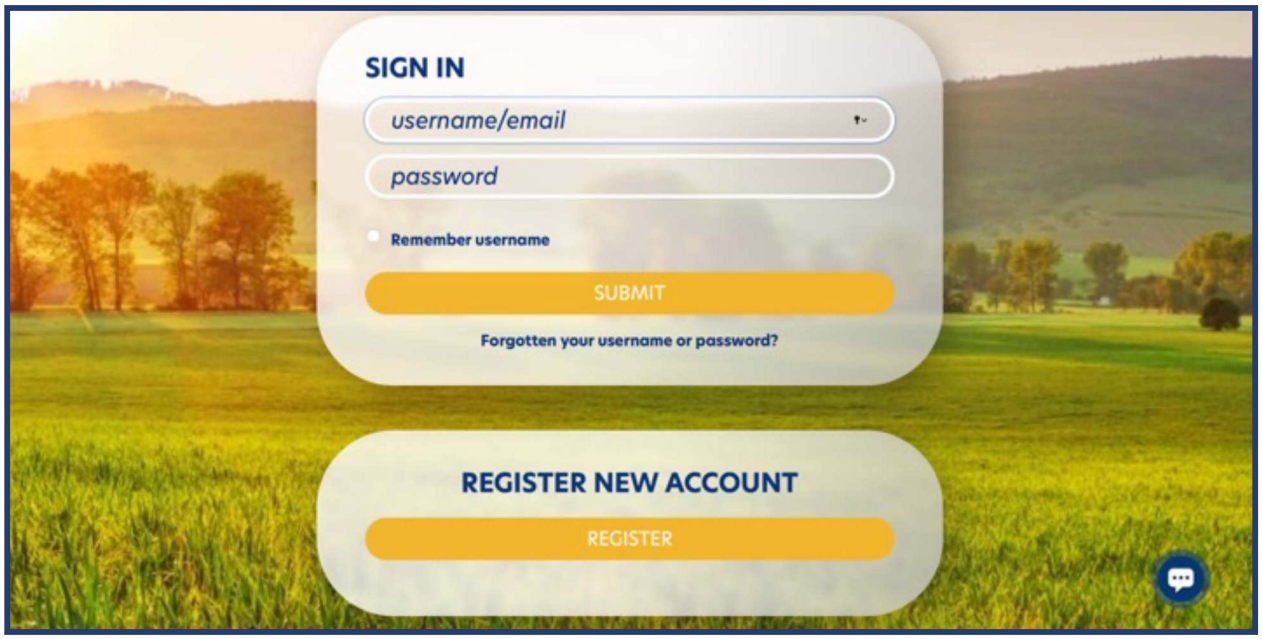
GETTING YOUR YQCA CERTIFICATION HELP DOCUMENT

CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

STEP 1 Create and login to a YQCA account. Go to yqcaprogram.org and select "Login & Register" from the menu.

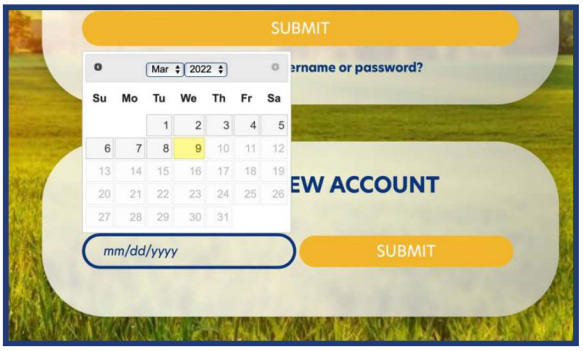


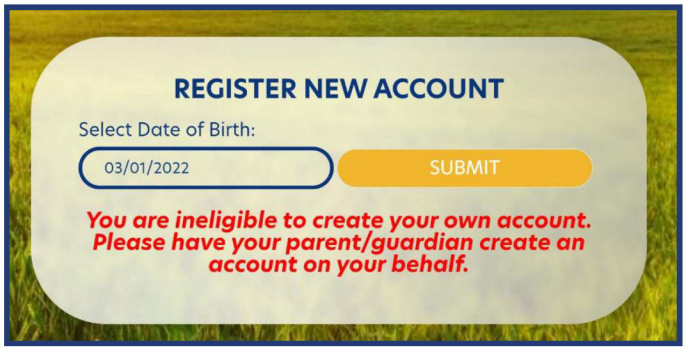
STEP 2 If registering a new account, select "Register." If logging in to a pre-existing account, enter your username and password and select "Submit" to login.



STEP 3

When registering a new account, enter your birthdate. If you are an age protected under COPPA, a parent must create the account.



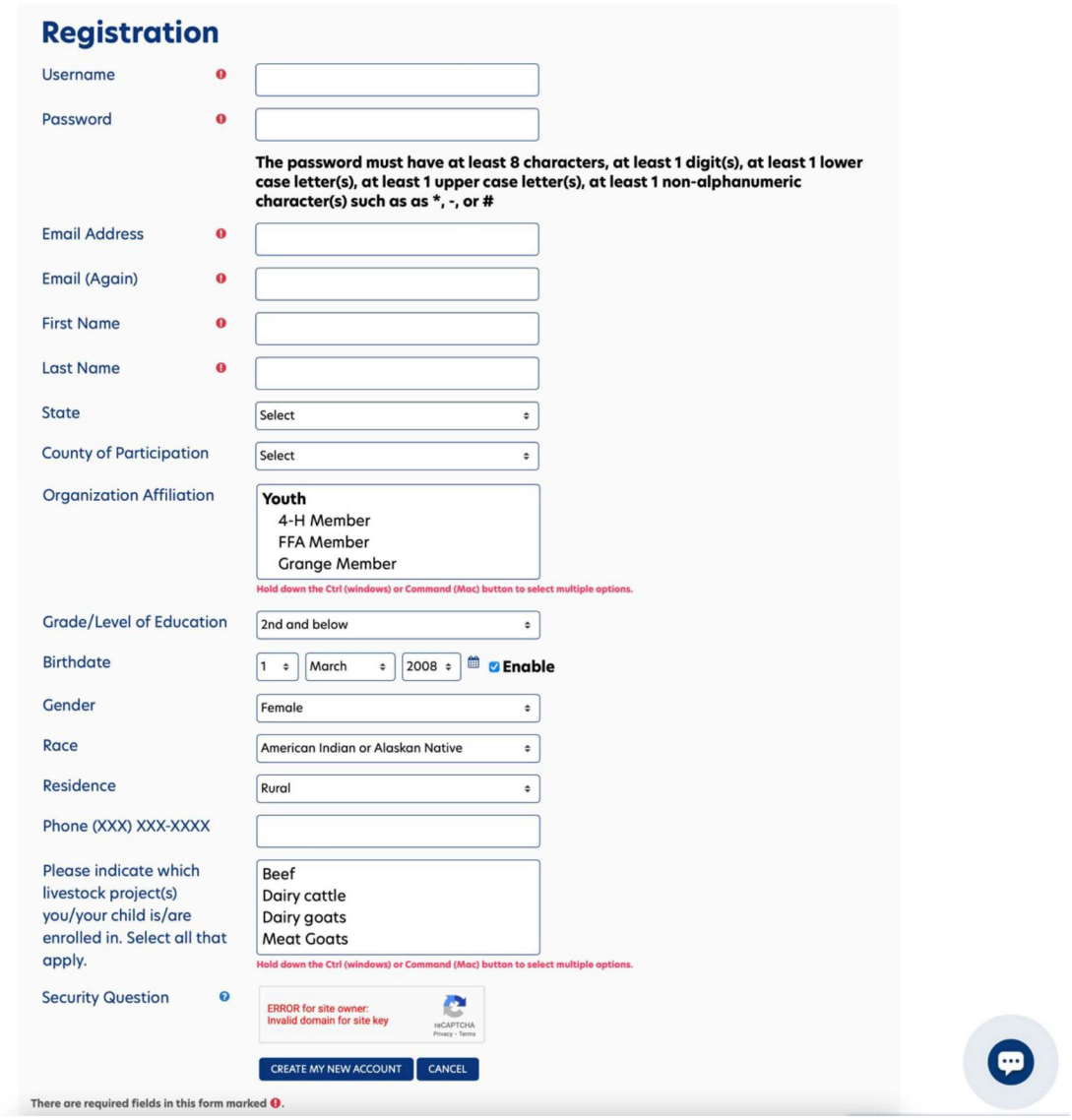


STEP 4



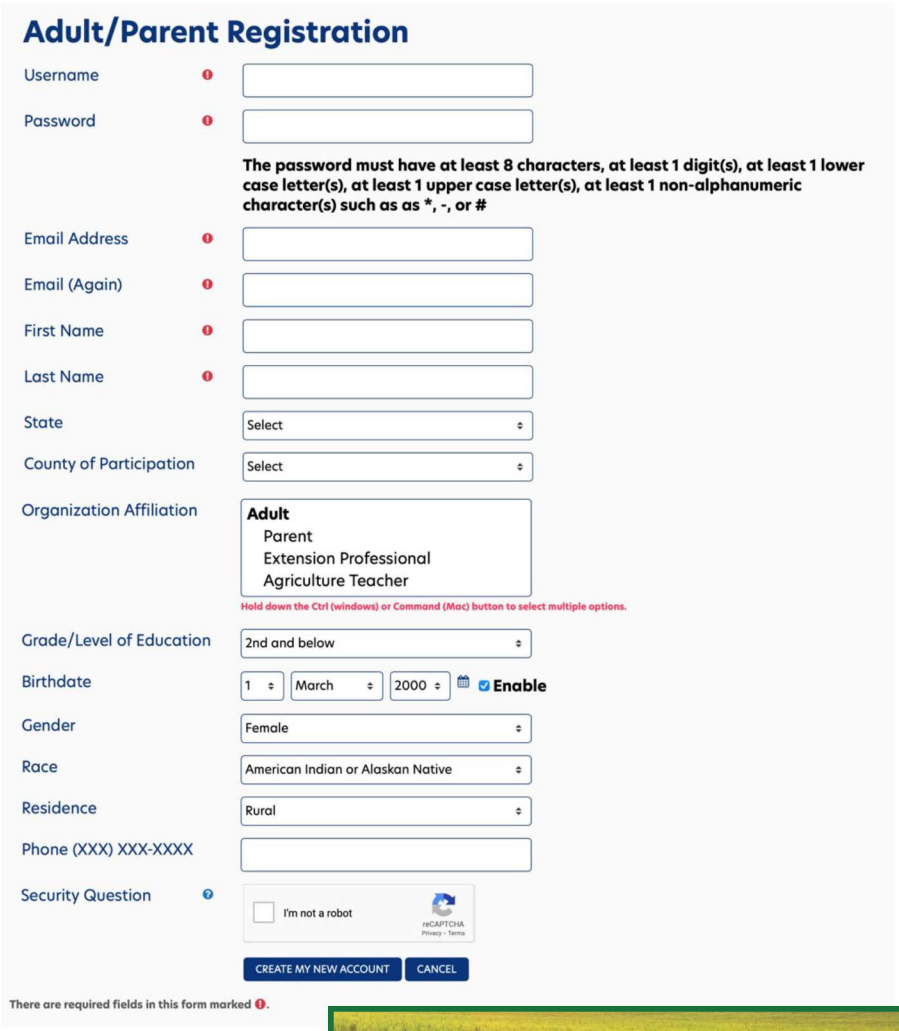
Complete registration information for the owner of the account.

The image on this page is of the youth registration. The parent registration is captured on the next page.



PARENT REGISTRATION

The image on this page is of the parent registration.



Adult/Parent Registration

Username *

Password *

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Email Address *

Email (Again) *

First Name *

Last Name *

State: Select

County of Participation: Select

Organization Affiliation: **Adult**, Parent, Extension Professional, Agriculture Teacher

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Grade/Level of Education: 2nd and below

Birthdate: 1 March 2000 Enable

Gender: Female

Race: American Indian or Alaskan Native

Residence: Rural

Phone (XXX) XXX-XXXX

Security Question *

I'm not a robot reCAPTCHA Privacy - Terms

CREATE MY NEW ACCOUNT CANCEL

There are required fields in this form marked *.

STEP 5

Retrieve email to validate registration and complete parental consent.

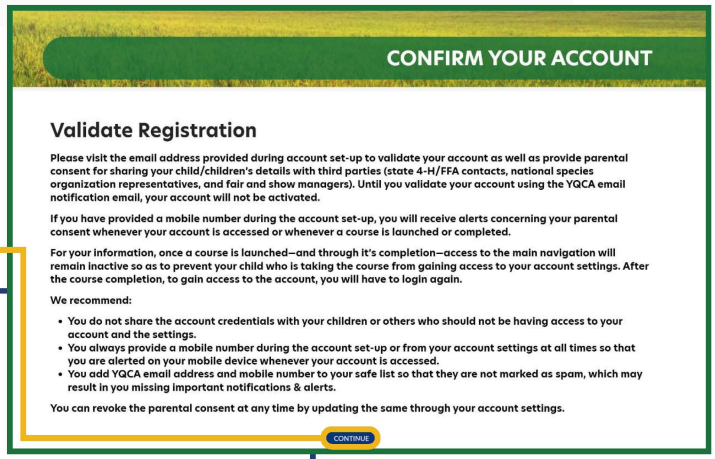
Hi Sammy Student,

A new 'YQCA' account has been requested using your email address.

To confirm your new account, go to this web address:
https://yqcaprogram.org/login/confirm.php?data=E5GmoKQ64KSvPtE/sample2

In most mail programs, this should appear as a blue link. If that is not the case, copy and paste the address into the address line at the top of your web browser window.

For assistance, contact the site administrator.



CONFIRM YOUR ACCOUNT

Validate Registration

Please visit the email address provided during account set-up to validate your account as well as provide parental consent for sharing your child/children's details with third parties (state 4-H/FFA contacts, national species organization representatives, and fair and show managers). Until you validate your account using the YQCA email notification email, your account will not be activated.

If you have provided a mobile number during the account set-up, you will receive alerts concerning your parental consent whenever your account is accessed or whenever a course is launched or completed.

For your information, once a course is launched—and through it's completion—access to the main navigation will remain inactive so as to prevent your child who is taking the course from gaining access to your account settings. After the course completion, to gain access to the account, you will have to login again.

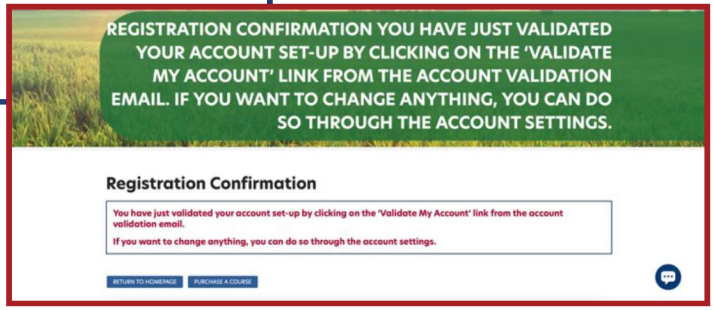
We recommend:

- You do not share the account credentials with your children or others who should not be having access to your account and the settings.
- You always provide a mobile number during the account set-up or from your account settings at all times so that you are alerted on your mobile device whenever your account is accessed.
- You add YQCA email address and mobile number to your safe list so that they are not marked as spam, which may result in you missing important notifications & alerts.

You can revoke the parental consent at any time by updating the same through your account settings.

CONTINUE

Validate your account registration.



REGISTRATION CONFIRMATION YOU HAVE JUST VALIDATED YOUR ACCOUNT SET-UP BY CLICKING ON THE 'VALIDATE MY ACCOUNT' LINK FROM THE ACCOUNT VALIDATION EMAIL. IF YOU WANT TO CHANGE ANYTHING, YOU CAN DO SO THROUGH THE ACCOUNT SETTINGS.

Registration Confirmation

You have just validated your account set-up by clicking on the 'Validate My Account' link from the account validation email.

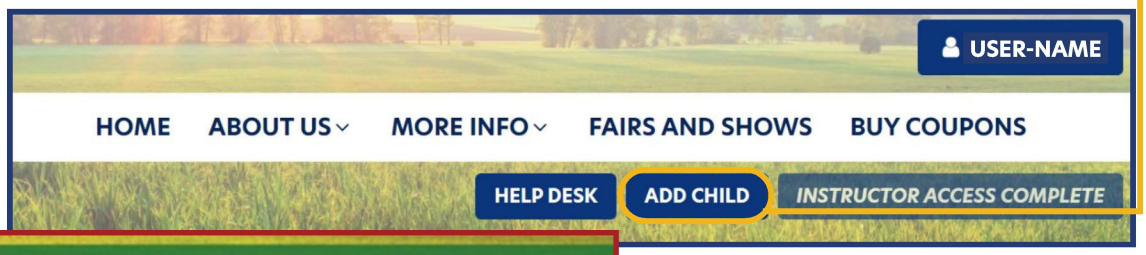
If you want to change anything, you can do so through the account settings.

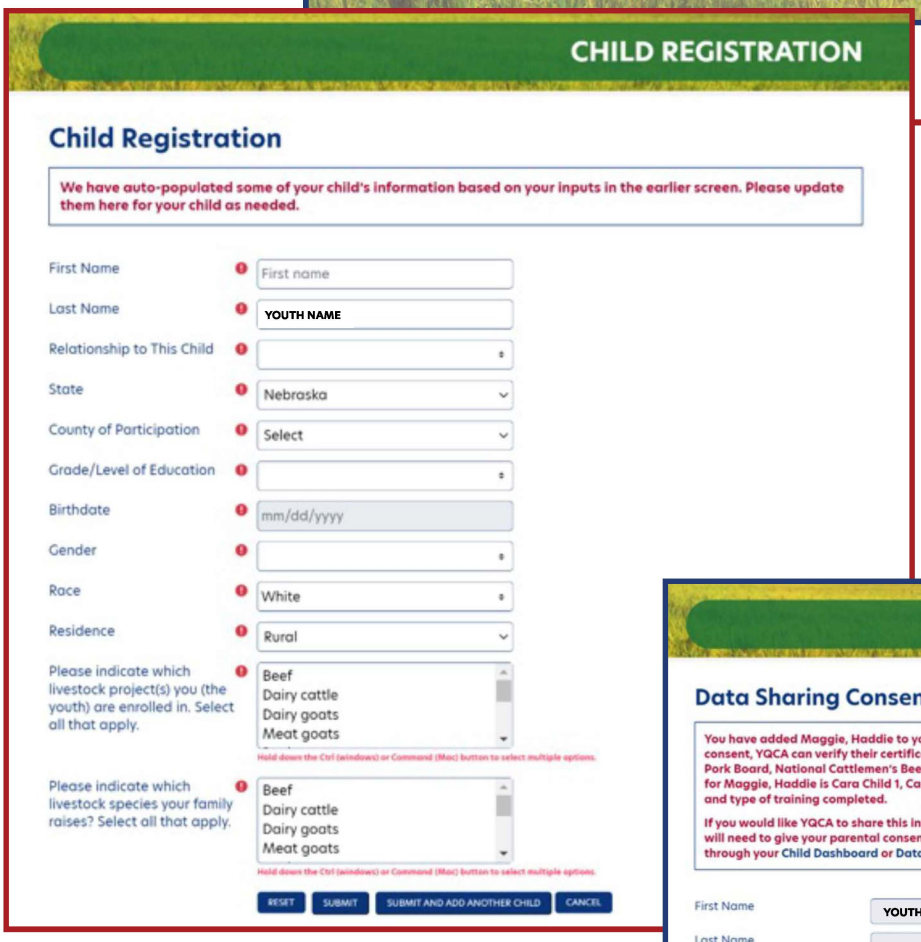
RETURN TO HOMEPAGE PURCHASE A COURSE

ADD A CHILD

STEP 1

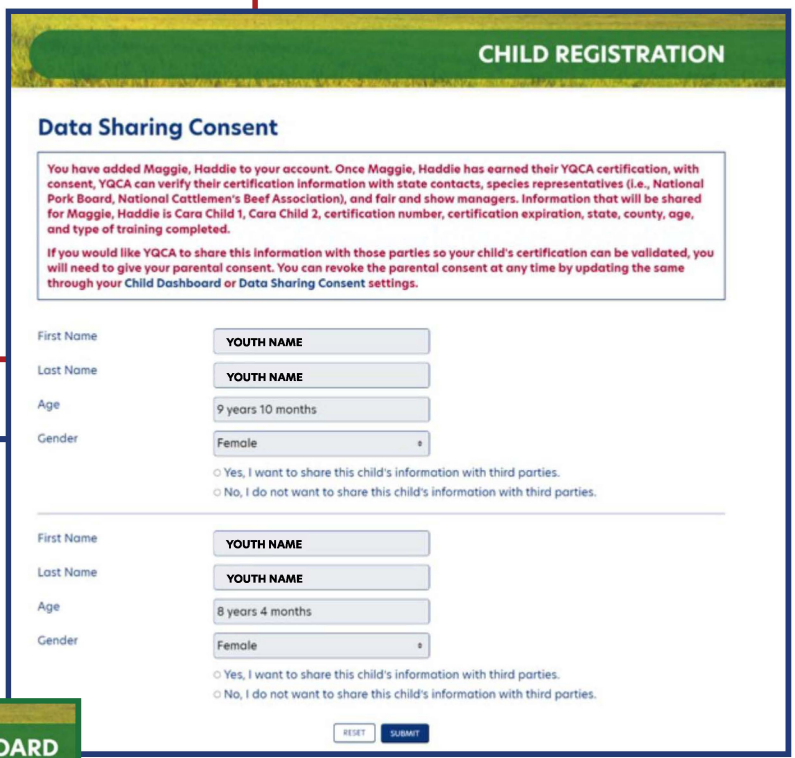
Once an account has been created, children can be added. Select "Add Child."





STEP 2

Complete the registration for your child. Select "Submit" to move on or "Submit and Add Another Child" to add additional children.



STEP 3

Complete "Data Sharing Consent." If parents do not provide data sharing consent, YQCA will not be able to verify their certification with the listed third parties.



STEP 4

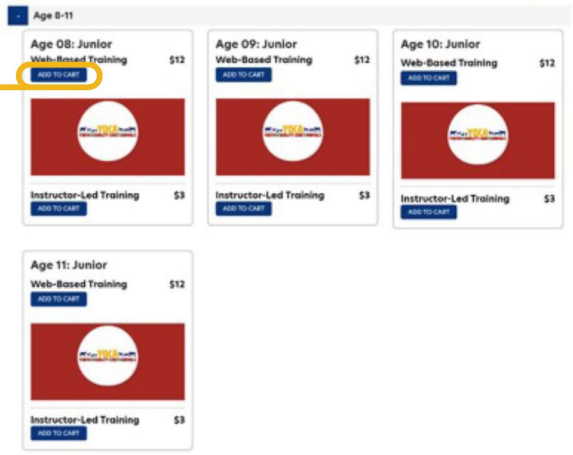
View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

PURCHASING A WEB-BASED TRAINING

STEP 1

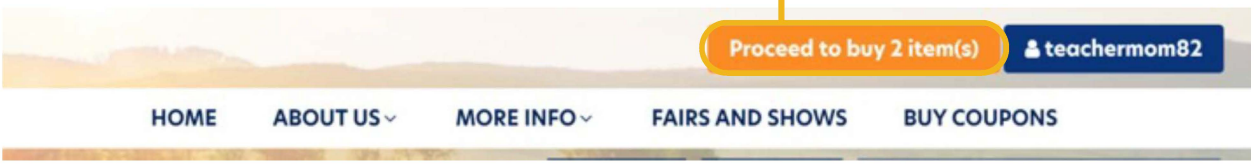
Go to the Home page and select a course. Select "Add to Cart."

Multiple courses may be added to cart, and multiple licenses of one training can be purchased.



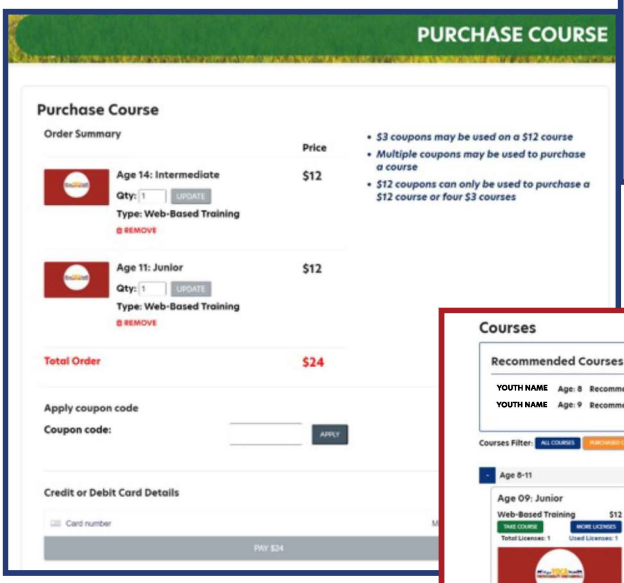
STEP 2

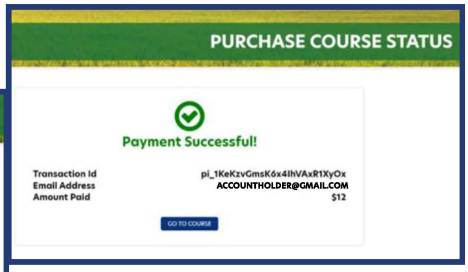
When ready, select "Proceed to Buy."



STEP 3

Enter coupon code or credit/debit card details.

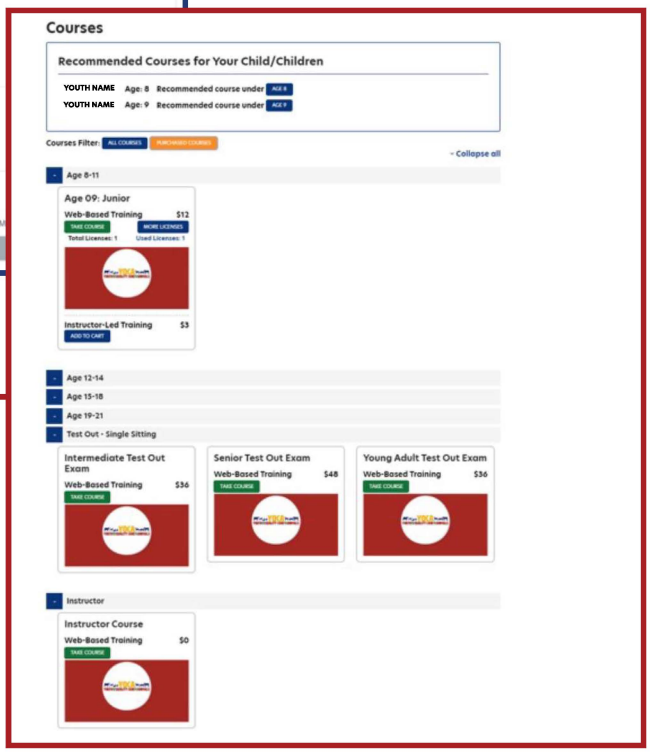


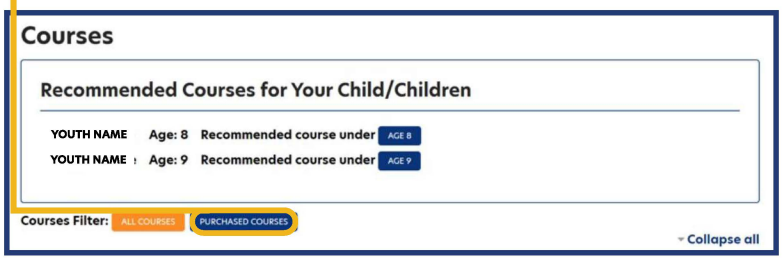


STEP 4

To view purchased trainings, select "Purchased Courses."

Here you'll see a listing of the courses that have been purchased, along with the test-out option courses, and instructor course (if owner of the account in an instructor)

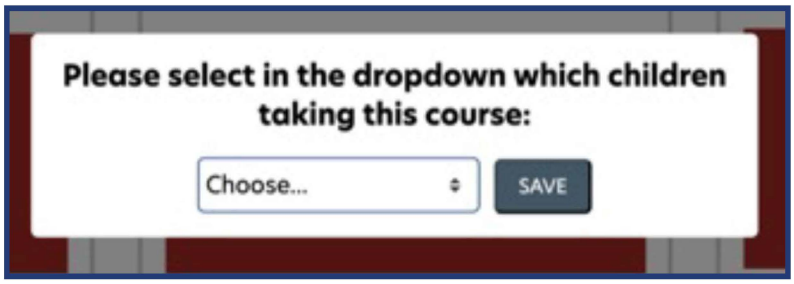




COMPLETING A WEB-BASED TRAINING

STEP 1 Return to the home page and select "Take Course."

STEP 2 Select user to take course.





STEP 3 Before launching course, take pre-course survey.

NOTE: Users must pass three quizzes to acheive certification: Animal Well-Being, Food Safety, and Life Skills. Select a Knowledge Builder and Skills Lab to gain knowledge and test skill. User status will show throughout to track progress.

STEP 4 Select "Exit Activity", "Jump To", or the arrows under the module to return to menu page to select another Knowledge Builder, Skills Lab, or Quiz.



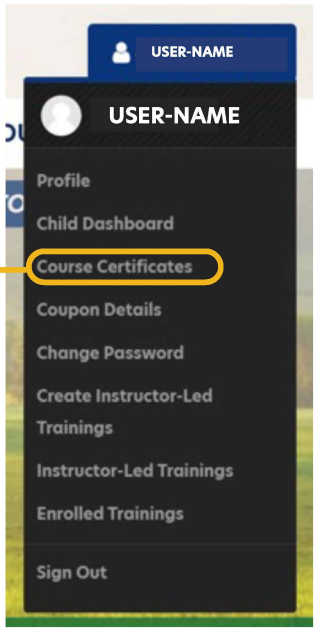


STEP 5 Once all quizzes have been passed, sign out.

STEP 6 Log back in to take post-course survey and access certificate.

PRINTING CERTIFICATION

STEP 1 Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.



STEP 2 Select the blue button to download certificate.



STEP 3 On a PC computer, the downloaded PDF will be available in the upper right-hand corner of the screen and in the "Downloads" folder.

On a Mac computer, the downloaded PDF will be available in your browser downloads at the bottom of the window and in the "Downloads" folder.

On a smart phone, the downloaded PDF will be in "My Files" and "Downloads".

On an iPhone, you will have the option to save your downloaded PDF to your photos, files, or other applications you have on your phone.

STEP 4 Rename and/or move the file to a location that is easily accessible for future use.

To print PDF, select printer icon and send to local printer.