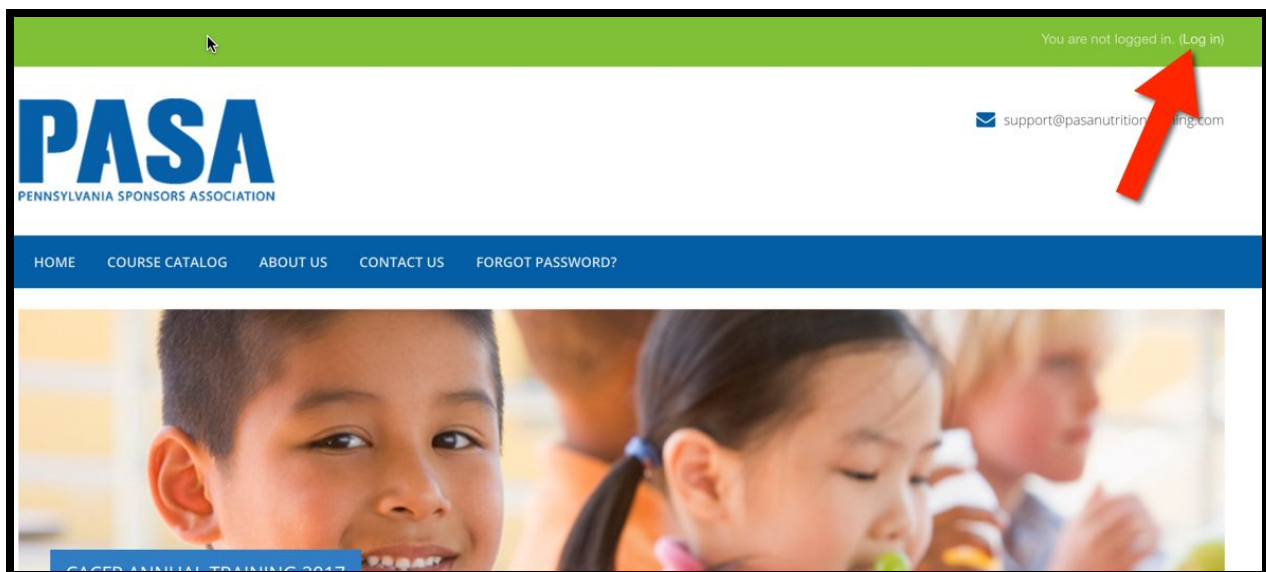


Tutorial for How to Register for the Online CACFP Training

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.

The image shows a screenshot of the PASA website's login page. At the top left is the PASA logo with the text "PENNSYLVANIA SPONSORS ASSOCIATION". At the top right is the email address "support@pasanutriontraining.com". A blue navigation bar contains the links: HOME, COURSE CATALOG, ABOUT US, CONTACT US, and FORGOT PASSWORD. The main content area has a breadcrumb "Home > Log in to the site". The "Log in" section includes a "Username" input field, a "Password" input field, a "Remember username" checkbox, and a "Log in" button. To the right of the form is a section titled "Is this your first time here?" with instructions: "Hi! For full access to courses you'll need to create yourself an account. All you need to do is make up a username and password and use it in the form on this page! If someone else has already chosen your username then you'll have to try again using a different username." A red callout bubble with a white background and red border points to the "Log in" button and contains the text: "Make up a username and password then click the 'Log in' button to create your user account". At the bottom left of the form area is a black button with white text that says "Forgotten your username or password?".

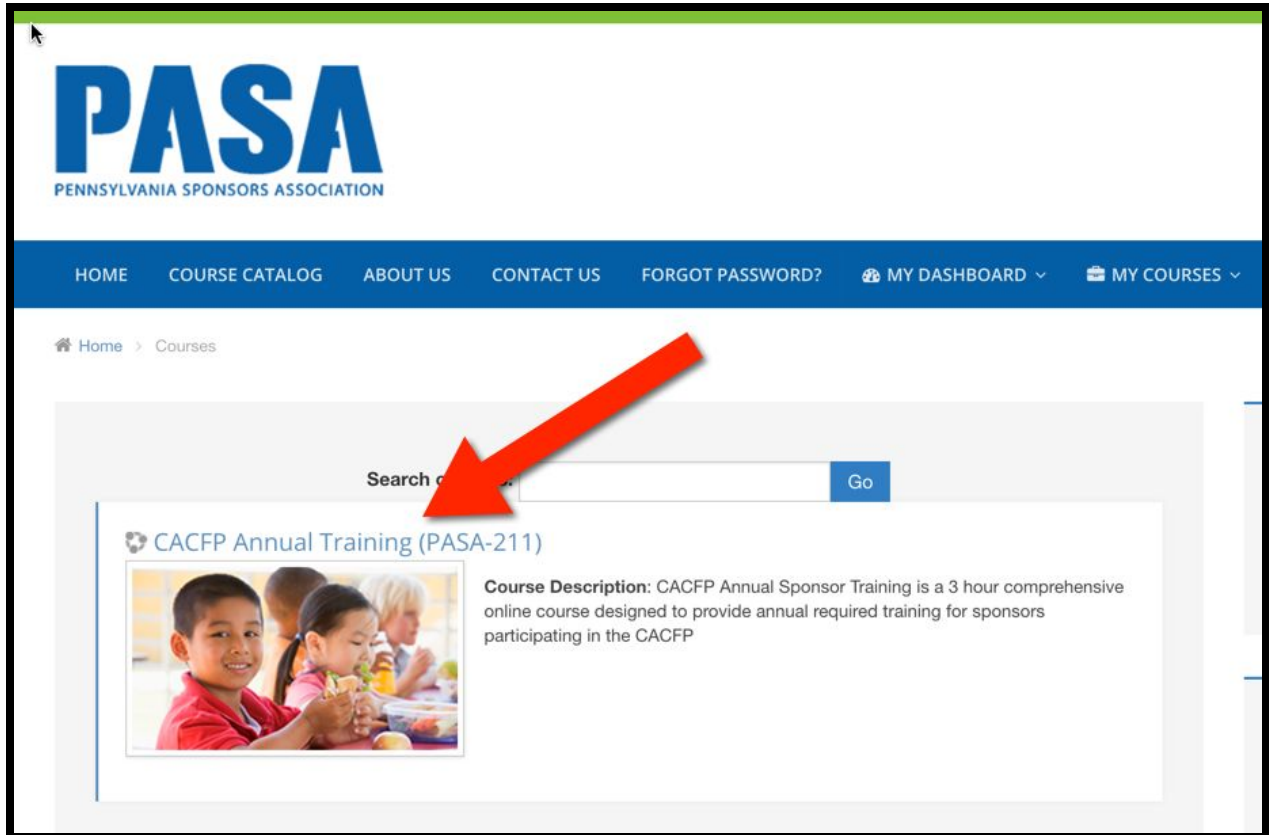
5. Complete the online profile form and don't forget to scroll to the bottom and enter your Provider Name and Select your Sponsoring Organization. Click the blue "Update Profile" button.

The screenshot shows a web form with several sections: 'Additional names', 'Interests', 'Optional', and 'Other fields'. The 'Other fields' section is expanded and contains two required fields: 'Agency' with the value 'Brighton Training Group' and 'Sponsoring Organization' with the value 'Lehigh Valley Children's Centers'. A blue 'Update profile' button is located below these fields. A red rectangular box highlights the 'Agency' and 'Sponsoring Organization' fields and the 'Update profile' button. At the bottom of the form, a message states: 'There are required fields in this form marked *.'

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.



The screenshot displays the PASA website interface. At the top left is the PASA logo with the text "PENNSYLVANIA SPONSORS ASSOCIATION". A blue navigation bar contains links for HOME, COURSE CATALOG, ABOUT US, CONTACT US, FORGOT PASSWORD?, MY DASHBOARD, and MY COURSES. Below the navigation bar, a breadcrumb trail shows "Home > Courses". A search bar is present with the text "Search course" 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".

8. 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?'. Under this title, there is a list of four items: '1.1 Course Information', '1.2 Lesson Introduction', '1.3 Presentation', and '1.4 Quiz'. The '1.1 Course Information' item is highlighted with a red rectangular box. To the right of this list is a 'Your progress' section with a question mark icon. This section contains four checkboxes: the first three are checked, and the fourth is unchecked. Below the lesson list, the text 'Lesson 2 - CACFP General Requirements' is visible. The website header includes the PASA logo and navigation links such as 'HOME', 'COURSE CATALOG', 'ABOUT US', 'CONTACT US', 'FORGOT PASSWORD?', 'MY DASHBOARD', and 'MY COURSES'. A breadcrumb trail shows 'Home > Courses > PASA-211'.

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:

