

Mandated Reporter Registration Instructions for Existing HSLC User

Step 1: Register for class

1. Login to STARS Human Services Learning Center (HSLC) at <https://www.hslcnys.org/hslc/>.
2. On the home page in the field labeled **Search HSLC** type *mandated reporter* and click the magnify glass icon.

Search HSLC:   

3. Find the class titled *Mandated Reporter*. Click on the show/hide details icon (circle with the arrow inside) next to the class date and time.

Mandated Reporter	03/10/2015 08:39:00 AM 	Format: Course
Mandated Reporter Training:The Hidden Dangers of Methamphetamine Safety (HSLC Web)	12/31/2014 12:53:00 PM 	Format: Course
Chapter 513 (Xctasy's Law) & Chapter 193 (HSLC Web)	12/31/2014 11:36:00 AM 	Format: Course
Mandated Reporter Web-Based On-Line	12/30/2014 01:11:00 PM 	Format: Course
TS: Mandated Reporter Training:The Hidden Dangers of Methamphetamine Safety	12/09/2014 08:56:00 AM 	Format: Course
TS: Chapter 513 (Xctasy's Law) & Chapter 193	12/09/2014 08:44:00 AM 	Format: Course

Step 1: Register for class

4. A **Course Details** panel will appear. Click **Check Schedule**.

Mandated Reporter	03/10/2015 08:39:00 AM	Course Details: Description: test Course Content: Child Protection Provider: SUC Buffalo - CDHS Check Schedule Add to wait list
Mandated Reporter Training:The Hidden Dangers of Methamphetamine Safety (HSLC Web)	12/31/2014 12:53:00 PM	
Chapter 513 (Xctasy's Law) & Chapter 193 (HSLC Web)	12/31/2014 11:36:00 AM	
Mandated Reporter Web-Based On-Line	12/30/2014 01:11:00 PM	
TS: Mandated Reporter Training:The Hidden Dangers of Methamphetamine Safety	12/09/2014 08:56:00 AM	
TS: Chapter 513 (Xctasy's Law) & Chapter 193	12/09/2014 08:44:00 AM	

5. You will be directed to the **Register** page. You should see the mandated reporter class listed in a grid under the section titled **Schedule Search Results**. If you do not see the mandated reporter class listed under **Schedule Search Results**, type *mandated reporter* in the **Class** textbox and uncheck all regions under **Search Schedule**. Click the magnify glass icon. Click on the mandated reporter class title in the grid.

Register: Carla Goldberg - SUC Buffalo - CDHS

Search Schedule:

Class:

Provider:

Content:

From: To:

Regions: 1 2 3 4 5 6 [Check All](#)

If no regions are selected, only web-based classes will be displayed

Class Type: [UnCheck All](#)

- Classroom
- Coaching
- Conference
- HSLC Web based
- iLinc
- Meeting

Hover over Region to view Counties or click [here](#) to view all

Schedule Search Results: (3 matches) Results are based on your Target Population

Search:

Class Title	Region	Class Site	Class Status	Start Date	Start Time	End Date	Deadline
Mandated Reporter	Computer Based	Virtual Classroom	Open Nomination	01/01/2015	09:00 AM	12/31/2015	12/30/2015

Step 1: Register for class

- A tool tip titled **Addition Information** will appear. Click **Register**. You will receive an email with subject **HSLC: PRECLASS EMAIL (Self-Directed Mandated Reporter Registration)**. This is your pre-class registration confirmation which outlines the class requirements and lists support contact information.

Additional Information

Course Description:
test

Multipart: no

Class Type(s): HSLC Web based

Course Contact:
Jeffrey Andrzejewski
Email: ANDRZEJ@BUFFALOSTATE.EDU
Phone: (716) 796-2087

Slots are available for this Class [Register](#)

[Get Announcement](#) | [Add to my wait list](#)

- Go to the home page by clicking **Home** in the top main navigation bar.
- In the **Registered Classes** panel on the home page, you will see the mandated reporter class you just registered for listed.

Registered Classes

Mandated Reporter
SUC Buffalo - CDHS 01/01/2015 - 12/31/2015
Accepted

Step 2: Begin the class


1. Click the mandated reporter class title in the **Registered Classes** panel on the home page.
2. You will be directed to the **Current Registration** page.

Current Registration:  Carla Goldberg - SUC Buffalo - CDHS













Total Registered: 5

Course	Open/Close	Start Date	End Date	Cancel
→ Mandated Reporter		01/01/2015	12/31/2015	
→ LL: Introduction to iLinc (DLT01) **There are unfinished evaluations within this course		03/10/2015	03/10/2015	
→ Carlas Test **There are unfinished evaluations within this course		03/12/2015	03/12/2015	
→ Foster/Adoptive Parent Webinars		03/23/2015	03/23/2015	
→ Kinship iLinc		04/01/2015	04/01/2015	

- Click the Mandated Reporter course title in the grid. Click on the link below **Content** to start the class. **Note: Trainees are required to take the Participant Reaction Questionnaire and the Post-test after completing the online training. These items are available in the same page location by clicking on “Participant Reaction Questionnaire”, and “Post-test: Mandated Reporter Training”.**

Current Registration:  Carla Goldberg - SUC Buffalo - CDHS

Total Registered: 5

Course	Open/Close	Start Date	End Date	Cancel						
↓ Mandated Reporter <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Content</th> <th>Launch</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Mandated Reporter</td> <td></td> <td>WBT</td> </tr> </tbody> </table> <p>Participant Reaction Questionnaire</p> <p>Post-test: Mandated Reporter Training</p> </div>	Content	Launch	Type	Mandated Reporter		WBT	Accepted	01/01/2015	12/31/2015	
Content	Launch	Type								
Mandated Reporter		WBT								
→ LL: Introduction to iLinc (DLT01) **There are unfinished evaluations within this course		03/10/2015	03/10/2015							
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→ Foster/Adoptive Parent Webinars		03/23/2015	03/23/2015							
→ Kinship iLinc		04/01/2015	04/01/2015							

[Print Details](#)