Step #4 - Instructions for Accessing the
# Direct Care Staff Course and Competency Test on Thinkific

Step 1:   Register here: **https://noncredit.temple.edu/directcarestaff**

Step 2:   Check your email account for an email from noncredit@temple.edu with the subject **"Temple University Confirmation."**

Step 3:   Click the link in your email to access the training program and competency test via the learning management system, **Thinkific**.

**Step 4:   Instructions for Access**

1. After registration, check your email account for an email from noncredit@temple.edu with the subject **"Temple University Confirmation."** This was sent to the email address used during the Noncredit registration process.
2. Click the link for Thinkific, which can be found in the email referenced above.
3. When you arrive at the link, click the **red "Enroll for Free" button**.
   a. *Please note, the Noncredit Registration system and Thinkific system do not 'speak' to each other, so Thinkific is not aware of your registration in the Noncredit system.*
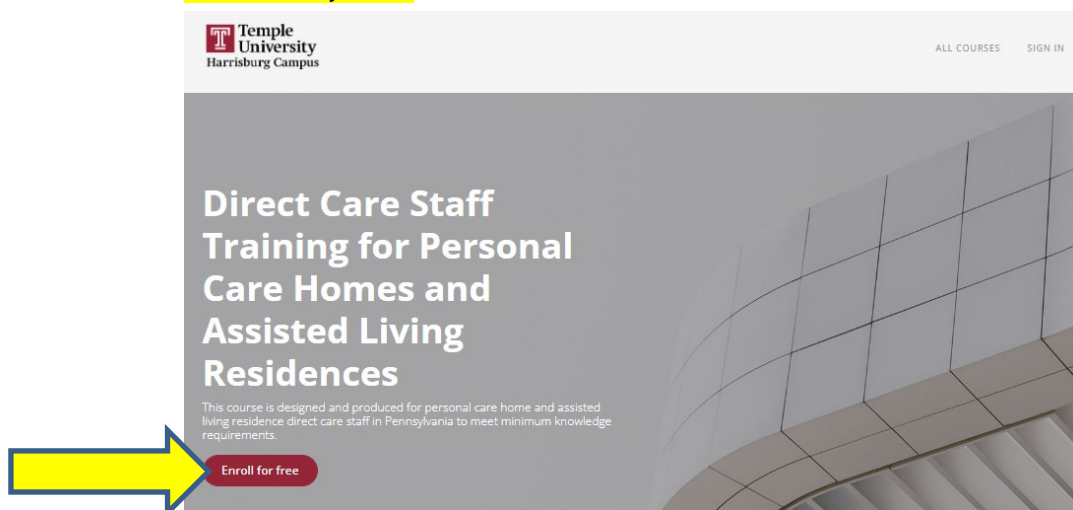
4. After clicking the **red "Enroll for Free" button,** you will be taken to the sign-in page.

   a. On the <u>Create a new account</u> screen, enter your first name, last name, email, and a password, and click **the red "Sign up" button.** <mark>This will generate a Thinkific account for you.</mark>
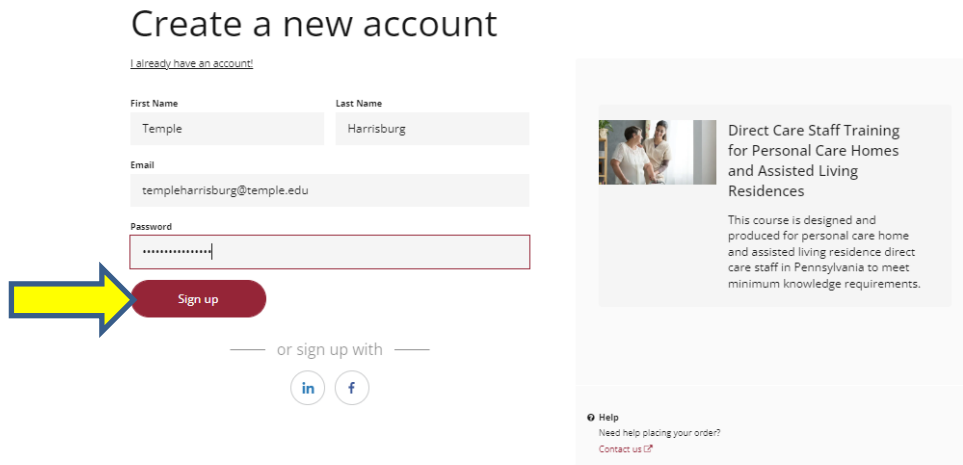
5. **Once signed in, you will have access to the course and competency test in Thinkific!**

6. Your course will now show up on your dashboard. The course and competency test will take approximately 6 hours to complete. You may log in and out of Thinkific as often as needed to complete the course, with your work saved each time.

   a. The training will start at 0% completed. The training is considered **complete** once it shows 100%. At this point, you will be able to download your certificate of completion.
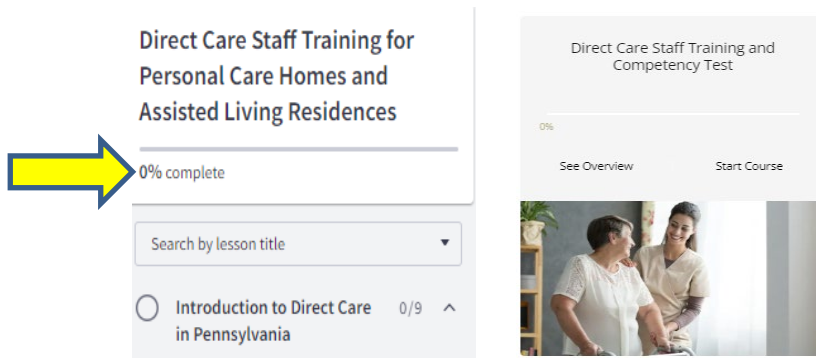
If you have any questions or concerns during this process, please email <u>directcarestaff@temple.edu.</u>
Please note that the response will come from <u>dcstrain@temple.edu</u>.

This account is monitored during the office hours of 8:30 am to 4:30 pm, Monday through Friday. We will respond within 24 hours.