Tutorial for How to Register for the Online CACFP Training
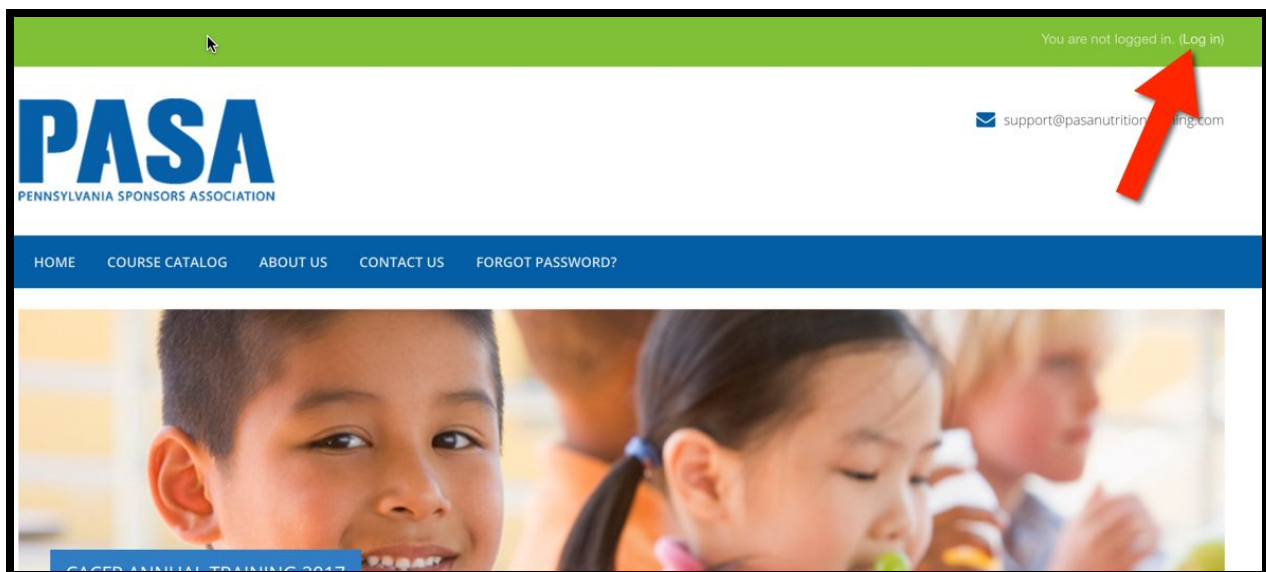
1. Open up a web browser such as Google Chrome
2. Go to http://pasanutritiontraining.com
3. Click **Login** in the top right

4. To create your new user account, make up a username and password and click the "Log In" button.
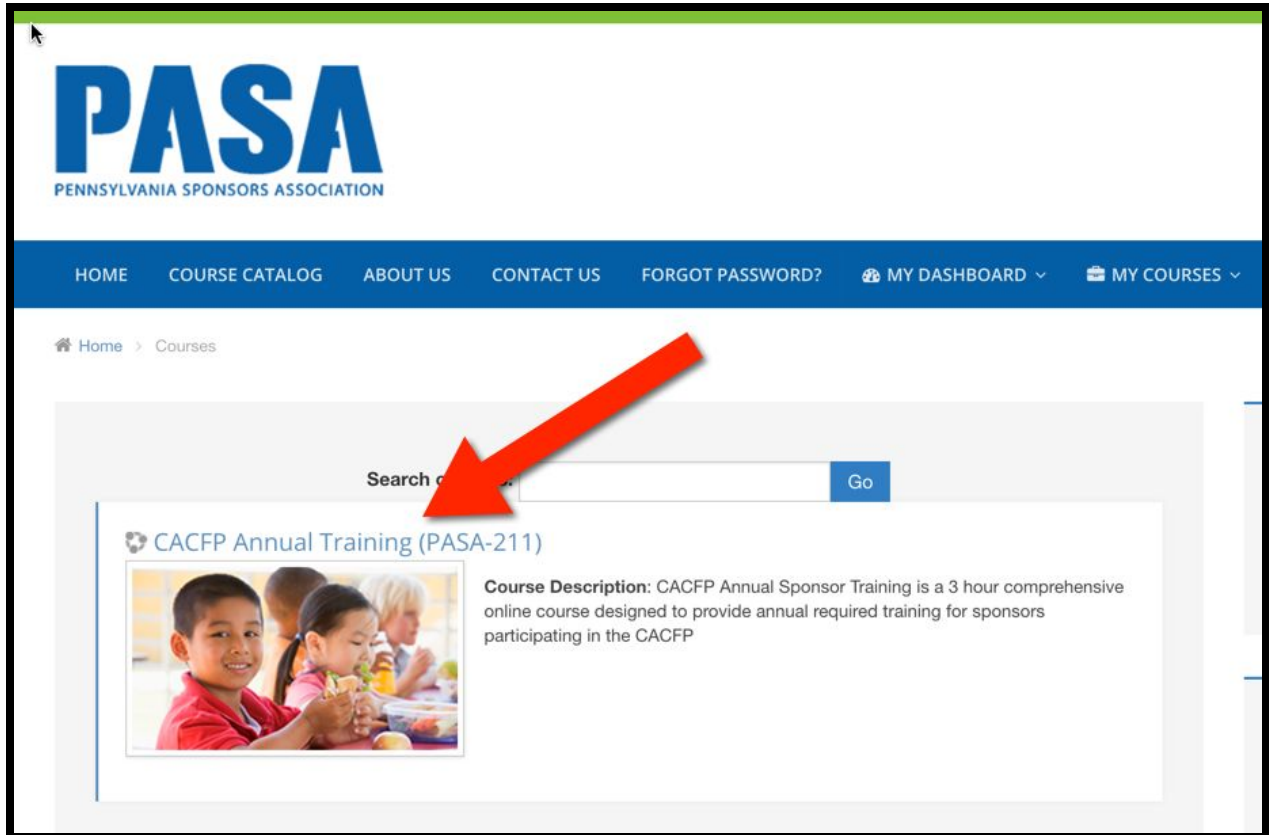
5. Complete the online profile form and don't forget to scroll to the bottom and enter your Provider Name and Select your Sponsoring Organization. Click the blue "Update Profile" button.

6. Click **Course Catalog** in the main navigation menu in order to view a listing of the courses you can register for.

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

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

9. 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.

10. 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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