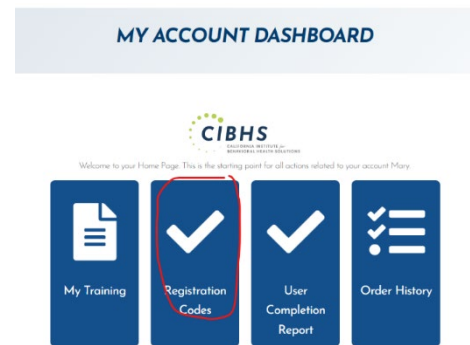***BELOW ARE INSTRUCTIONS ON HOW TO PROVIDE YOUR STAFF WITH ACCESS TO THE TRAINING COURSES FOR THE SACRAMENTO BHS CULTURAL COMPETENCY REQUIREMENT.***

Here is the **link to purchase** (no cost/free) user seats for your staff. When you click on the link, scroll to the bottom to find where you purchase the number of seats you need for all your staff.

You may need to set up an account or reset your password. The passwords from the previous system were not saved in the new system. If you need support with your account, please reach out to klawrence@cibhs.org

1. Once you purchase your seats in the learning cart system, you will see an option to **select the Registration Codes button** in your "My Account" tab (also called your dashboard)
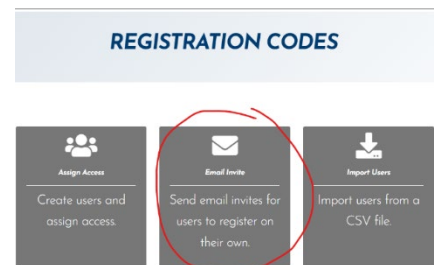

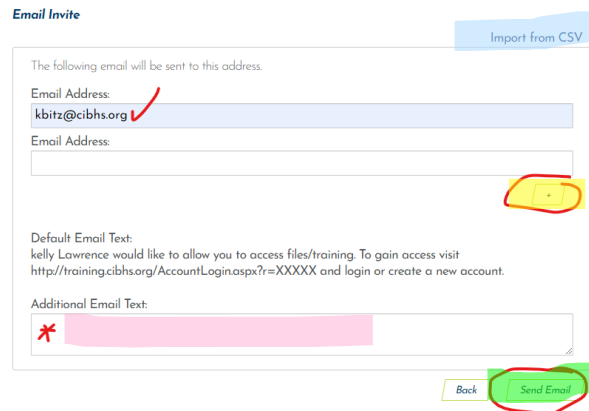2. Next select the order "details" button for the codes you would like to assign.

3. From there you will select the "Email Invite" button.

4. In the Email Address box, type the email of the person you wish to add.
5. Click the plus sign to add more boxes for additional emails.
6. You can add additional information or instructions in the email in the box "Additional Email Text" for example, you may want to give them a deadline to accept the invitation.
7. Then hit the "Send Email" button

Email Invite

Import from CSV

The following email will be sent to this address.

Email Address:
kbitz@cibhs.org

Email Address:

Default Email Text:
kelly Lawrence would like to allow you to access files/training. To gain access visit http://training.cibhs.org/AccountLogin.aspx?r=XXXXX and login or create a new account.

Additional Email Text:

Back   Send Email

8. Alternatively, you can upload a .csv file with the email addresses. Click on the "Import from CSV" button.
9. You can upload your list of emails. Make sure the list is saved as a .csv file. A template is provided on the site.
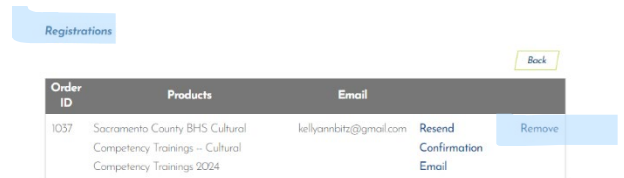
10. Your staff will not have access to the training courses until they accept the emailed invite and register. You can monitor the status of their registration in the Learning Cart system by selecting "Pending Invites" or "Complete Registrations" buttons.
    a. In the Pending Registration Codes you will have the option to copy the invite link which will allow you to send the link directly to the specific staff member. Or, re-send the email registration.
    b. In the Completed Registrations tab you will have the option to re-send a confirmation email. Or, remove the person from the training access. *This is important to do before the training year is complete so that you do not have former staff who have not completed the training courses counted at your agency.*

Below are orders in which you have registration codes.

Pending Invites   Completed Registrations

Order ID	Order Date	Products	Total Remaining Codes	Total Used Codes	
1037	2/22/2024	Sacramento County BHS Cultural Competency Trainings – Cultural Competency Trainings 2024	999	1	Details
1032	2/16/2024	Sacramento County BHS Cultural Competency Trainings – Cultural Competency Trainings 2024	20	0	Details

Registrations

Back

Order ID	Products	Email		
1037	Sacramento County BHS Cultural Competency Trainings – Cultural Competency Trainings 2024	kellyannbitz@gmail.com	Resend Confirmation Email	Remove

NOTES FOR ASSIGNING YOURSELF:

- If you are also required to attend these trainings, be sure to assign yourself one of the user access codes.
- If you only purchase one code, that may be automatically assigned to you so be sure to purchase more than one code when assigning to other staff.

For support, please contact klawrence@cibhs.org