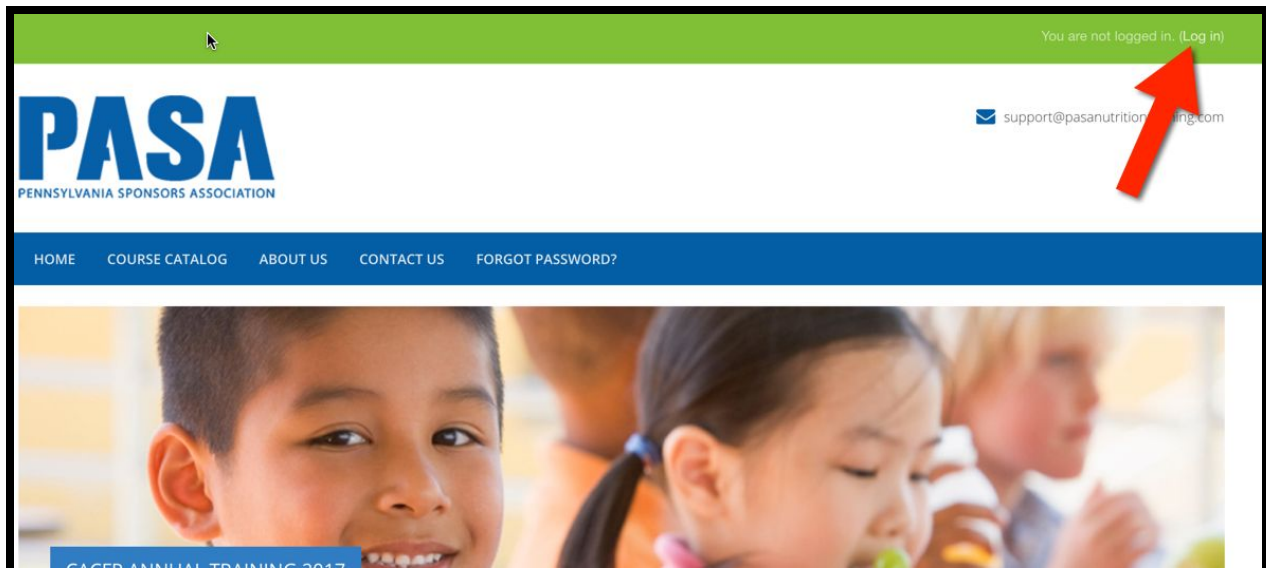


Tutorial for How to Register for the Online CACFP Training

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.

support@pasanutraining.com

HOME COURSE CATALOG ABOUT US CONTACT US FORGOT PASSWORD?

Home > Log in to the site

Log in

⚠ Your session has timed out. Please log in again.

Username

Password

Remember username

Log in

Forgotten your username or password?

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and a

Create new account

nutritiontraining.com/login/index.php#

5. Complete the form.

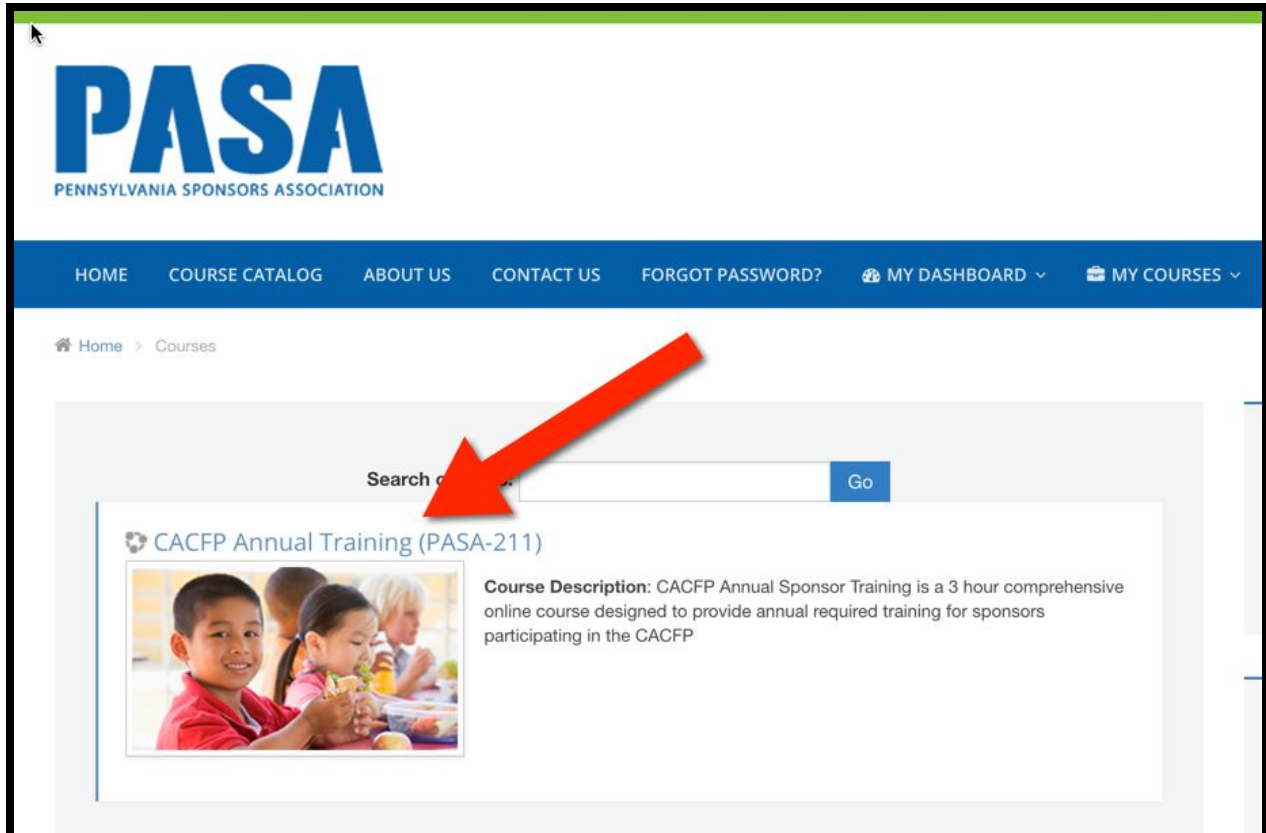
6. Click the button **Create My New Account**. This will trigger an email to you so that you can verify your new account.

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.



The screenshot displays the PASA website interface. At the top left is the PASA logo. A navigation bar contains links for HOME, COURSE CATALOG, ABOUT US, CONTACT US, FORGOT PASSWORD?, MY DASHBOARD, and MY COURSES. Below the navigation bar is a breadcrumb trail: Home > Courses. A search bar is present with the text "Search" and a "Go" button. A red arrow points to the search bar. Below the search bar, a course listing is shown for "CACFP Annual Training (PASA-211)". The listing includes a small image of children eating and a "Course Description" stating: "CACFP Annual Sponsor Training is a 3 hour comprehensive online course designed to provide annual required training for sponsors participating in the CACFP".

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

The screenshot displays the PASA website interface for course PASA-211. The main content area is titled 'Lesson 1 - What is the CACFP?' and includes a 'Your progress' section with a help icon. The progress section shows four items: '1.1 Course Information' (checked), '1.2 Lesson Introduction' (checked), '1.3 Presentation' (checked), and '1.4 Quiz' (unchecked). The '1.1 Course Information' item is highlighted with a red rectangular box. Below this section, the start of 'Lesson 2 - CACFP General Requirements' is visible. The top navigation bar includes links for HOME, COURSE CATALOG, ABOUT US, CONTACT US, FORGOT PASSWORD?, MY DASHBOARD, and MY COURSES. A breadcrumb trail shows 'Home > Courses > PASA-211'. A sidebar on the right contains a 'Navigation' menu with options for Home, Dashboard, Site, and Course.

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:

