

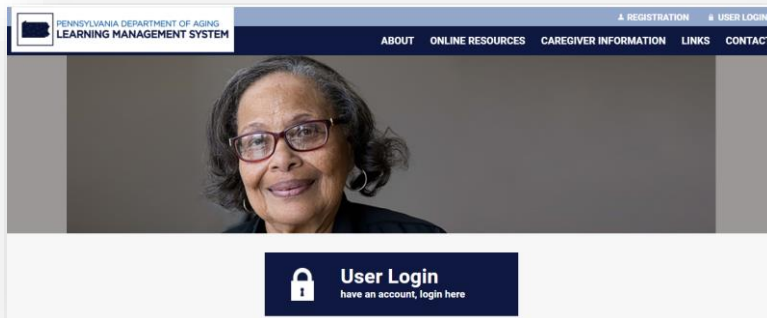


PDA LMS Job Aid

Steps to Access the PS Mandatory Abuse Reporting Training Course

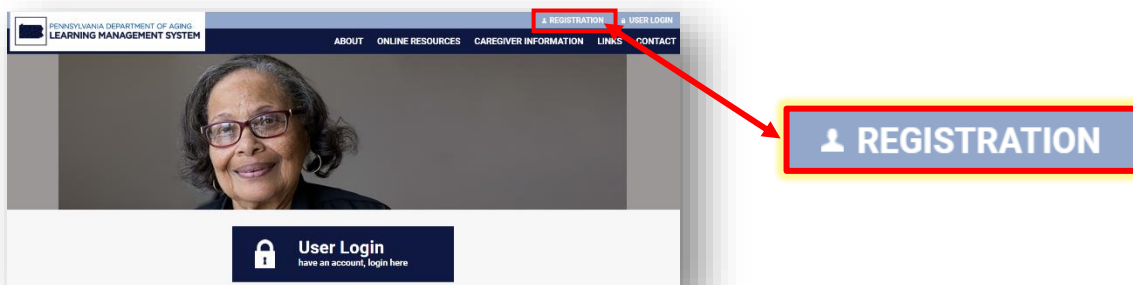
PDA LMS Home Page: www.pda-lms.org

1. For current training account holders:

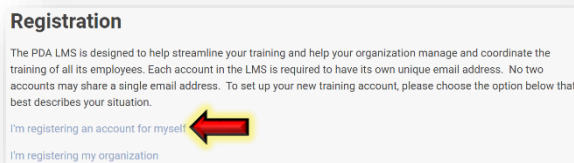


- Log into your PDA LMS training account (see screenshot above).
- From your training account *Dashboard* page, access your **Course Catalog** from the list of buttons shown in the left-side panel.
- You can access the **Mandatory Abuse Reporting Training Course** under both the **GENERAL** and **Protective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

Guest Registration

If you are registering to complete the **PS Mandatory Abuse Reporting Training Course**, use the form below. Otherwise, please register using the normal process here: <https://www.pda-lms.org/registration/>
(NOTE: Area Agency on Aging (AAA) staff and volunteers should **not** utilize either of these online registration forms to request a new training account. Each AAA has 2 staff members who hold the role of PDA LMS 'org admin', and should set up training accounts for AAA staff/volunteers under the agency's LMS hierarchy.)

Name *

First Last

Email *

Password *

Enter Password Confirm Password

Job Title

Organization Name

Organization Type

Select

HINT:
Before you click the **Submit** button, remember to record the password you selected above. You will need to enter the password during the next step.

After you click the 'Submit' button below, you will automatically be taken to a login screen, where you will need to enter the login credentials you selected above (email address and password).

Submit



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

Username or Email Address

My Password:

Remember Me

[No account? Register here.](#)

Log In

- 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).

WELCOME, MARGOT TROUTMAN

HOME - TRAINING CATEGORIES - MANDATORY ABUSE REPORTING TRAINING - PS MANDATORY ABUSE REPORTING TRAINING COURSE

PS Mandatory Abuse Reporting Training Course

Course Status: Not Started

Mandatory Abuse Reporting Training Course (Jun-2020)

In Pennsylvania, employees and administrators of specified facilities and agencies are required to report all suspected abuse to their local Area Agency on Aging Office. This training provides the learner with an overview of the mandatory abuse reporting provisions of both the Adult and Older Adult Protective Services Acts.

CERTIFICATE OF COMPLETION:

- After the training module has been completed (*green check mark*) you may access the assessment (quiz) module.
- Upon passing the assessment, you will be awarded a **Certificate of Completion**.
 - You can access your certificate via your training account Dashboard page under **My Certificates**.

Questions regarding the content of this online training course? Please contact the Protective Services Office, PDA at RA-protect_svcs_ta@pa.gov.

Technical Assistance Needed? Submit a ticket to the [PDA LMS Help Center](#).

[Course Materials](#)