1. Enter E-Mail and Password
Enter your e-mail and password from when you first created an account. If you have forgotten your password, click the bubble “I forgot my password,” enter your e-mail, and click “Send My Password”. You will then be sent a temporary password to reset it. If you have forgotten which e-mail you use to log in or are having trouble, contact the Extension Office at 715-346-1462.

2. Click Login
Left-click “Login” to access the family home screen.
2. Continue to Family
Left-click “Continue to Family” to see your member list.
1. Edit
Left-click the “Edit” button across from the adult volunteer who is completing the mandatory reporter training.
1. **Trainings**

Left-click the “Trainings” button in the upper left corner of the screen.
1. **Edit / View**

Left-click the "Edit/View" button.
1. **Trainings**

Left-click the button by “Take the Course”. A new window will open with the Mandatory Reporter Training module.
1. Begin

After reading the instructions, left-click "Begin" and follow the instructions for completing the module. Your progress through the different steps are indicated at the top of the screen.
1. Tabs
Note that after proceeding through the module, you will reach a seven-part section highlighting the different types of child abuse that mandate reporting. Before you can proceed to the next section of the module, you will need to click through these tabs near the top of the screen.
1. **Next**

When you reach the bottom of the “Practice” tab on each section devoted to a type of child abuse, you will be able to left-click “Next” to proceed to the next section. Once you conclude the full module, instructions for taking the test and completing your training will be provided.