



INFORMATION ON ACCESSING THE SAC COUNTY BHS TRAINING COURSES:

- To access the cultural competency training courses for this year you will need an email that provides an access link.
- Your supervisor, or designated person within your agency, would have sent the link from the new learning management system “Learning Cart”.
- If you cannot find the link, please check with your supervisor, they can resend this to you.
- If you are purchasing your own seat, the link to purchase a seat is found in the “Instructions for Assigning Access”

The email would have come from:

CIBHS <no-reply@learningcartlms.com>

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1. **Click on the link** to log into the new system. You will be asked to log in or to create an account.
 - a. Try creating a new account in the new system. If it says you have an account, use the “forgot password” to reset your password. *Passwords did not migrate from the old system.*
 - b. ****IMPORTANT STEP**** Once you create your account, **go back and click on the link to accept the access code.**

Sample invite email text:

kelly Lawrence would like to allow you to access files/training. To gain access visit <http://training.cibhs.org/AccountLogin.aspx?r=40C16> and login or create a new account.

Your agency administrator will be listed in the highlighted area.

*If you are unable to update or create a new account, please contact klawrence@cibhs.org to reset your account. **NOTE: there will be no support on April 11 to access accounts, you must do this before the training day.***

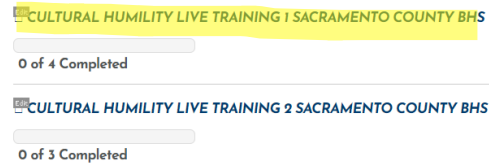
2. When you are in your account, your Dashboard should look like the image on the right.
 - a. To access the training, select **"My Training"** in your dashboard.



3. Currently, there are two training courses listed in the training tab:
 - a. Cultural Humility Live training 1 (April 11)
 - b. Cultural Humility Live training 2 (May 9)

Additional training courses will appear when available. There is nothing you need to do.

Click on the training title to gain access to the course information.



For support, please contact klawrence@cibhs.org

4. If attending the live training:

- a. The Zoom registration link can be found in the two places shown underlined in red on the right. Click on either link and you will be taken to a Zoom registration page. You must register in Zoom using your work email. If you do not, you will not receive credit. If you can not access the zoom link from your account, try using another browser or system to log in. Alternatively, you can copy the link and open another window and paste the link.
- b. Participants must register for their unique Zoom link **before** the training date (support will not be available on the day of training) to receive their unique Zoom link which is required to record attendance.
- c. Attendance will be recorded in Zoom and then updated in the system. This may take two days to finalize.
- d. Once updated in the system, you can proceed the fill out the evaluation form and Post-test quiz.

CULTURAL HUMILITY LIVE TRAINING | SACRAMENTO COUNTY BHS

0 of 4 Completed

You must register on Zoom to obtain the join link for the Live Training.

CULTURAL HUMILITY AS A FRAMEWORK IN ADVANCING JUSTICE, EQUITY, DIVERSITY, AND INCLUSION

APRIL 11, 2024, FROM 9:00 AM TO 11:00 AM

During this session, attendees will delve into the application of cultural humility as a tool to promote justice, equity, and diversity in our community.

Course Item	Status	
Participation Form 1 You will only need to complete this form once for the series.	Incomplete	Provide Feedback
Live Training 1 PST <u>Register on zoom</u> for this event to receive your unique join link. Be sure to use the <u>same email to register on zoom that you use to access this training site</u> so you receive credit. Do not share this link with anyone, as only one person will receive credit for attending.	Incomplete	Currently Disabled
Evaluation Form 1 Please fill out this form to complete your required training.	Incomplete	Currently Disabled
Post Test Quiz 1 Post Test	Incomplete	Currently Disabled

5. We recommend participants fill out the **Participation Form** when they gain access. They will only need to do this once, it will show completed in all the courses once completed.

sponsors of influence.

Course Item	Status	
Participation Form 1 You will only need to complete this form once for the series.	Completed	Provide Feedback
Live Training 1 PST <u>Register on zoom</u> for this event to receive your unique join link. Be sure to use the <u>same email to register on zoom that you use to access this training site</u> so you receive credit. Do not share this link with anyone, as only one person will receive credit for attending.	Incomplete	Additional Info
Evaluation Form 1 Please fill out this form to complete your required training.	Incomplete	Currently Disabled
Post Test Quiz 1 Post Test	Incomplete	Currently Disabled

You have not yet passed this course. Once you have completed all the items listed above a certificate of completion will become available.

For support, please contact klawrence@cibhs.org

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6. The recorded training will be available to everyone in the system. **Participants will only be required to watch the recorded version if they:**
- a. Can not attend the live version
 - b. Miss the live version
 - c. Use a link not registered to them in Zoom
 - d. Watch as part of a team

Recorded training courses will become available approximately two weeks after the live training date.

7. Certificates of participation:
- a. Available when all the materials are completed in the course.
 - b. You can download the certificate directly from your account.
 - c. Agency monitors will also have access to the completed training certificates.

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8. Certificates for CEs:
- a. must be applied for after the post-test and evaluation form are completed.
 - b. The link to apply for CEs will be available in the outgoing message for the evaluation form.
 - c. Only live training course participants will have access to the CE application form.

If you have any issues accessing the training courses, or your account, please contact klawrence@cibhs.org before the live training date.

For support, please contact klawrence@cibhs.org