

Below are the details for setting up and using the Professional Development Online Training Program. Please read the information carefully and let us know if you have any questions or concerns. You may contact us at [support@mindcross.com](mailto:support@mindcross.com).

### **Basic Training Requirements**

In order to successfully implement and use the Online Training Program it is important that you meet the requirements listed. Please review each item. If you have issues with any of the items let us know, so we can address your concerns immediately.

- All PCs, within your organization, that will be used to access the training should meet the technical requirements outlined.
- You must have a method to communicate with staff and relay information about the training program. We recommend email; however, any existing communication mechanism will suffice.
- As a standard, email addresses are used for 'student/user' IDs to access the training; therefore, all individuals within your organization should have a valid email address. This email address can be either work-related or personal. If email addresses are not available please let us know as soon as possible, so that we can establish an alternative standard.

### **Training Administration**

The professional development training includes access to a tracking and reporting system so that the appropriate individuals at your school can act as 'training administrators'. They will have the ability to view reports on course usage and user evaluations, add/update students, and activate/deactivate courses.

A primary contact and technical contact will be set up for your organization. These individuals will act as training administrators. Additional administrators can be added to the system at any time. Please provide us with any additional names and email addresses of other individuals who should have administrator access.

Administrative functions currently available include:

- Student search with link to course usage for an individual
- Course-specific reports:
  - Users who have taken Professional Development Online Training
  - Historical course usage
  - Evaluations – sorted by last name
  - Evaluations – sorted by date
- Activating/Deactivating courses
- Adding and updating new users

Future course functionality will include:

- Optional course testing and tracking

### **User ID Definitions and Setup**

The online training will be available to the students 24x7. However, before students can access the training they will be required to register themselves ONE TIME ONLY before accessing the training system. In order to do this they will need a REGISTRATION ID specific to your organization. This registration ID will be assigned to you, and it must be communicated to the students. We recommended sending your staff an email or memo similar to the following:

*We are happy to announce the availability of a new Professional Development Online Training Program. This training program includes four online training courses which will be available to you 24 hours a day 7 days a week via any Internet Browser. Each course is approximately one hour in length and meets the state requirements for Professional Development credits. You may use the courses any time you'd like, and as often as you like.*

*Before you can use the training you must first register by going to: [www.coursecollection.com](http://www.coursecollection.com) and clicking on "Student Registration". You should register yourself to the training system during the next few days.*

*The registration process begins by asking you for a 'registration code'.*

*Please enter the code: \_\_\_\_\_ in order to register yourself to the system. Once you have entered the registration code you may continue with the registration process. For details on registering and using the course please read the "How To Guide" before you begin. The guide is available at: [www.coursecollection.com/UserGuide.pdf](http://www.coursecollection.com/UserGuide.pdf)*

## Technical Requirements

Below are the technical system requirements and instructions necessary to use the Professional Development Online Training.

- The following browsers may be used to access our training:
  - Internet Explorer (v7 or higher)
  - Mozilla Firefox (v3 or higher)
  - Safari
- Adobe Flash Player - - (v9 or higher)
- Adobe Acrobat Reader
- Courses are best viewed using Internet connection speeds equivalent to broadband (Cable, DSL, etc) or faster.
- Courses are designed for monitors with a resolution setting of 1024x768 or higher.
- It is recommended that you define CourseCollection.com as a "Trusted Site" if using Internet Explorer as your browser. Here you will find [instructions on how to add a Trusted Site](#) in the Internet Explorer Security Zone on the Microsoft Web site.
- In order to use our courses your Browser must allow pop-ups and have JavaScript enabled.

For additional information on the Professional Development Training program read our [FAQ](#).