PDA LMS Job Aid
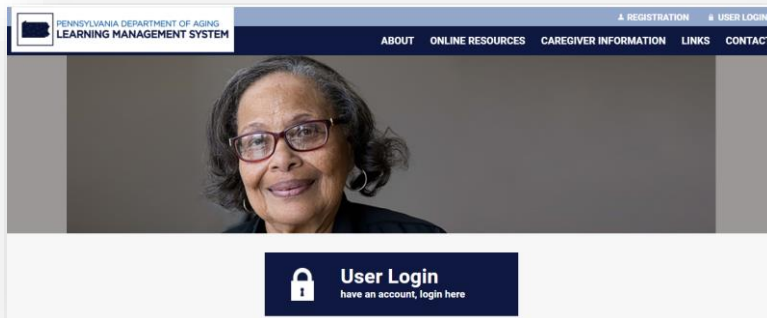
Steps to Access the PS Mandatory Abuse Reporting Training Course
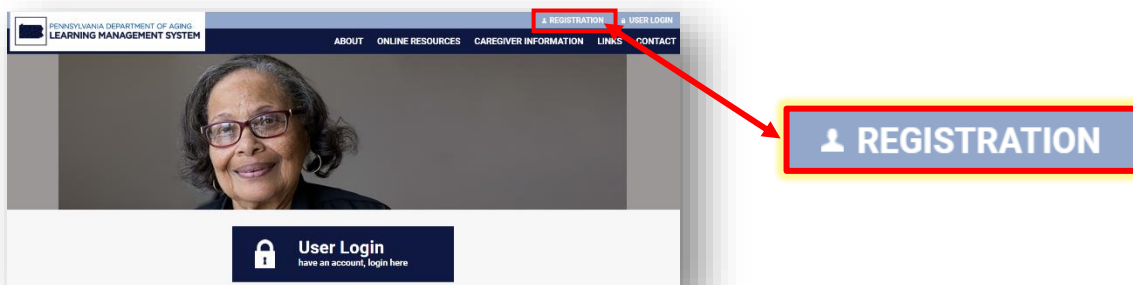
PDA LMS Home Page: **www.pda-lms.org**

1. **For current training account holders:**

- ➢ Log into your PDA LMS training account *(see screenshot above)*.
- ➢ From your training account *Dashboard* page, access your **Course Catalog** from the list of buttons shown in the left-side panel.
- ➢ You can access the **Mandatory Abuse Reporting Training Course** under both the **GENERAL** and **Protective Services** training categories.

2. **For non-training account holders:**

- ➢ Click the **REGISTRATION** link located in the upper right corner of the PDA LMS home page *(see screenshot above)*.
- ➢ From the list of options, click the link that reads, **"I'm registering an account for myself"** *(see screenshot below)*.
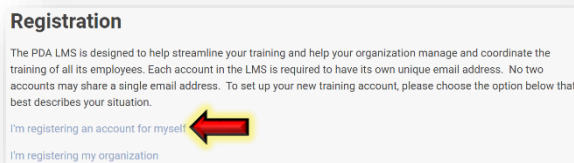
➢ Click the link provided at the end of the sentence that reads, "If you are registering to complete the **PS Mandatory Abuse Reporting Training Course**…" *(see screenshot below).*

➢ Complete and submit the online registration form to request a PDA LMS 'guest' account, which will give you immediate access to the PS Mandatory Abuse Reporting Training Course *(see screenshot below).*

➢ After you click the **Submit** button, you will be directed to a login screen:
   o Enter the **email address** you provided during the registration process.
   o Enter the **password** you selected during the registration process.
   o Click the **Log In** button.

➢ Once you click the **Log In** button, you are directed to the page that contains the **PS Mandatory Abuse Reporting Training Course**.

➢ Review the course description.

➢ To begin the training, scroll down to the **Course Materials** section *(see screenshot below)*.