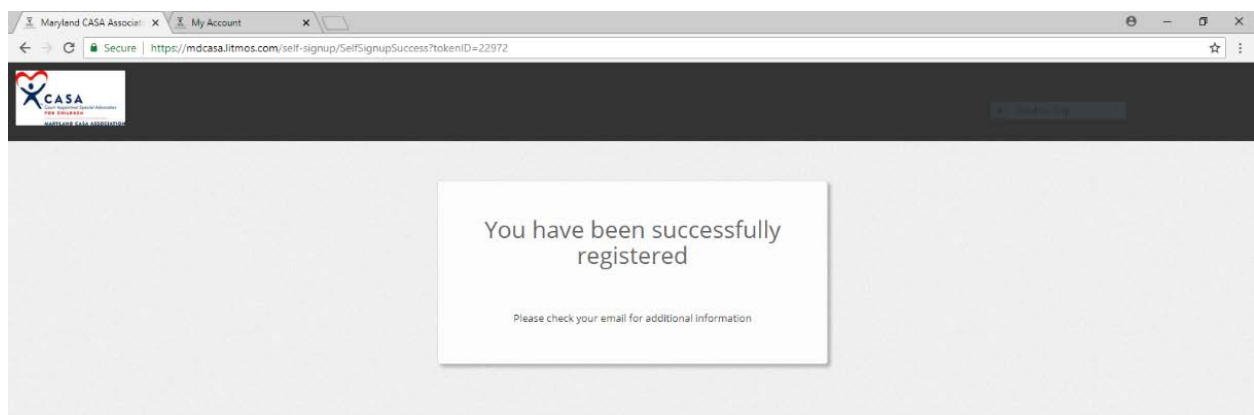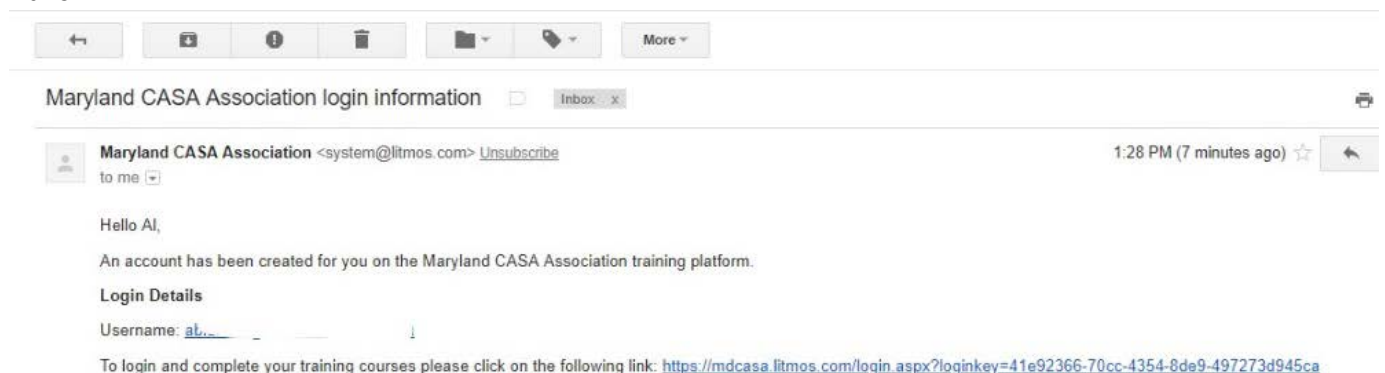
   http://mdcasa.litmos.com/self-signup/

   - Users enter their First and Last Name and e-mail address
   - Please ask your supervisor for the 'code' to self-sign up or e-mail training@marylandcasa.org.

2. Once the user enters the proper information and click 'Register', they will be redirected to this screen.

3. Next, users will access their e-mail where they have received their login information. The e-mail will look like this.

Maryland CASA Association login information   Inbox ✕

Maryland CASA Association <system@litmos.com> Unsubscribe   1:28 PM (7 minutes ago)
to me

Hello Al,

An account has been created for you on the Maryland CASA Association training platform.

Login Details

Username: al..

To login and complete your training courses please click on the following link: https://mdcasa.litmos.com/login.aspx?loginkey=41e92366-70cc-4354-8de9-497273d945ca

4. Click the link provided to log in and access the Maryland CASA Course Library. It will take you to this screen to create a unique password.
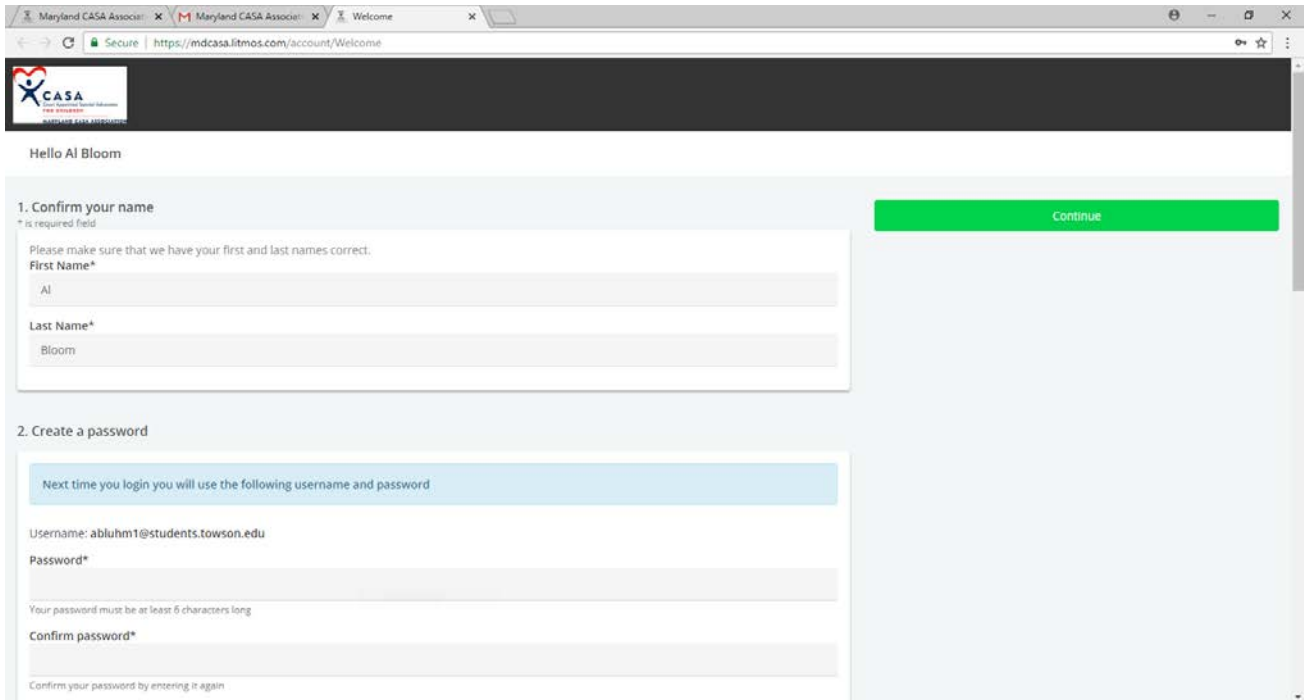

5. After creating a password, users will provide additional information in the fields below 'Create a password'.
   - Only fields marked by an '*' are required to finish creating your account.
   - When all necessary fields are filled in, press the green 'Continue' button on the right-hand side of the screen.

6. After pressing 'Continue,' the account has been registered and the user will be redirected to the Dashboard. It will look like this.
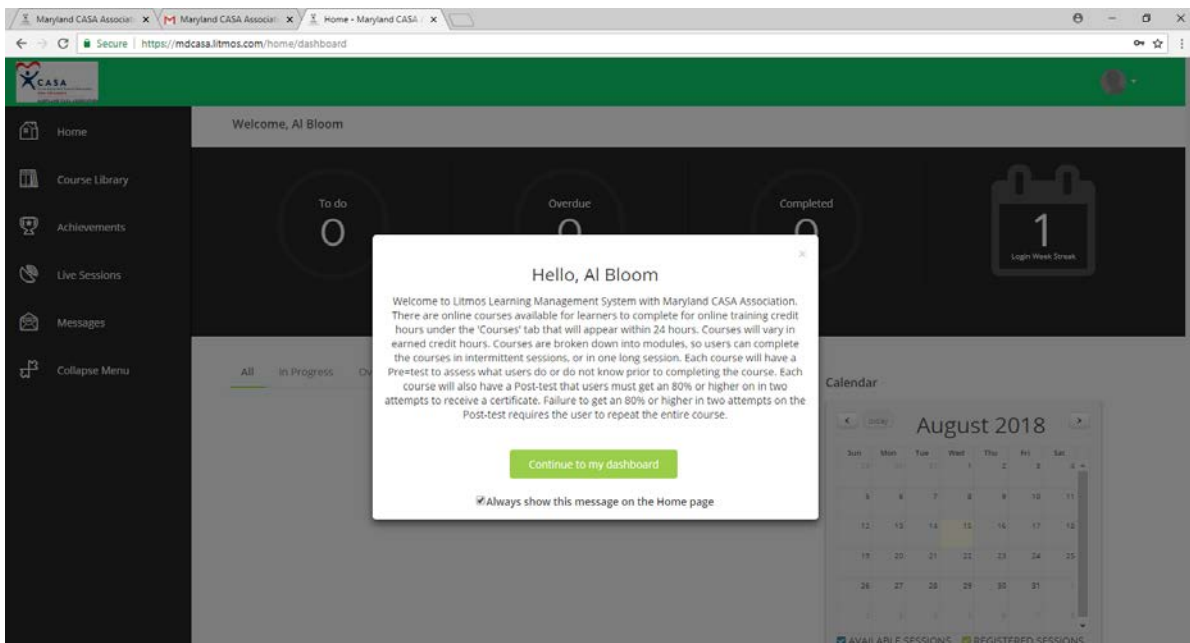
Click 'Course Library' to see the courses currently available. Courses will be added on a regular basis on various topics.

7. Dismiss the welcome message to access the Course Library, Live Sessions, Messages, and more.
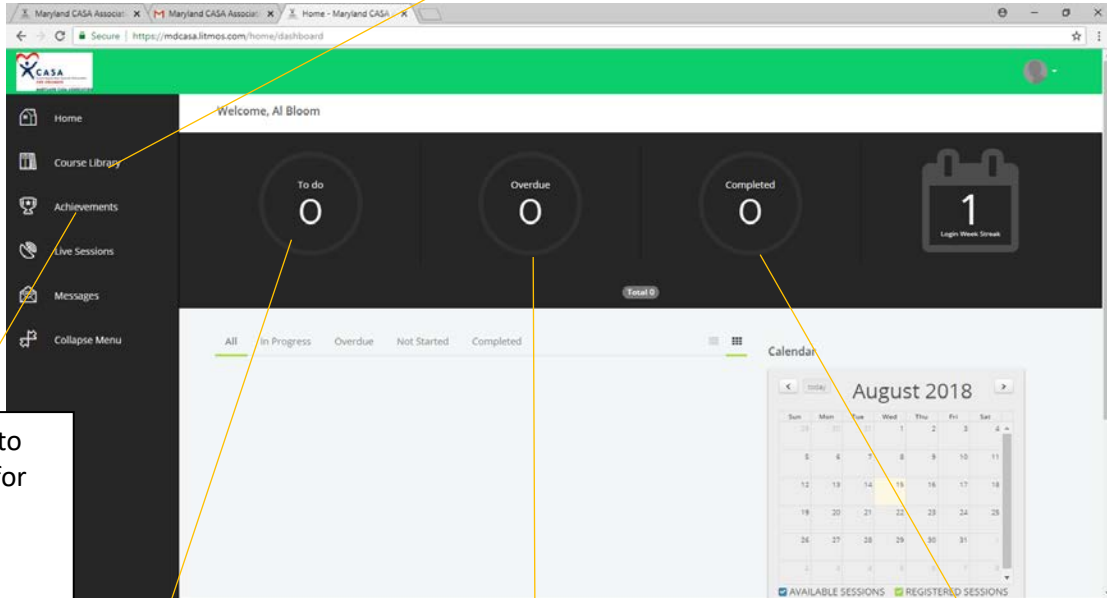
Click 'Achievements' to view the certificates for the courses you have completed.

This circle indicates the 'To Do' list. This includes modules and assessments that need to be completed for courses.

This circle will let users know when there are tasks that are overdue. However, courses in the Course Library do not have a due date or time-limit so users can disregard this portion.
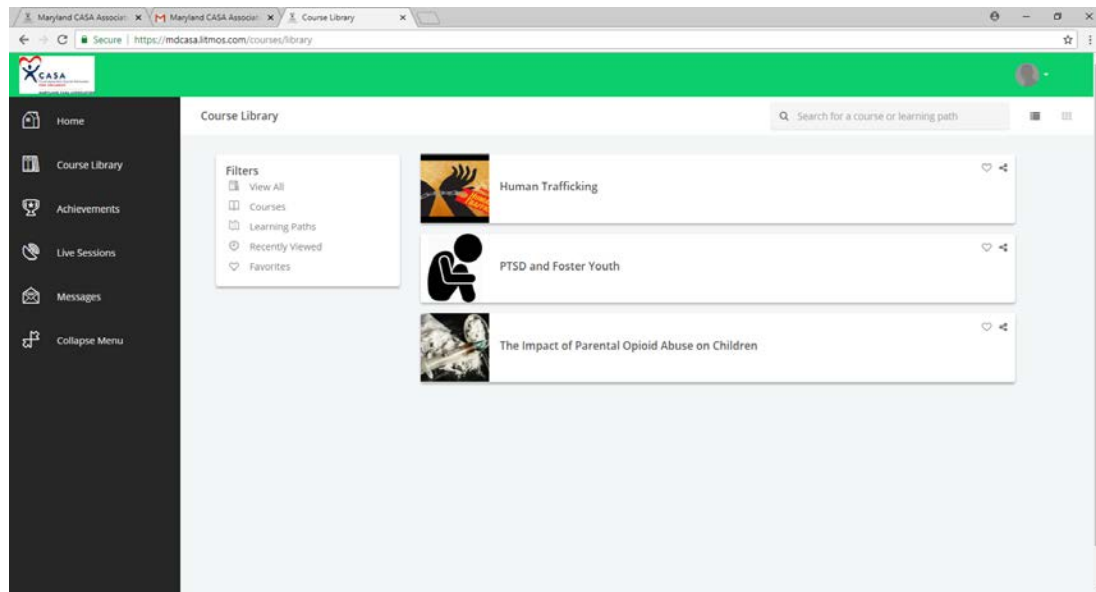
This circle indicates Completed courses.
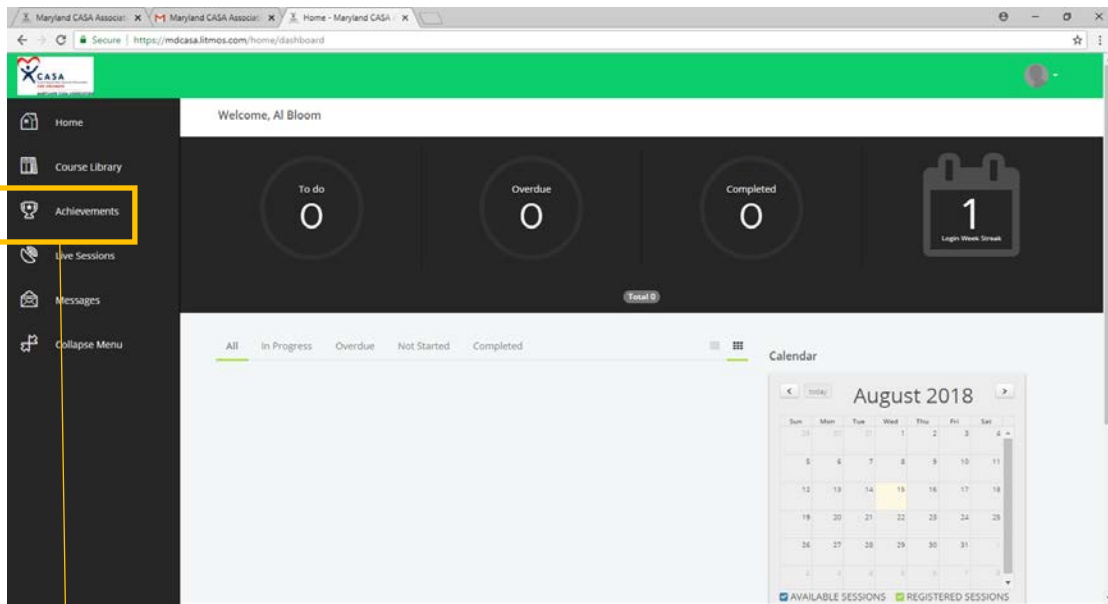
To Access Course Library:
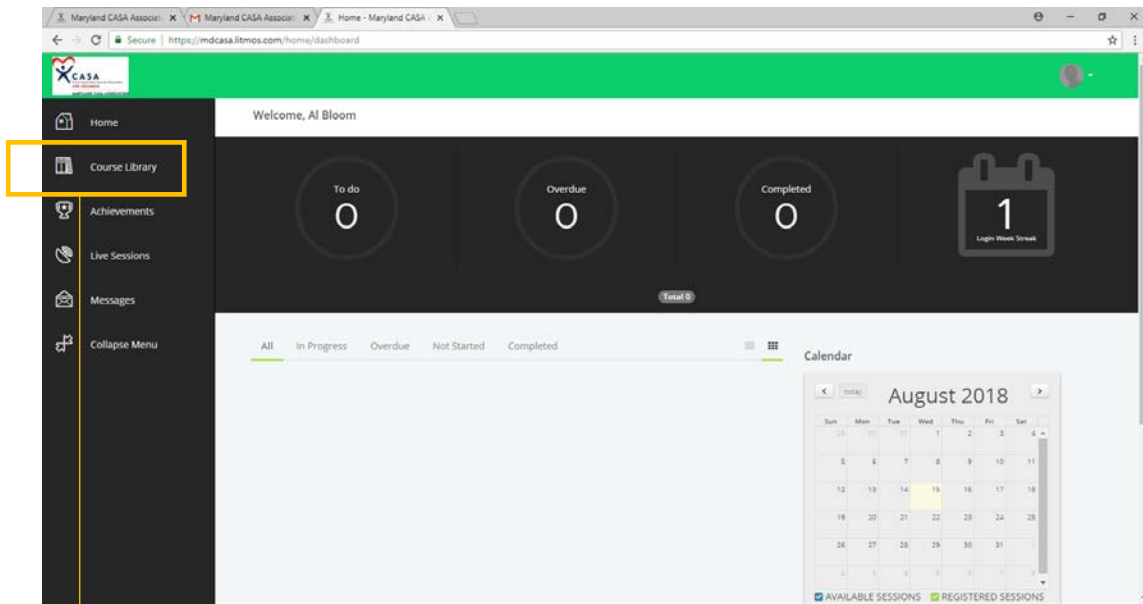
The Course Library tab allows users to access all courses that have been uploaded to the Course Library. Courses will continually be added to the Course Library.

This is what the 'Course Library' page will look like.
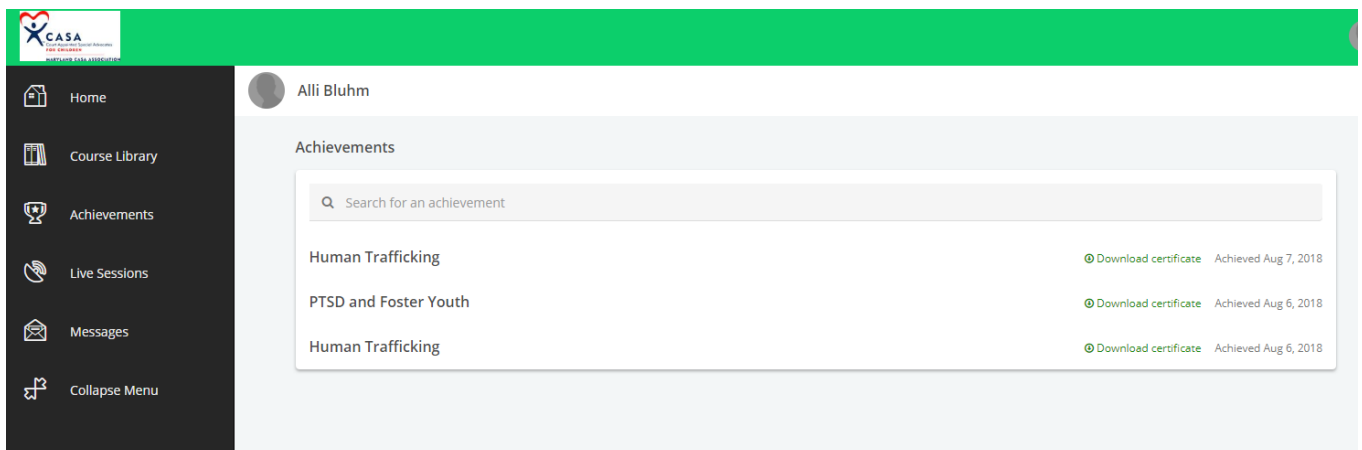
To View Achievements

The 'Achievements' tab allows users to access their certificates of completion upon completing a course and passing the Post-Assessment.

- A new users 'Achievements' tab will look like this.

- As the user completes courses, the 'Achievements' tab will begin to look like this.

Starting and Completing Courses

When a user opens a new course, they will be required to
- Begin with a Pre-Test
- Follow all modules of the course in module order
- Complete a Post-Assessment to receive a certificate of completion. The Post-Assessment Quiz will include material from the courses. You have two tries to pass with 80% or 8/10 questions. If on your second chance you do not receive a passing score, please email contact@marylandcasa.org and we can re-set the course.

This is what a new course will look like to users.
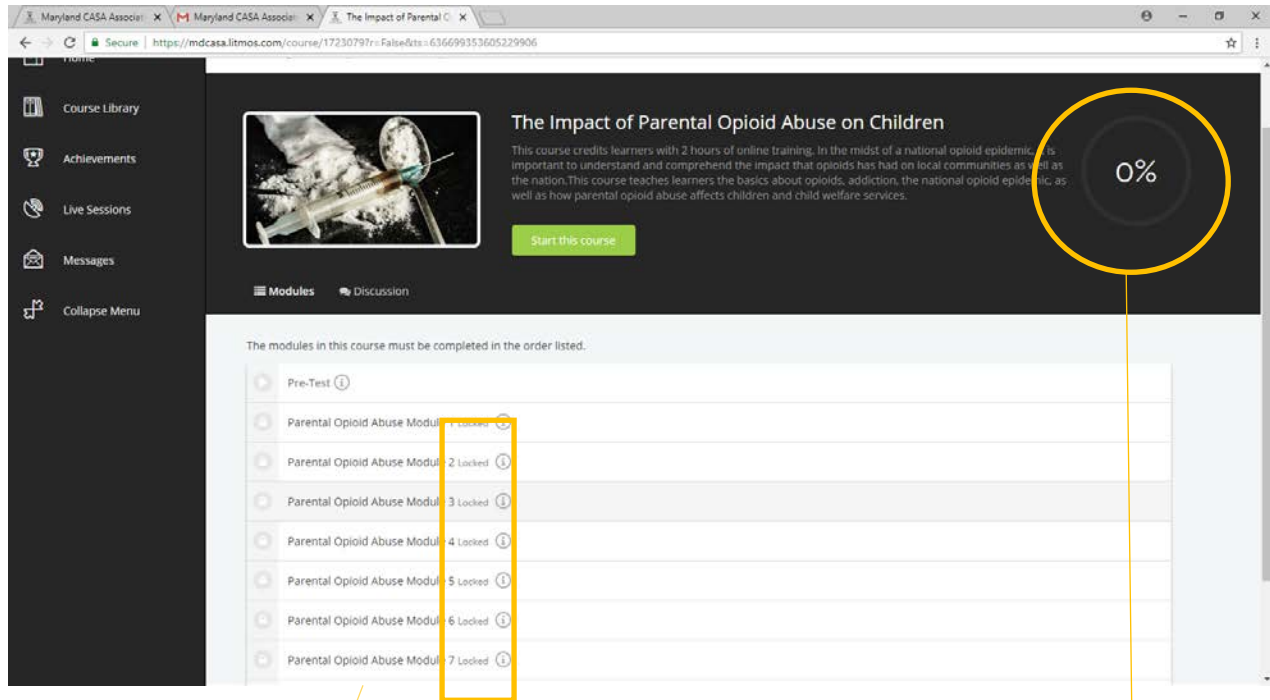
Notice how the modules are locked. Each module will only unlock when the module before it is complete.

This circle will automatically update to let users know what % complete they are for that specific course.

Users do not need to complete the entire course in one session. The user can come back to the course and pick up where they left off at any time.
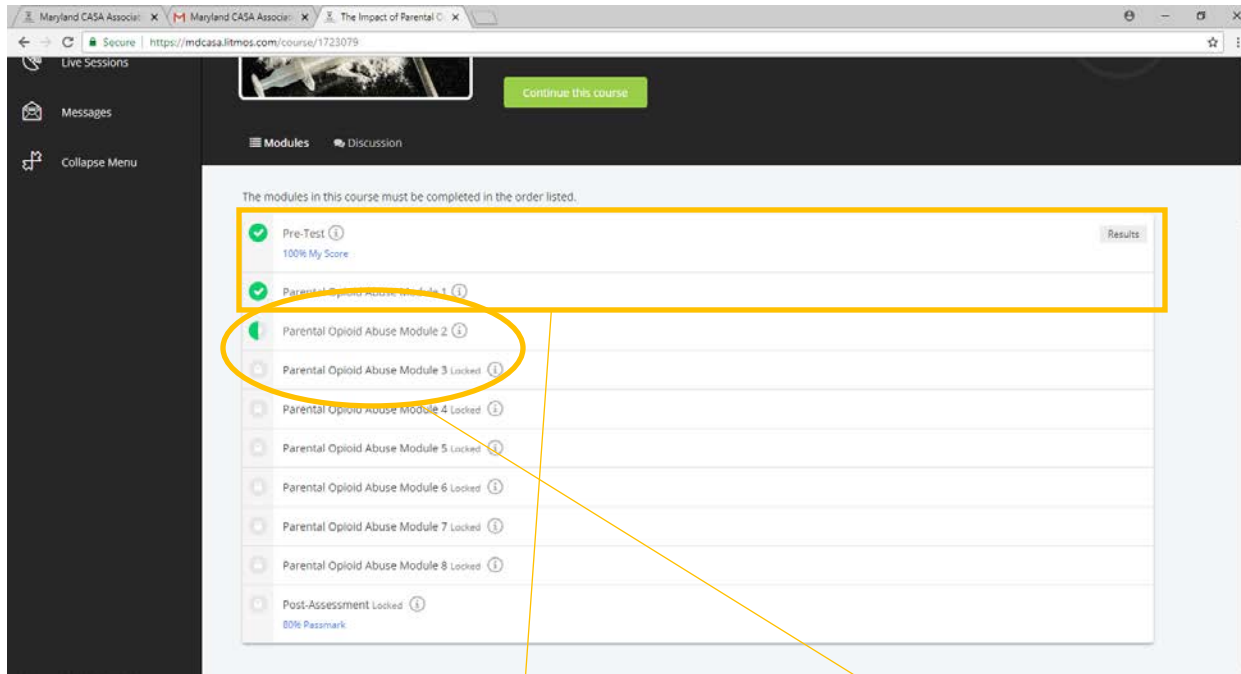
Scores on completed Pre- and Post-Assessments are visible from the Course's page. A green circle with a check mark indicated that module is complete.

A green semi-circle indicates the user has started but not completed the module. Users are required to finish one module before moving to the next – as indicated by the 'Locked' status next to module names.

Maryland CASA's On-Demand Training Academy is mobile compatible, so you can access the courses from anywhere with a smartphone or tablet!

Please contact us with any questions or if you need help getting started.
training@marylandcasa.org