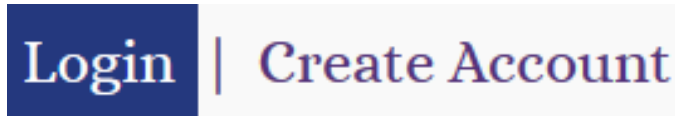


Mandated Reporter Registration Instructions for New HSLC User

1. Go to the STARS Human Services Learning Center (HSLC) at <https://www.hslcnys.org/hslc/>.
2. Click **Create Account**.



3. Enter your information in the form. **Select Yes where asked if you are requesting this account to take the Self-Directed Mandated Reporter Training and then select your discipline.**
4. Click **Register Account**.
5. Check your email. You will receive an email from STARS Support with the subject **HSLC Registration** containing a link to validate your email address. Please click the link in the email.
6. After validating your email address, you will receive two additional emails. The first email will inform you that your HSLC account has been created. This email will also contain your username and temporary password. You will need your temporary password to login to HSLC for the first time. The second email with subject **HSLC: PRECLASS EMAIL (Self-Directed Mandated Reporter Registration)** is your pre-class registration confirmation. It outlines the class requirements and lists support contact information.
7. Login to HSLC using your temporary password. Upon logging in, you will be required to create a new password in order to continue. Record your new password for future use.

- After creating your new password, you will be directed to the HSLC home page. You have successfully setup your HSLC account.

Human Services Learning Center

Home | User | Learning | Help | Logout

Mandated Reporter Training

Welcome Carla Goldberg

Shared Local District Training Sites (09/03/2014 01:40:00 PM)
 Shared Local District Training Sites are now available for selection when creating or editing a class. These should always be chosen when a class is given at a Local District site and there is a shared local district site available to choose.

1 (of 5)

Search HSLC:

NYS-OCFS Program Quality Assessment (PQA) Basic Course	03/12/2015 12:39:00 PM Format: Course
NYS-OCFS PQA planning with Data Course	03/12/2015 12:37:00 PM Format: Course
LL: Conflict Resolution (DLT01)	03/11/2015 10:59:00 AM Format: Course
LL: Coaching for Performance (DLT01)	03/11/2015 10:57:00 AM Format: Course
Developmental Disabilities Part II	03/03/2015 01:28:00 PM Format: CBT

[Academy Staff Development](#) [ACS Training NOT USA](#) [Administrative Process](#)
[Adoption](#) [Adult Protection](#) [Adult Services](#)
[AIDS](#) [BAT](#) [Behavioral Skills](#) [Casework](#) [Practices](#) [Child Day](#)
[care](#) [Child Protection](#) [Child Support](#)
[Enforcement](#) [Common Core/Foundation](#) [Communication Skills](#) [Computer](#)
[Skills](#) [Conferences](#) [Core Phase II](#) [Counseling](#) [Detention Services](#) [Disability](#)
[Determination](#) [Diversity](#) [Domestic Violence](#) [Foster Parent](#)
[Prep/Support](#) [Foundations](#) [Health and Safety](#) [HEAD](#) [Housing](#) [IN-](#)
[SERVICE](#) [In-Service Electives](#) [In-Service Mandated](#)
[Independent Living](#) [Juvenile Justice](#)
[Leadership](#) [Legal](#) [Managed Care](#) [Management Practices](#)
[Mandated Reporter](#) [Medical Assistance](#) [NEOP](#) [Non-Current](#)
[Phase II](#) [Not Supplied](#) [OCFS Management Supervision](#) [Professional Dev](#)
[Program](#) [Professional Development](#) [Residential Child Care](#) [SNAP](#) [Soc Svc](#)
[Workforce Trng](#) [Supervisory Skills](#) [Systems](#)
[Connections](#) [Systems Mainframe](#) [Systems](#)
[Microcomputer](#) [Teleconferences](#)
[Temporary Assistance](#) [Training for Teachers](#) [Training Skills](#) [Youth](#)
[Development](#)

9. On the HSLC home page **LOOK** at the top Menu options, and select **“User”** then select **“My Registration”** from the drop down choices that appear.

The screenshot displays the HSLC user interface for Patricia Hartman. The top navigation bar includes 'Home', 'User', 'Learning', 'Manage Staff', 'Learning Management', 'Reports', 'Maintenance', 'Help', and 'Logout'. The 'User' dropdown menu is open, showing options: 'My Profile', 'My History', 'My Registration' (highlighted), 'My Learner Plan', 'My Favorites', 'My Wait List', and 'My Settings'. A notification banner reads: 'UPDATE - SCORM Class Status Report Back Up (07/15/2015 09:00:00 AM) The SCORM Class Status Report has been enabled again.' Below the notification is a search bar labeled 'Search HSLC:'. The main content area features a list of courses with columns for course title, date, and format. The courses listed are: 'Webinar: Detention Risk Assessment Instrument System (DRAIS)' (07/00/2015 10:21:00 AM, Format Course), 'Core Essential Skills for Experienced Caseworkers' (07/08/2015 03:47:00 PM, Format Course), 'Coaching Family Visits Toolkit Training' (07/27/2015 08:32:00 AM, Format Course), 'Family Type Homes For Adults' (07/16/2015 03:00:00 PM, Format Video), and 'A SRN: What's In it for Me: Engaging Youth in Life Skill Development' (07/16/2015 11:26:00 AM, Format Course). On the right side, there is a vertical list of course categories: 'Adoption', 'Adult Protection', 'Adult Services', 'Casework', 'Child Day Care', 'Child Protection', 'Independent Living', 'Legal', 'Mandated Reporter', 'Residential Child Care', 'Supervisory Skills', 'Systems Connections', 'Systems Microcomputer', and 'Temporary Assistance'. At the bottom, there are three summary boxes: 'Favorites' (You have no current saved favorites.), 'Registered Classes' (You are currently not registered for any upcoming classes.), and 'Wait List' (You have no current courses saved to your wait list.).

10. You will be directed to the **Current Registration** page.

Current Registration: Carla Goldberg - MR Agency - ChildCare

Total Registered: 1

Course	Open/Close	Start Date	End Date	Cancel
→ Mandated Reporter Web-Based On-Line		01/01/2015	12/31/2015	

11. Click the mandated reporter class 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 - MR Agency - ChildCare

Total Registered: 1

Course	Open/Close	Start Date	End Date	Cancel
↓ Mandated Reporter Web-Based On-Line		01/01/2015	12/31/2015	
↓ Mandated Reporter Web-Based On-Line	Confirmed	01/01/2015	12/31/2015	

Content	Launch	Type
Mandated Reporter		WBT

[Participant Reaction Questionnaire](#)
[Post-test: Mandated Reporter Training](#)

[Print Details](#)