



DS 169 Child Abuse Mandatory Reporter Training (MCART)

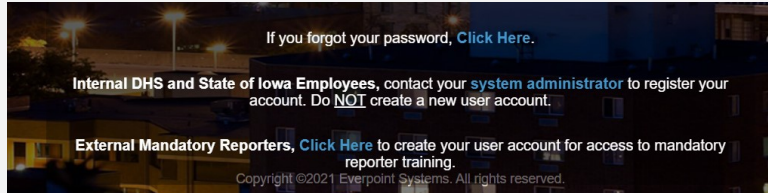
Technical Assistance Guidance

for the Iowa Department of Human Services (DHS) Learnsoft Learning Management System (LMS)

Create an Account

DS169 Child Abuse Mandatory Reporter Training must be taken on the Learnsoft Management System website for Iowa Department of Human Services (DHS) approval.

1. Click on link to Learnsoft website: <https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx>
 - Select “Click Here” next to External Mandatory Reporters



2. Enter your information to set up your account. Fields (boxes) in red are required.
 - Child Care Center Staff
 - Employer Name: use Center or Preschool name
 - Manager Name: use Director’s name
 - Click “Save” (top right-hand corner)
 - Child Development Home Provider
 - Employer Name: use “Self”
 - Click “Save” (top right-hand corner)

3. Enter your Username and Password on the sign-in page. You may be directed to reset Password - if this occurs, enter Password and confirm (may use the same Password you just entered). Click on “Reset Password”.
 - Username: make up your own
 - Password: make up your own, can be the same as i-PoWeR Professional Workforce Registry
4. Please remember your Username and Password in order to log into the system in the future. Write down your account login information and keep for reference.

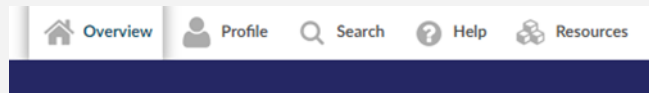
DS 169 MCART Technical Assistance Guidance

Enrolling in DS 169 Child Abuse Mandatory Reporter Training

1. To login, click on the link to Learnsoft website <https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx> using your Username and Password on the sign-in page.



2. Watch the video on your dashboard on how to enroll in Mandatory Reporter training course. This optional video is a 2-minute demonstration for how to enroll in the course.
3. Select "Search" tab above the dark blue user dashboard bar.

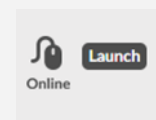


4. Find DS 169 Child Abuse Mandatory Reporter Training and select "Details".

DS 169 Child Abuse Mandatory Reporter Training
Type: Certification - Duration(In Hours): 365
Description: 0 0 0

5. "Select All" in upper left of screen and click "Enroll" in upper right of screen.

6. Click on the "X" in the right hand corner to close the window.
7. Click "Overview" - you will see that you have 9 upcoming courses due. Under "My Task" you will find all courses in the training: Instructions, Pre-Test, Part 1 through Part 6 and Post Test.
8. Click on the "Launch" button to the right of each course to begin each section.



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Other Tips

1. You must take the course in order. As you complete each part, you will see it fall off under My Task on the dashboard and then tallied within the User Profile under Enrollments. Each course is recorded as completed with date and score.
2. Do not press the “X” button at the bottom of the screen as it will logout the user completely. Press the “Exit” button to go back to the Dashboard.
3. To access the next course, you must go back to the Dashboard and select Launch.

Pre-Test

- You must take the pre-test (10 questions) before starting the other courses.
- Answer all questions and click on “Submit” on the top right of screen.
- When completed, select “Exit” to go back to the Dashboard.

Part 1 - 6

- You must watch all videos in full before moving to the next slide.
- Some documents are underlined and can be clicked to download.
- All activities must be completed to receive a “completion” of the course.
- You may exit the course and return at a later time. Select the course started in the Dashboard and it will continue where you left off.
- Some questions are select all that apply and others that have only one answer.
- Please contact mandatoryreporter@dhs.state.ia.us if the course freezes or repeats.

Post-Test

- You need a minimum of 80% to pass the course.
- If you exhaust your post-test attempts, without reaching the grade requirement, you can email mandatoryreporter@dhs.state.ia.us requesting to be reset so you can retake the test.
- You must answer all questions and click on “Submit” button at the top right of the screen.

To Print Certificate

- After completion of post-test, click on “Print CE Statement of Completion” and print from the PDF document. You can also save and email to yourself if you wish to have an electronic copy.
- You are also able to print your certificate from your dashboard by clicking on “Printable Certificates”. The course name will appear with “Print Certificate” to the left of the title.

Technical Support

- Contact your Child Care Consultant or Training Specialist for questions or assistance.
- Email mandatoryreporter@dhs.state.ia.us with questions or assistance. Please include your name, username, email used to register your account and list the issue in the subject line of the email.