![PASA - Pennsylvania Sponsors Association logo]

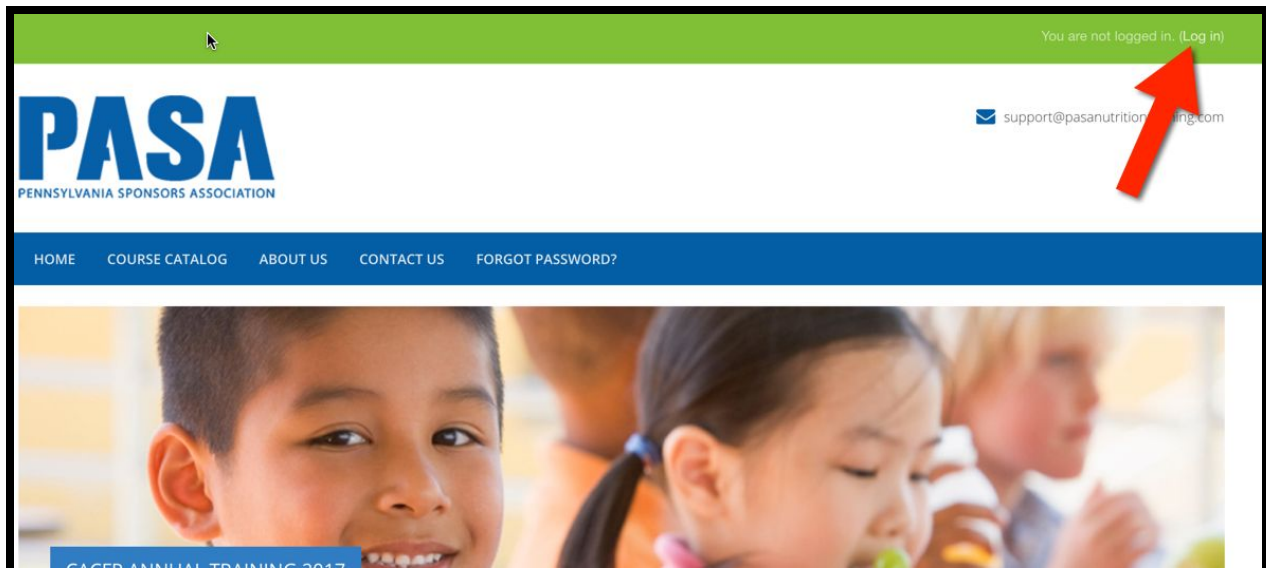**Tutorial for How to Register for the Online CACFP Training**

1. Open up a web browser such as Google Chrome
2. Go to http://pasanutritiontraining.com
3. Click **Login** in the top right

4. Click button labeled **Create New Account** in order to create your new user account.
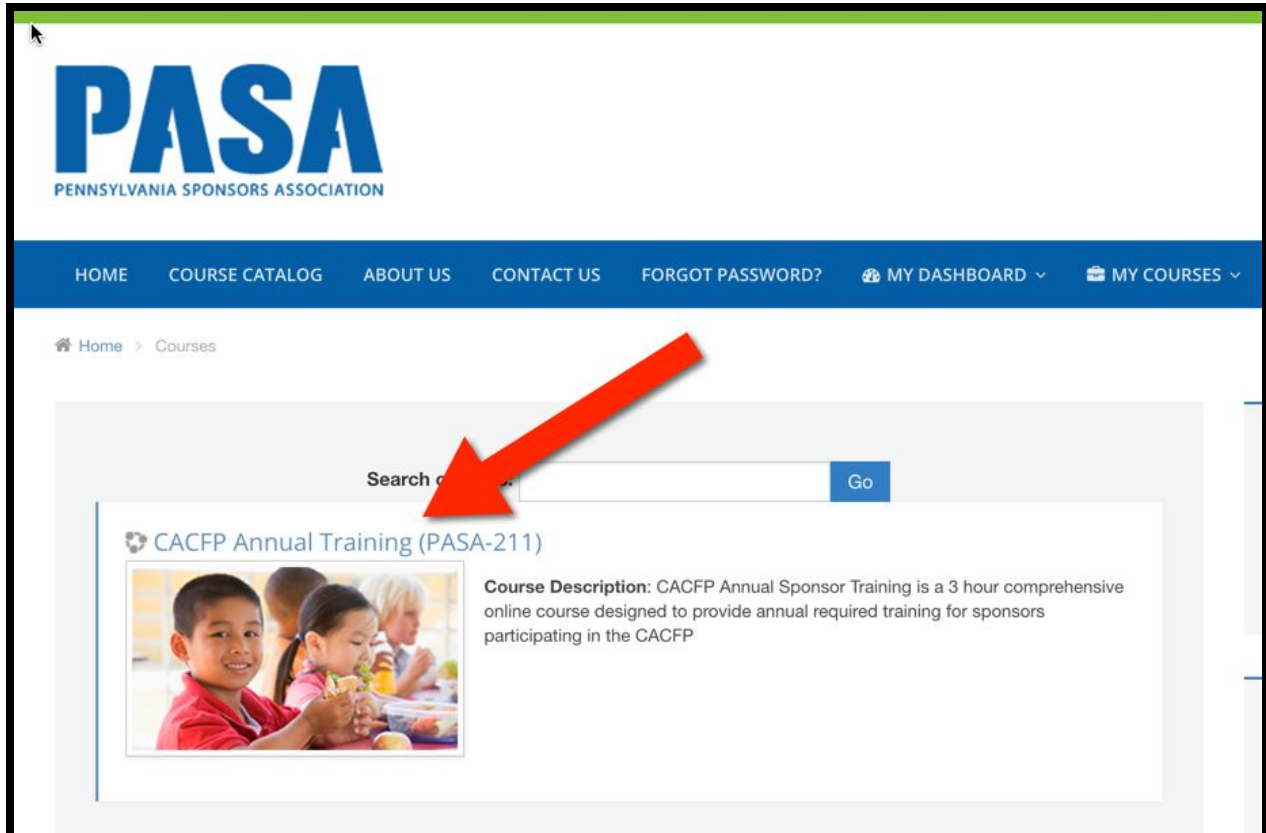

5. Complete the form.

6. Click the button **Create My New Account.** This will trigger an email to you so that you can verify your new account.

7. Open your email and click the link to verify your new account.

8. You will now be logged into the system. Click **Course Catalog** in the main navigation menu in order to view a listing of the courses you can register for.

9. Click the Course Title you wish to register for.

10. You can begin taking the course! Start by clicking on the links in the course outline.

11. After you have completed each lesson you will be asked to complete a quiz for the lesson's assessment. You will have two quiz attempts to achieve a passing score of 80% or higher.

12. After completed all of the course activities and passing the quizzes, you will be able to generate the Certificate of Training.

Below is an example of what the PDF version of the certificate looks like:

CERTIFICATE of ACHIEVEMENT

This is to certify that

Admin User

has completed the course

CACFP Annual Training (PASA-211)

March 14, 2017

Congratulations! You have successfully completed the CACFP Annual Training for 2017.

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