

Basic Training for Aging I&R/A Professionals

Step-by-step guide to create an online account and enroll the course

Welcome to the Core Competency Training for Aging I&R/A Professionals:

This course is designed to enhance the services provided by Aging Information & Referral/Assistance (I&R/A) professionals by advancing their knowledge, skills, and work related competences. The Core Competency Training for Aging I&R/A Professionals contains four modules:

1. I&R/A Services and the Aging Network
2. Developing Cultural Competence to Serve a Diverse Aging Population
3. Essential Components of the Aging Informational and Referral Process
4. Key Programs for Older Adults

Each module contains five items:

1. Syllabus
2. Narrated / Video PowerPoint
3. PowerPoint
4. Written Summary
5. Quiz

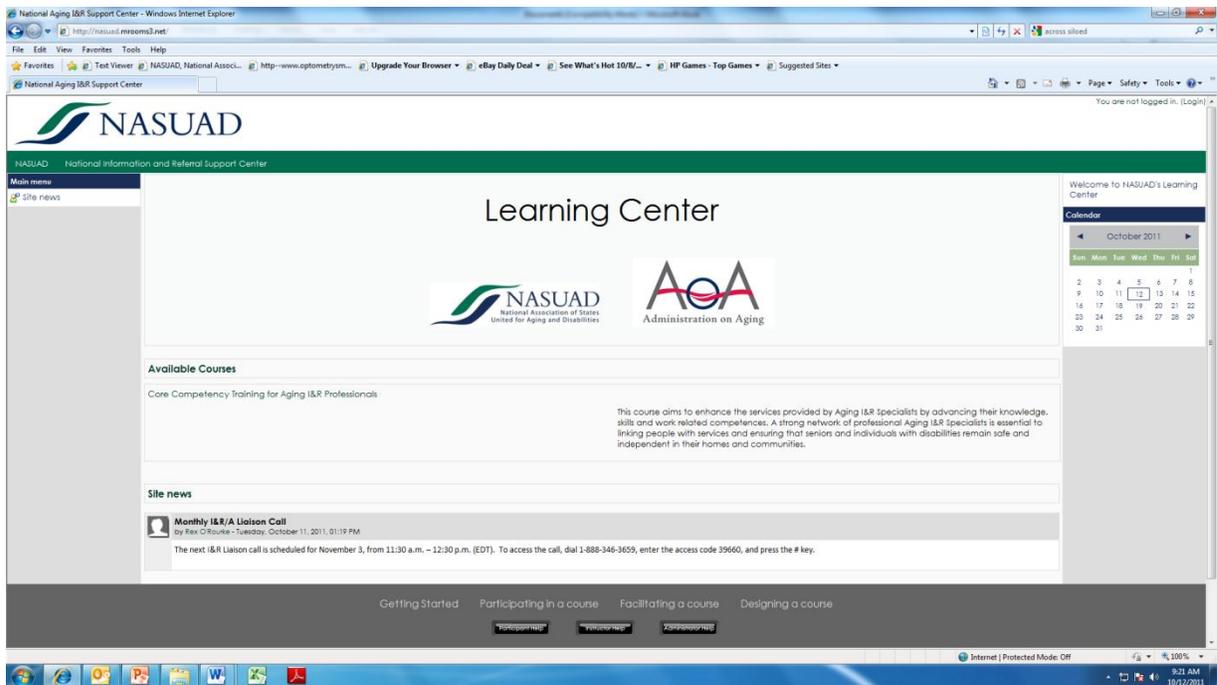
Before beginning each module you should review the syllabus, noting the content and learning objectives. You then have several options; you can listen to the narrated PowerPoint, view the slides of the PowerPoint, or read the written summary of the material.

If you prefer to learn at your own pace, you can view the slides of the PowerPoint and the written summary in conjunction with one another, or alternatively, listen to the narrated PowerPoint. The written summaries are also valuable review documents that can be shared with your colleagues. The quizzes range from 15 to 30 questions per Module, and for each, you should select the best answer. Each Module should take one hour to complete. However, times may vary depending on your own pace and preference.

To start the process, follow the step-by-step guide to create an online account and enroll the course.

Step-by-Step Guide to Enrollment

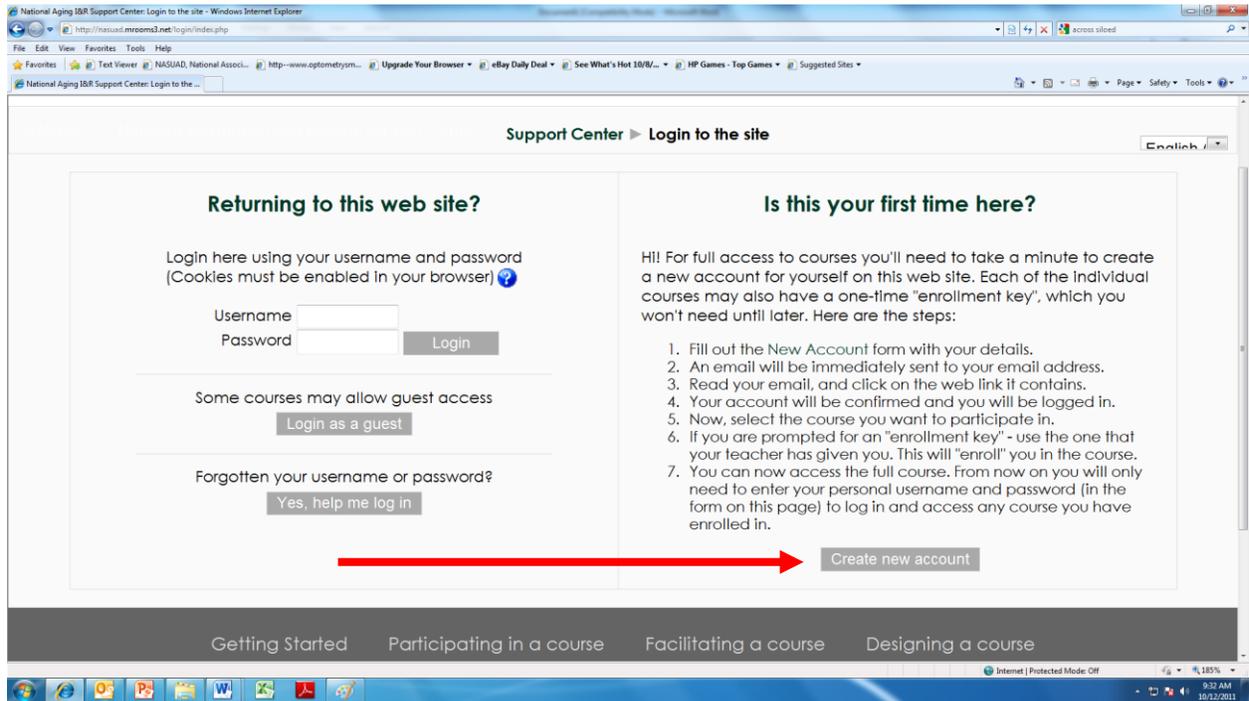
1. Click on the following link: <http://nasuad.mrooms3.net/> (you may need to copy and paste the web address) and you will be taken to the following site:



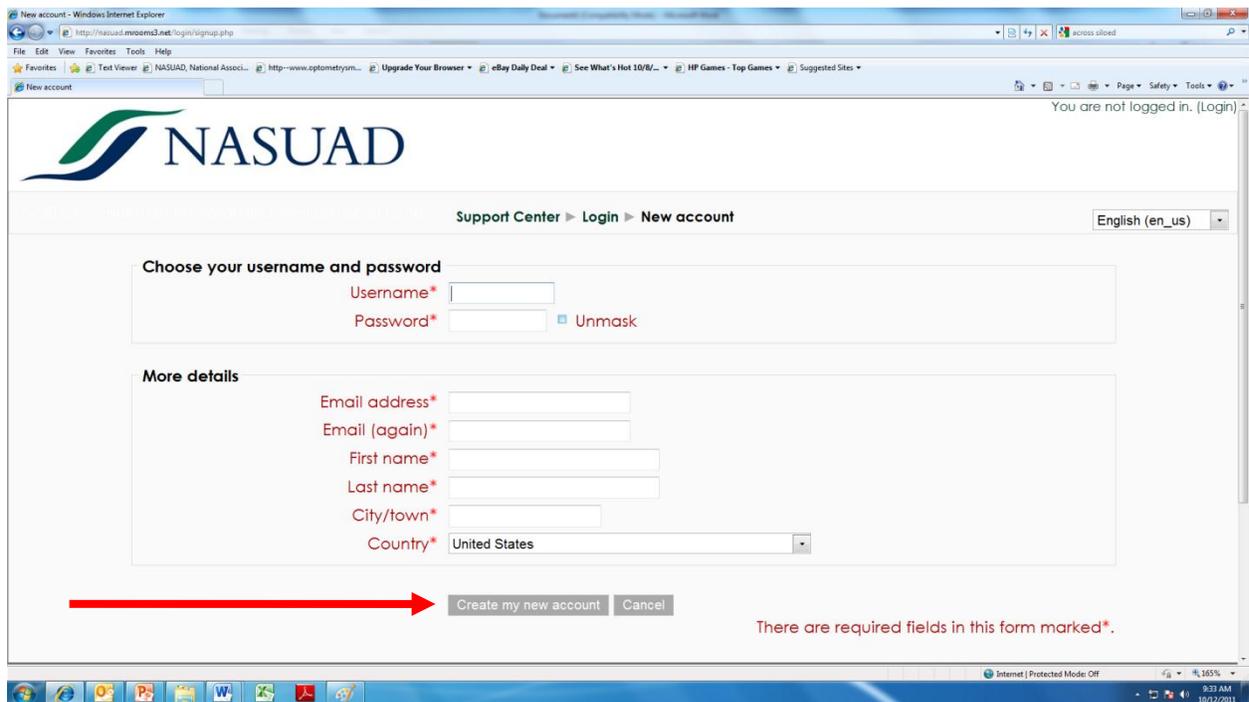
2. On the top right hand corner, there is a link to a Login, click this:



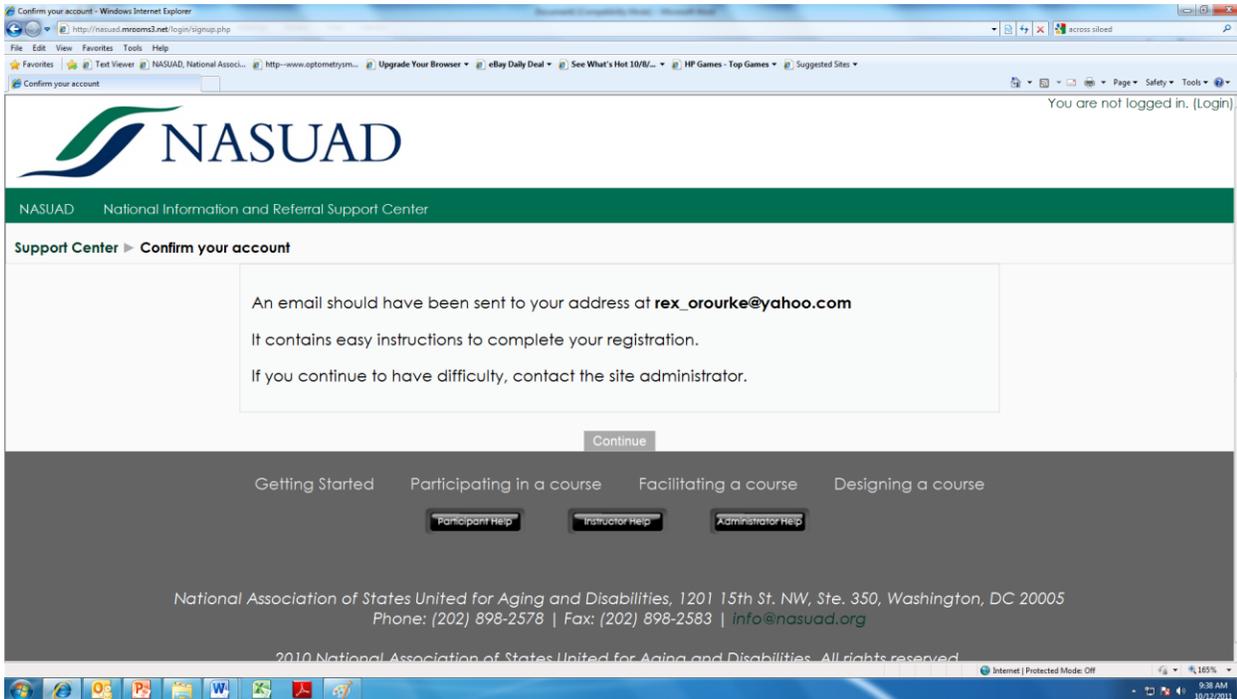
3. Once you click the Login link, you will be taken to the following webpage:



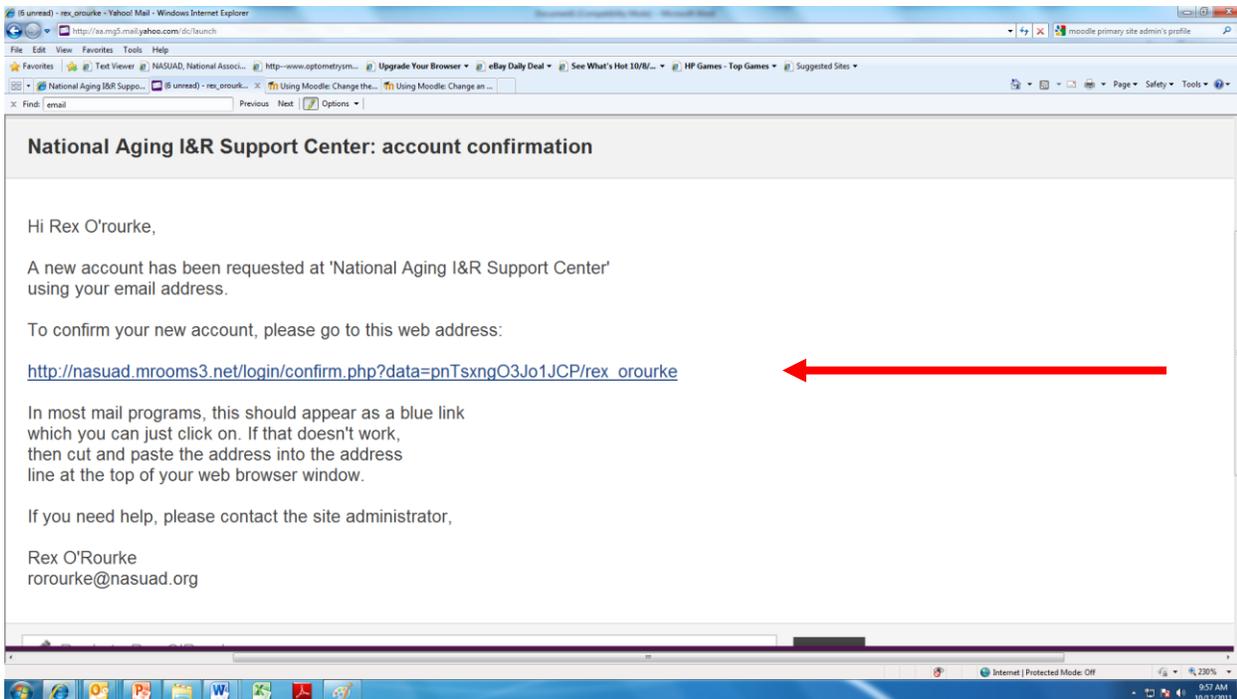
4. Click on “Create new account,” which will take you to the webpage below. Input the required information and then select “Create my new account.”



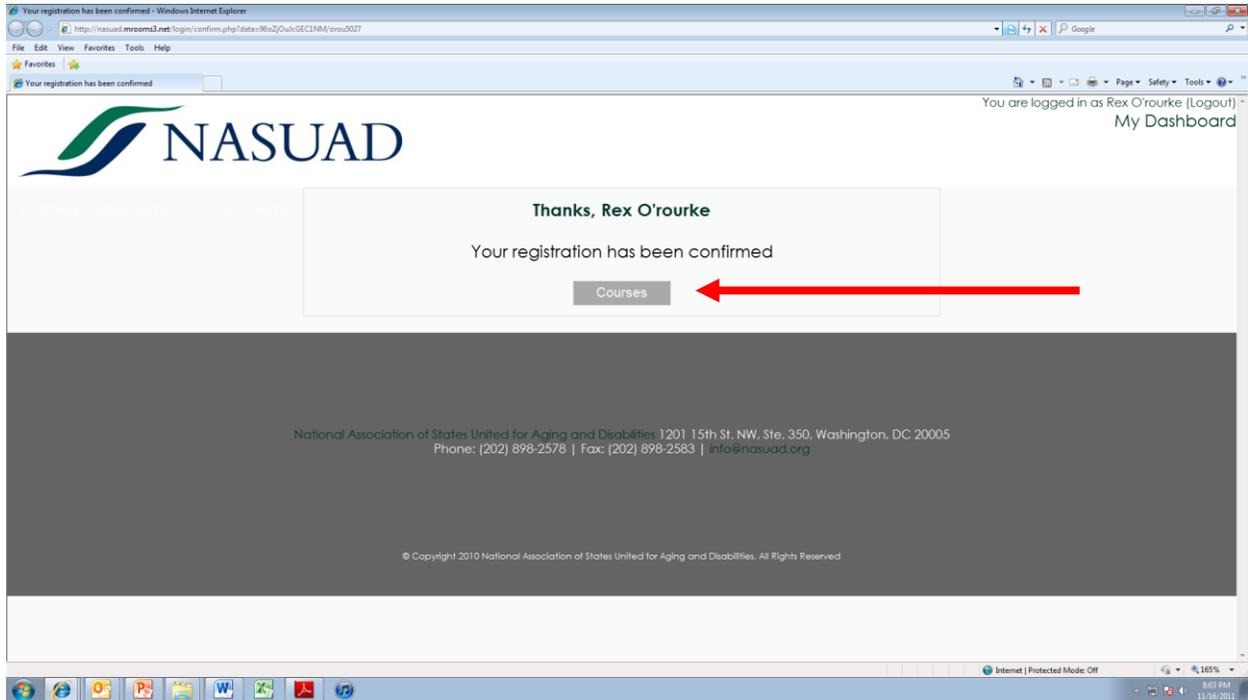
5. Once you click on “Create new account,” you will be taken to the following webpage that informs you that an email has been sent to the email address you designated:



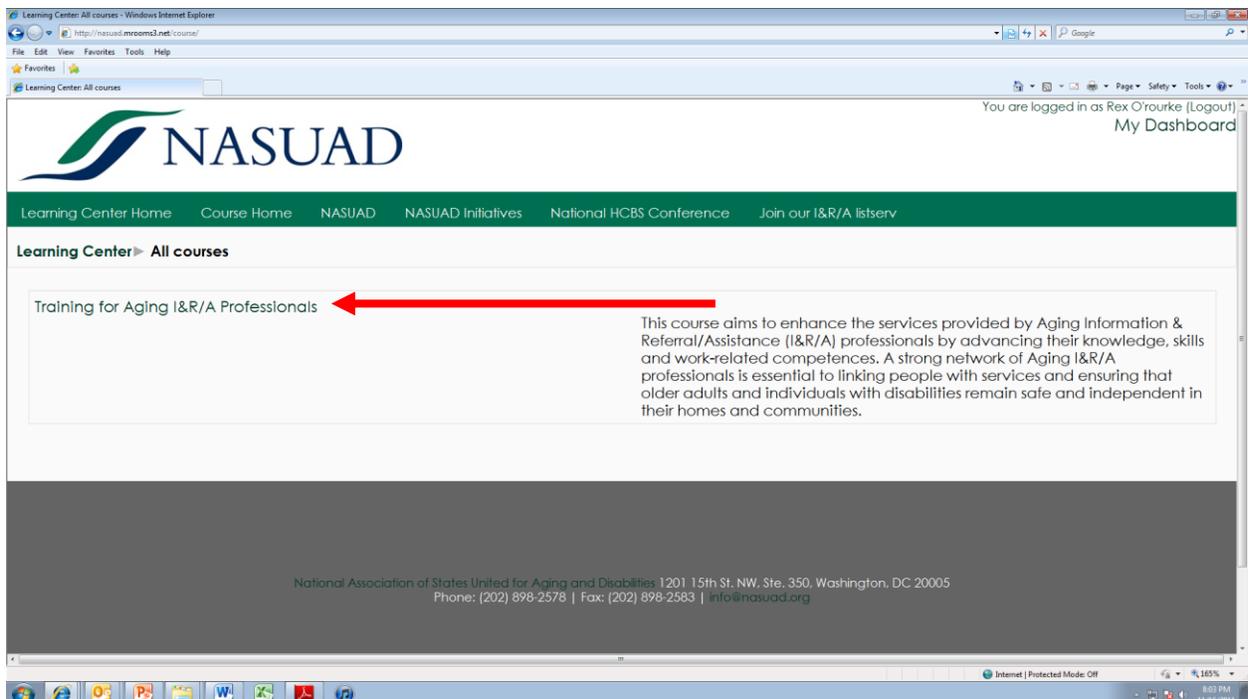
6. You will receive in your designated email inbox an email titled “National Aging I&R/A Support Center: account confirmation.” To confirm your new account, open the email and click on the confirmation link.



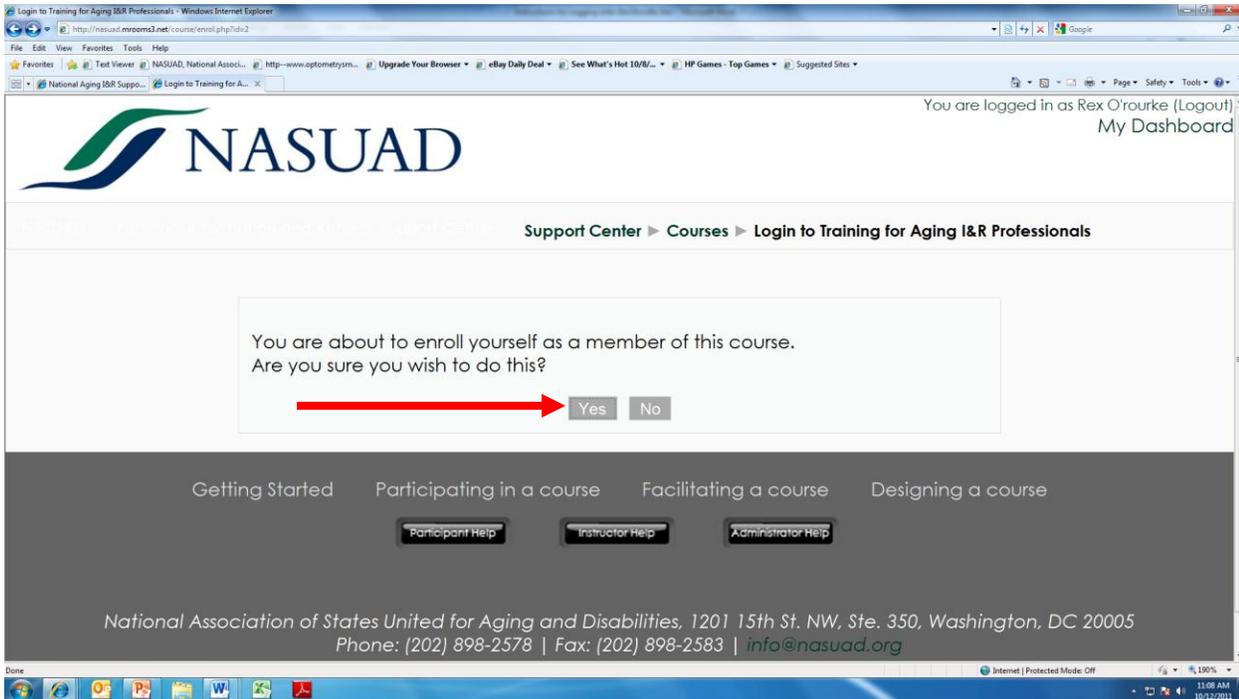
- Once you click the link in the email, your online registration will be confirmed. Now you need to enroll in the course. Click “Course” to enroll in the Core Competency Training for Aging I&R/A Professionals course.



- After you click courses, you will be taken to the list of courses available in the Learning Center. Click on “Training for Aging I&R/A Professionals.”



9. You will be then be taken to an enrollment page and asked if you want to enroll yourself as a member of this course. Click “Yes.”



10. You are now officially enrolled in the course – congratulations and good luck with your studies! Please review the Course Syllabus and Narrated Introductory PowerPoint slides before starting Module 1.

