



Youth Peer Advocate Online Training

Self-Learning Center Getting Started Guide Create an Account, Register for a Course and Start Your Training Today!

Welcome!

This document will provide you with guidance about how to use the CTAC-MCTAC Self-Learning Center, the platform used to access the Youth Peer Advocate Training Center. Please contact us if you have any questions at ctac.info@nyu.edu or use the **Help** button in the Self-Learning Center.

This is a new online course - and we'll be relying on your feedback to help us fine-tune everything so it works optimally. If you encounter any difficulties or if you have suggestions, please let us know. We appreciate your help and patience.



Check Your System Requirements

All online courses have technical requirements. You can dive right in and there's a good chance everything will work just fine. However, if you do encounter difficulties viewing modules, please review the following questions to make sure your computer is ready.

Do you have access to a high-speed Internet connection?

A reliable high-speed Internet connection is required for an online course. If your system doesn't have sufficient speed you may need to complete the modules at a public library or at your workplace.



What internet browser do you use?

This course works best with Google Chrome. If you are using a work computer, you might need to contact your IT administrator to update your browser. We do NOT recommend using Internet Explorer.

- [Install Google Chrome](#)

Is your internet browser updated?

To ensure an optimal experience, make sure your browser is updated.

- [Update Google Chrome](#)

Are you using a Mac computer?

Generally, the Safari browser works better on a Mac. If you prefer Chrome, that works for some.

Do you have Flash Player, cookies and pop-ups enabled in your browser:

- [Test your Flash Player version](#)
- [How to enable cookies](#)
- [How to enable pop-ups](#)

Can you access it on a cell phone or tablet?

You can view this course from your phones or tablets. However, note that some slides may be harder to read on a smaller screen. We recommend using landscape mode on mobile devices.

- Android devices: we recommend using Google Chrome
- Apple device: we recommend using Safari

How does this training meet Accessibility needs?

We have made an effort to meet accessibility needs through the use of transcripts and approaches that work with most e-readers. Please contact us if you have more questions on accessibility or need additional support.



Log in to the CTAC-MCTAC Self-Learning Center and Create a Profile

To access the course, follow these steps:

- Visit the [Youth Peer Advocate Training](#) page on the YOUTH POWER website.
- Click on the link for the YPA Training Level One Course. That will take you to a login page on the CTAC-MCTAC Self Learning Center.
- Click on *New User Sign up here* and create a user profile:



YOUTH POWER!

Welcome to the Self-Learning Center!
 This platform, hosted by the Community Technical Assistance Center of New York (CTAC), is where you will find the online modules and resources you need for the Youth Peer Advocate (YPA) training offered by YOUTH POWER!. The online modules were developed with input from the Youth Peer Services Advisory Council, Family Peer Advocates, Youth Peer Advocates, researchers, and service providers.

Create a Profile and Login
 As a new user, you will create a profile, work on modules and track your progress. If you have any questions we are here to help! Please click the Help Tab, above, and submit a request. Or, you can email us at ctac.info@nyu.edu.

Log In

Login ID:

Password:

Keep me logged in.

[Forgot your password?](#)

Submit

Options

[New User? Sign up here.](#)

Flash must be enabled to run some courses in this system. To enable Flash, just click on the Flash icon below. When prompted, select "Allow" or "Always Allow".

Please enter the details of your user account below and click Submit.
 * = Required Field

*First Name:

*Last Name:

*Email / Username:

*Password:

*Confirm Password:

Email Subscription: Check this box to receive email notifications when new courseware or features are added.

Secondary Email:

*Title:

*Organization:

*Program:

*Phone Number:

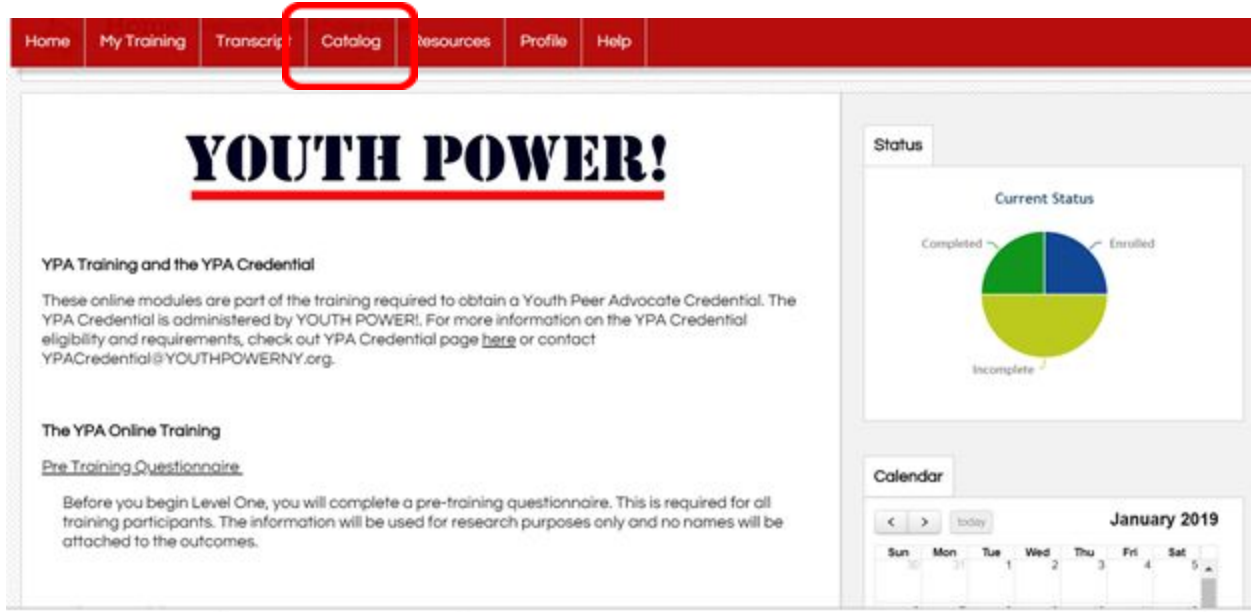
Submit

- Enter the details for all required fields including name, email, password, title, organization, program and phone number.
- Click **SUBMIT** to save and create your profile.

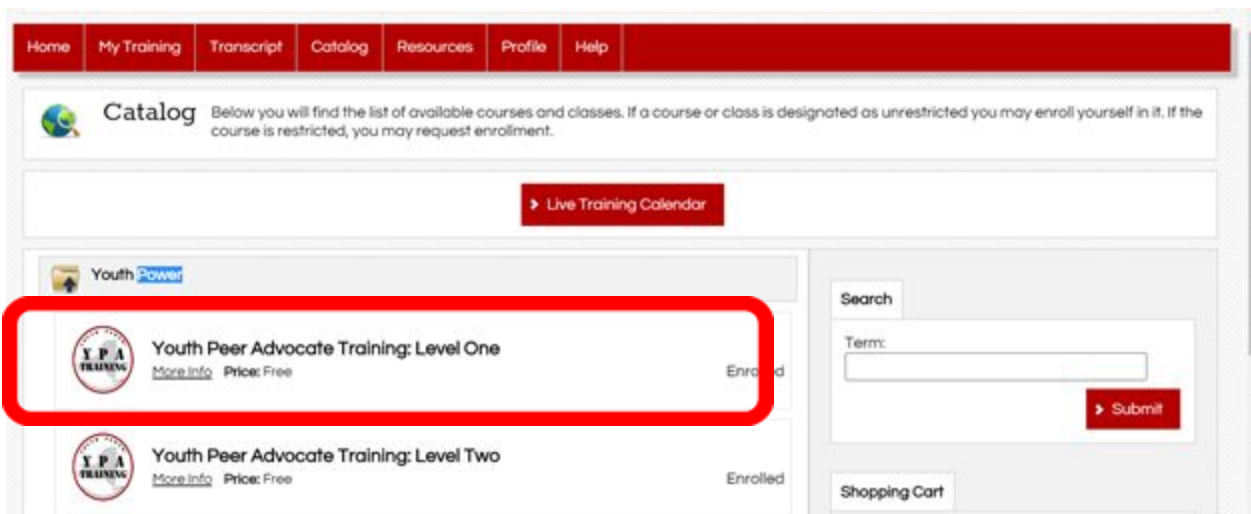


- Log in using the email and password you set up.
- If you check the box that says *Keep me logged in*, then you won't have to sign in when you come back!

Once you have logged in, Click on the *Catalog* button on the red navigation bar



You will see all courses that are available under YPA Training. You will be automatically enrolled in Level One. When you complete Level One, you can request to be enrolled in Level Two.



Click on More Info to see a description of each level.



Be sure to bookmark the Youth Peer Advocate Training Center webpage to easily log back in and complete the modules.

3 Take the Course



























Demographic Survey

- As a part of this training, all participants will be asked to complete a brief demographic survey.
- We use this survey to give us more information about who is utilizing the training. The results are not identified with your name.

Viewing the Modules

- To view the courses you are enrolled in, click on the **My Training** tab, located at the top of the screen within the red navigation bar.
- If you are taking this training for credentialing purposes, you must complete the modules in order. As you complete modules, the green arrow on the next module will appear.



Home My Training Transcript Catalog Resources Profile Help			
	Youth Peer Advocate Training: Level One	Status: Completed	
Attachments: 6 Steps to a Youth Peer Advocate Professional Credential.pdf			
	Youth Power Demographic Questionnaire	Completed	 
	Module 1: Introduction to the Youth Peer Advocate Role	Passed	 
	Module 2: Developing Self-Efficacy Skills	Passed	 
	Module 3: Cultural Competence	Passed	 
	Module 4: Professional Expectations	Passed	 
	Module 5: Small Group Facilitation	Passed	 
	Module 6: Navigating the System	Passed	 
	Module 7: Documenting Your Work	Passed	 

When you launch a module, you will see a screen that looks like this. It might take a few minutes to load. If you just see a black window, you may need to scroll down until the module displays.



Saving Your Progress

- Your progress is automatically saved within each module.
- If you close a module and decide to return at a later time, you will be asked if you would like to continue from where you left off.



Module Elements

- The modules use a combination of reading, interactive graphics, animated videos, reflection questions, quizzes and handouts.
- The downloadable handouts are a part of the course. You can open them, read them online and then close the tab to return to the course. You can also save the handouts to your computer or print them out.

Quizzes

- At the end of each module, there is a required 5-6 question quiz. You must answer at least 4 of 5 questions correctly to receive credit for the module.
- You may review the module and retake the quiz as many times as needed.
- You will need to achieve a passing score to move to the next module.

Exiting the Module

- After you successfully complete the quiz and review the additional resources lesson, you can close the module by hitting the close button on the top right of your screen. You will be asked if you want to continue to the next module or exit to the LMS.




View and Print Your Certificate of Completion

- To view your Certificate of Completion and track your progress within each course, click on the **Transcript** button on the red navigation bar at the top of the screen.

The screenshot shows the LMS interface. At the top, a red navigation bar contains buttons for Home, My Training, Transcript, Catalog, Resources, Profile, and Help. The 'Transcript' button is highlighted with a red box. Below the navigation bar, there is a user profile section with fields for Group (YPA), Total Logins (24), Last Login (1/17/2019 1:04:13 PM), Title (CTAC), Organization (CTAC), Program (CTAC), and Phone Number (CTAC). To the right of this section is a circular progress indicator with a green and blue segment, labeled 'Incomplete'. Below the profile section is an 'Enrollments' section with a search bar and a table. The table has columns for Name, Status, Score, Completed Date, and Time Spent. The first row in the table is for 'Youth Peer Advocate Training: Level One', which is 'Completed' with a score of 94, completed on 1/6/2019 8:54:58 PM, and took 00:33:49. A red box highlights the certificate icon and a globe icon in the bottom right corner of the table row.

Name	Status	Score	Completed Date	Time Spent
Youth Peer Advocate Training: Level One	Completed	94	1/6/2019 8:54:58 PM	00:33:49




- If you click on the blue  button to see detailed information on your progress and print out a transcript showing the courses you completed.

Course:	Youth Peer Advocate Training: Level One
Status:	Completed
Score:	94
Enrolled Date:	11/26/2018
Completed Date:	1/18/2019
Time Spent:	00:48:60

Lessons

	Lesson Name	Status	Score	Completed Date	Time Spent
	Youth Power Demographic Questionnaire	Completed		1/18/2019	
	Module 1: Introduction to the Youth Peer Advocate Role	Passed	100	1/6/2019	00:18:13.63
	Module 2: Developing Self-Efficacy Skills	Passed	100	12/12/2018	00:00:14.22
	Module 3: Cultural Competence	Passed	80	12/12/2018	00:00:05.27
	Module 4: Professional Expectations	Passed	100	1/6/2019	00:00:03.86

- If you click on the certificate icon  you can download and print your certificate of completion for that Level to be submitted with your YPA Credential application.

YOUTH PEER ADVOCATE TRAINING

Certificate of Completion

Presented to

Your Name Here

Upon completion of the course

**Youth Peer Advocate Training
Level One Online Modules**



January 18 2019

Date



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Update Your Profile

- Each unique user will have access to their profile information which can be changed at any time.
- Users can change their name, email address, password, picture, and contact information.
- Please keep this information up to date!

**** Each user should use their own login information. Please don't sign in under another person's log in, or you won't receive credit for participating in the training ****





Self-Learning Center Help and Troubleshooting

There are several ways to contact us for assistance and troubleshooting:

- Click on the **Help** tab, located within the red navigation bar at the top of the screen.
 - Click Submit Help Request and send the site administrator a detailed message describing the issue.
 - All Help Requests will be answered within 2 business days to the email that you have on file within the Self-Learning Center.
- Email the site administrator, at ctac.info@nyu.edu

Please make sure to include all pertinent details describing the issue.

For More Information on Youth Peer Advocate Credential



For complete information on training and other requirements for the YPA Credential, please check out YOUTH POWER!'s [Workforce Development](#) web page or contact YPAcredential@YOUTHPOWERNY.org; 518-432-0333 ext. 18.

