



Instructions for creating an account on our eLearn online training website: <http://elearn.cchcva.com/>

These are the step by step instructions for accessing our online training courses for childcare providers. The basic process involves creating a user account, selecting a course to take, and paying for the course. You can pay for courses using any major credit or debit card. Once you pay for a course, you will have up to 90 days to complete the course. All courses are \$15 per person per course.

There are four sections within each course (instructional presentation, test, survey, & certificate of completion) and each section must be completed before you can proceed to the next section. These courses are viewed within your web browser and can be taken via desktop, laptop, tablet or smartphone (except iPads or iPhones as they are not Adobe Flash compatible). If you have any questions or problems, please contact us directly at (757) 621-8565.

Step 1. This is our eLearn home page.

To access the sign-in page, click on any available course
or
click on the login link on the top right of the page.

The screenshot shows the eLearn home page with a navigation bar on the left. Under 'Available courses', there are three listed:

- Food Safety and Nutrition**: Describes the course as the foundation for forming attitudes about food, eating balance, and consequently lifelong healthy eating habits. It costs \$15.00 and is good for 2 credit hours / 2 CEUs.
- Deterring Emergencies**: Describes the course as discussing types of emergencies in the child care setting and how to implement an emergency plan. It costs \$15.00 and is good for 2 credit hours / 2 CEUs.
- Childhood Injury Prevention**: Describes the course as talking about different ways children receive injuries. It costs \$15.00 and is good for 2 credit hours / 2 CEUs.

A green arrow points from the top right corner of the page to the 'You are not logged in' link in the top right corner of the screenshot.

Step 2. This is our eLearn Login page.

If you already have an account, fill in your username and password on the left side of the page.

If you are a new user, click the "Create new account" button on the right side of the page.

The screenshot shows the eLearn login page. On the left, there's a 'Returning to this web site?' section with fields for 'Username' and 'Password'. A red arrow points from the 'Create new account' button on the right towards this section. On the right, there's a 'Is this your first time here?' section with a 'Create New Account' button, which also has a red arrow pointing to it.

Step 3. This is our eLearn Create New Account page.

Fill out all fields on the form: Username must be all lower case with no spaces. You can use a period (.) between firstname.middleinitial.lastname (example) **jane.b.doe**

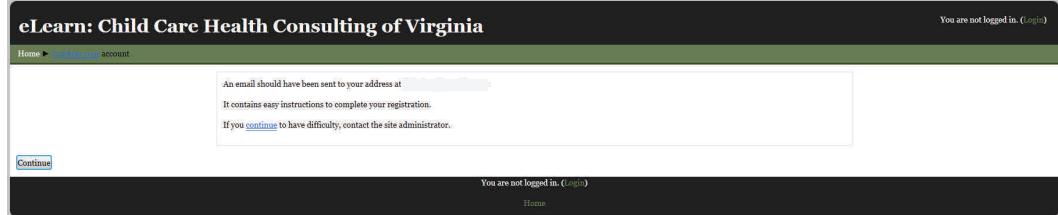
Password must be at least 8 characters long, must contain at least 1 uppercase letter, 1 lower case letter, 1 number & 1 non-character symbol.

(example) **Mypassword4\$**

After you have entered all the required information, click on the Create my new account button.

The screenshot shows the eLearn 'Create New Account' page. It includes fields for 'Email address*', 'Email (again)*', 'First name*', 'Surname*', 'City/town*', 'Country*', 'reCAPTCHA', and 'Other fields'. A red arrow points from the 'Create my new account' button at the bottom left towards the CAPTCHA field.

Step 4. This is our eLearn email confirmation page. Go to your email inbox and follow the instructions to complete your registration.



The screenshot shows a web browser window titled "eLearn: Child Care Health Consulting of Virginia". The URL is "http://elearn.cchcva.com/login/confirm.php?data=NnHEXqaOgYAcnxfi". The page content includes a message: "An email should have been sent to your address at [REDACTED]. It contains easy instructions to complete your registration. If you [continue](#) to have difficulty, contact the site administrator." Below the message are "Continue" and "Home" buttons. At the top right, it says "You are not logged in. ([Login](#))".

Step 5. Go to your email inbox and follow the instructions to complete your registration by clicking on the confirmation link:

eLearn: Child Care Health Consulting of Virginia: account confirmation

John D <cchcva@gmail.com>

Sent: Mon 2/18/2013 12:02 PM

To: John Davis

Hi John Davis,

A new account has been requested at 'eLearn: Child Care Health Consulting of Virginia' using your email address.

To confirm your new account, please go to this web address:

<http://elearn.cchcva.com/login/confirm.php?data=NnHEXqaOgYAcnxfi>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

John D

cchcva@gmail.com

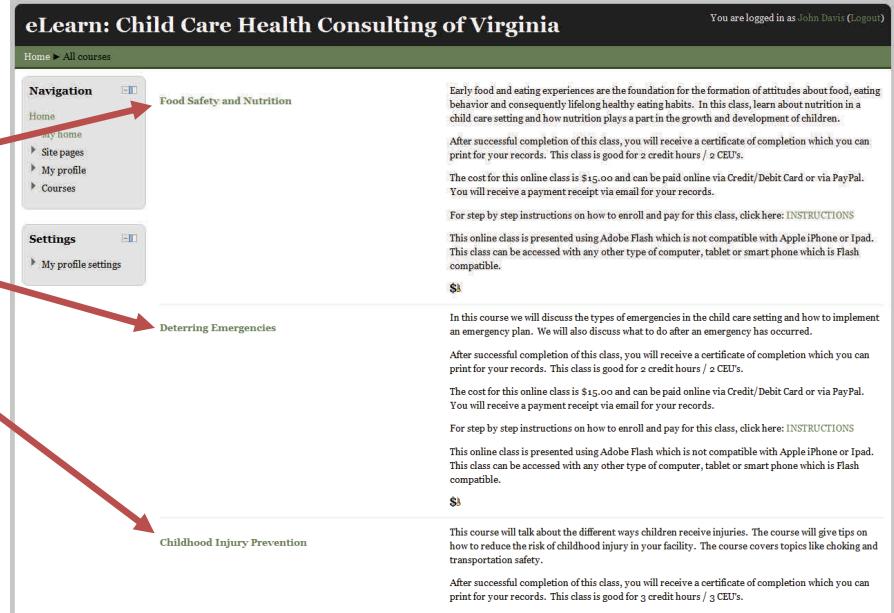
Step 6. Once you click on the confirmation link in your email, you will be redirected to the registration confirmation screen on our eLearn website. You will already be logged in and you just need to click on the "Courses" button.



The screenshot shows a web browser window titled "eLearn: Child Care Health Consulting of Virginia". The URL is "http://elearn.cchcva.com/home/Your%20registration%20has%20been%20confirmed". The page content includes a message: "Thanks, John Davis Your registration has been confirmed". Below the message is a "Courses" button. At the top right, it says "You are logged in as John Davis ([Logout](#))". At the bottom, it says "You are logged in as John Davis ([Logout](#))" and "Home".

Step 7. When you click on any Course, you will be directed to our PayPal payment page where you can pay for your course with any Credit or Debit card. You can also use your PayPal account if you have one.

Pick a Course and click on it:



The screenshot shows a web browser window titled "eLearn: Child Care Health Consulting of Virginia". The URL is "http://elearn.cchcva.com/home/All%20courses". On the left, there is a navigation sidebar with "Navigation" and "Settings" sections. The "Navigation" section includes links to "Home", "My home", "Site pages", "My profile", and "Courses". The "Settings" section includes "My profile settings". The main content area shows three course options: "Food Safety and Nutrition", "Deterring Emergencies", and "Childhood Injury Prevention". Each course has a brief description and a "More" link. The "Food Safety and Nutrition" course is highlighted with a red arrow pointing to its title. The "Food Safety and Nutrition" course description is: "Early food and eating experiences are the foundation for the formation of attitudes about food, eating behavior and consequently lifelong healthy eating habits. In this class, learn about nutrition in a child care setting and how nutrition plays a part in the growth and development of children. After successful completion of this class, you will receive a certificate of completion which you can print for your records. This class is good for 2 credit hours / 2 CEU's. The cost for this online class is \$15.00 and can be paid online via Credit/Debit Card or via PayPal. You will receive a payment receipt via email for your records. For step by step instructions on how to enroll and pay for this class, click here: [INSTRUCTIONS](#)". The "Deterring Emergencies" course description is: "In this course we will discuss the types of emergencies in the child care setting and how to implement an emergency plan. We will also discuss what to do after an emergency has occurred. After successful completion of this class, you will receive a certificate of completion which you can print for your records. This class is good for 2 credit hours / 2 CEU's. The cost for this online class is \$15.00 and can be paid online via Credit/Debit Card or via PayPal. You will receive a payment receipt via email for your records. For step by step instructions on how to enroll and pay for this class, click here: [INSTRUCTIONS](#)". The "Childhood Injury Prevention" course description is: "This course will talk about the different ways children receive injuries. The course will give tips on how to reduce the risk of childhood injury in your facility. The course covers topics like choking and transportation safety. After successful completion of this class, you will receive a certificate of completion which you can print for your records. This class is good for 3 credit hours / 3 CEU's. The cost for this online class is \$15.00 and can be paid online via Credit/Debit Card or via PayPal. This class can be accessed with any other type of computer, tablet or smart phone which is Flash compatible. For step by step instructions on how to enroll and pay for this class, click here: [INSTRUCTIONS](#)".

Step 8. Here is our PayPal Payment page:

Click here to pay for your course:

You can pay using any major Credit or Debit Card.

Food Safety and Nutrition

You are logged in as John Davis (Logout)

Home > Courses > Food Safety and Nutrition > Enrol me in this course > Enrolment options

Navigation

- Home
- My home
- Site pages
- My profile
- Courses
 - Food Safety and Nutrition
 - Detering Emergencies
 - Childhood Injury prevention
 - Daily Health Observation
 - Biting

Enrolment options

This course requires a payment for entry.

Food Safety & Nutrition

Cost: USD \$15

PayPal

Use the button below to pay and be enrolled within minutes!

[Send payment via PayPal]

You are logged in as John Davis (Logout)

Food Safety and Nutrition

Step 9. Here is our PayPal Payment page:

If you already have a PayPal account and want to use it, log into PayPal here:

Or

If you do not have a PayPal account and you want to pay with any major Credit or Debit card, click on the "Don't have a PayPal Account link here:"

Child Care Health Consulting of VA

Your order summary

Descriptions	Amount
Food Safety and Nutrition	\$15.00
Item number: Food Safety and Nu...	
Item price: \$15.00	
Options: User: John Davis	
Quantity: 1	
Item total	\$15.00
Total \$15.00 USD	

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Email:

PayPal password:

Log In

[Forgot your email address or password?](#)

Don't have a PayPal account?

(Optional) Join PayPal for faster future checkout

[Cancel and return to Child Care Health Consulting of VA.](#)

[Site Feedback](#)

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

Step 10. Here is our PayPal Credit or Debit card payment page:

Fill out all required fields and then click the "Review and Continue" button:

Your order summary

Descriptions	Amount
Food Safety and Nutrition	\$15.00
Item number: Food Safety and Nu...	
Item price: \$15.00	
Options: User: John Davis	
Quantity: 1	
Item total	\$15.00
Total \$15.00 USD	

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Pay with a debit or credit card, or Bill Me Later®

Pay with your debit or credit card, or with Bill Me Later®

Country: United States

Bill Me Later®, a PayPal service
Get more time to pay on this purchase
[See terms](#)

Credit Card

Card number:

Payment Types: VISA MASTERCARD AMEX DISCOVER

Expiration date: mm / yy

CSC:
What is this?

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State:

ZIP code:

Phone type: Mobile Home Work
Why is this needed?

Phone number: 555-555-1234

Email:

Review and Continue

Payments processed by PayPal

[Cancel and return to Child Care Health Consulting of VA.](#)

[Site Feedback](#)

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

Step 11. Click the "Pay Now" button

Child Care Health Consulting of VA

The screenshot shows a PayPal payment page for Child Care Health Consulting of VA. The order summary table includes:

Descriptions	Amount
Food Safety and Nutrition Item number: Food Safety and Nu... Item price: \$15.00 Options: User: John Davis (stude... Quantity: 1	\$15.00
Item total	\$15.00
Total \$15.00 USD	

Below the table, there is a "Pay Now" button. To the right, under "Payment methods", it says "Credit/Debit Card : Visa XXXXX-XXXX-XXXX-XXXX \$15.00 USD". A note states, "This transaction will appear on your bill as PayPal *CCHC OF VA".

Step 12. Now that you have paid for the course, you can print a receipt by clicking:

You will also receive a copy of your receipt via email automatically.

You are now ready to start taking your course, just click here and you will enter the course:

Child Care Health Consulting of VA

The screenshot shows a PayPal confirmation page for Child Care Health Consulting of VA. It displays:

You just made a payment of: **\$15.00 USD**

[Print receipt](#)

Paid to:
Child Care Health Consulting of VA
cohova@gmail.com
757-621-8565

To the right, under "Thanks for your order", it says "John, you just completed your payment. Your receipt number for this payment is: 5450-7817-5124-6587. We'll send a confirmation email to johnhunterdavis@gmail.com. This transaction will appear on your statement as PayPal *CCHC OF VA." There is a "Click here to enter your course" button and a note about forgotten passwords.

At the bottom, there is a "Payments processed by **PayPal**" logo and a "Site Feedback" link.