



Getting Your YQCA Instructor-Led Training Certification

# **CREATING AN ACCOUNT**

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# Creating An Account

Go to <https://yqca.learn-grow.io>  
4-H Online Sign In

If you have an Active account in 4-H Online, select to Sign in with 4HOnline.

Will be prompted so select a state, then enter the Login information for your 4-H Online account.


After successfully logging in, you will be given a list of Active family members. Select a family member and start the account creation process.

## FFA & Independent Sign In

For FFA members and those who do not have an active 4-H Online account

YQCA certification is now open! When you log in, there will be a Help button in the bottom right of the screen to notify us of any issues - Thank You!

### 4-H Online Sign In



Sign in with 4HOnline

4HOnline login only available for Families

|  
or  
|

### FFA & Independent Sign In

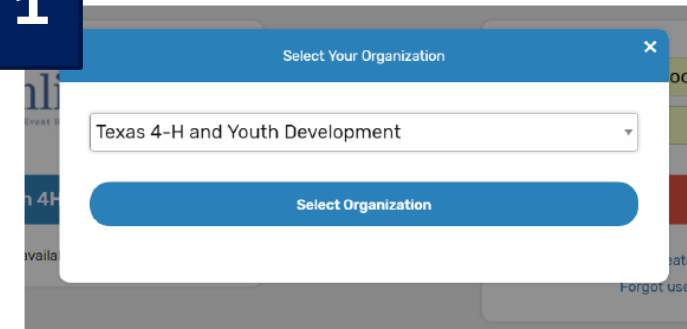
  

Sign In

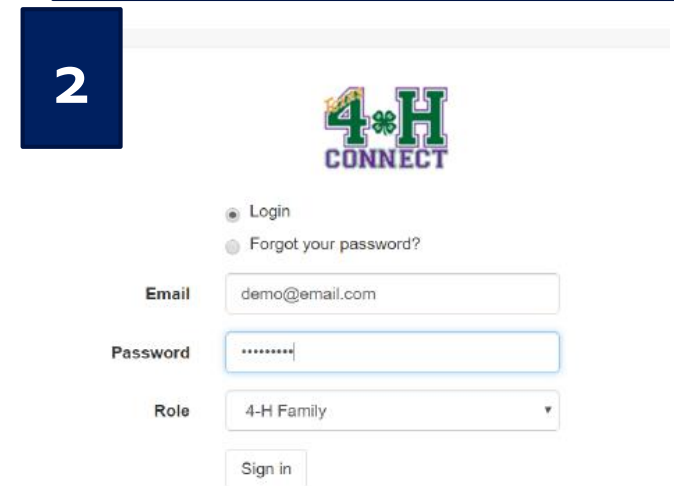
[Create a new account](#)  
[Forgot username or password?](#)

# Creating An Account - 4-H Online

1 Select a 4-H Organization



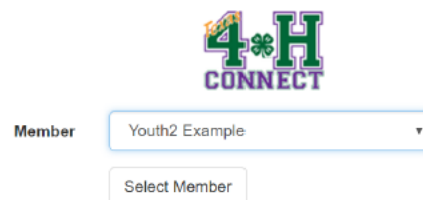
2 Login with 4-H Credentials



Select a Family Member

Member's status must be active. If you're not sure of the member's status, log in to 4-H Online to view the status on the member screen. To check the progress of member activation in 4-H Online, contact your county 4-H office.

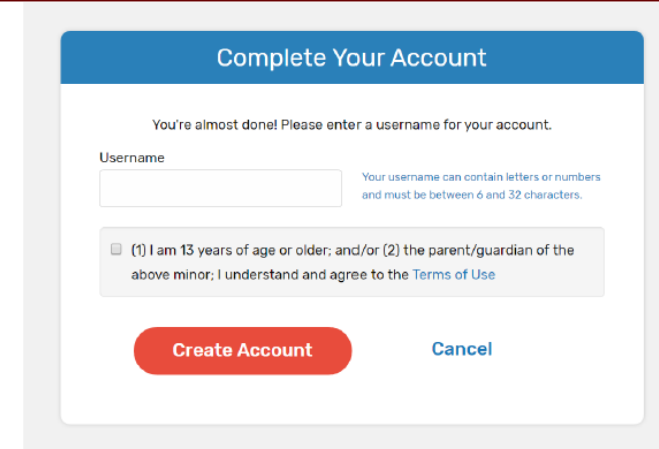
3



Enter a Username

After creating your account, you can still log in with your 4-H Online credentials. The username will be used if you decide to disconnect your account from 4-H Online.

4



# Creating An Account – FFA & Independent

Enter information for the individual whose name will appear on the certificate

A parent or guardian must create the account for a member that is 12 or younger

Email entered for member that is 12 or younger, must be that of a parent or guardian

### Create Account

Enter your account information. All fields are required.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email (parent/guardian email if this account is for a youth 12 or younger)	Confirm Email
<input type="text"/>	<input type="text"/>

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Username	Your username can contain letters or numbers and must be between 6 and 32 characters.
<input type="text"/>	
Password	A password must be eight characters or longer, contain at least one number, and contain either a capital letter or a special character.
<input type="text"/>	
Confirm Password	
<input type="text"/>	
State	County
<input type="text"/>	Select a state first ...

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Date of Birth	Gender
<input type="text"/>	I am...
Residence	Ethnicity
<input type="text"/>	I am...

Race

- American Indian / Alaskan Native
- Asian
- Black / African American
- Native Hawaiian / Pacific Islander
- White
- Balance of Other Combinations
- Prefer Not To State

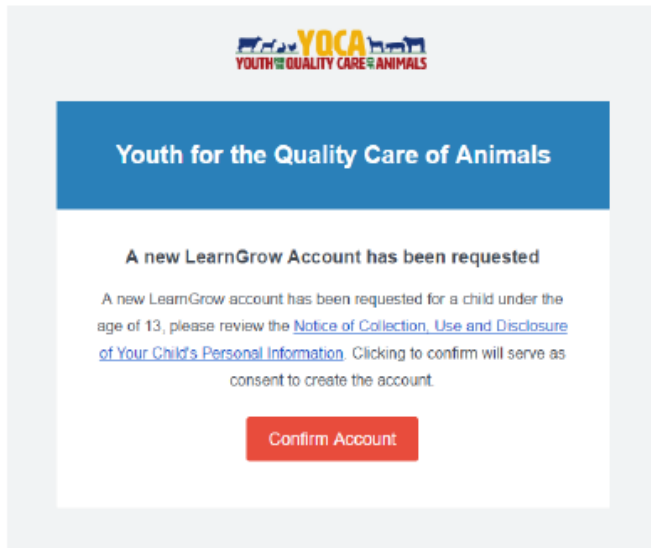
Check all the races that apply to you. If your ethnicity is "Non-Hispanic", you must select at least one option.

(1) I am 13 years of age or older; and/or (2) the parent/guardian of the above minor; I understand and agree to the [Terms of Use](#)

**Create Account**

# Creating An Account – FFA & Independent

For members 12 or younger



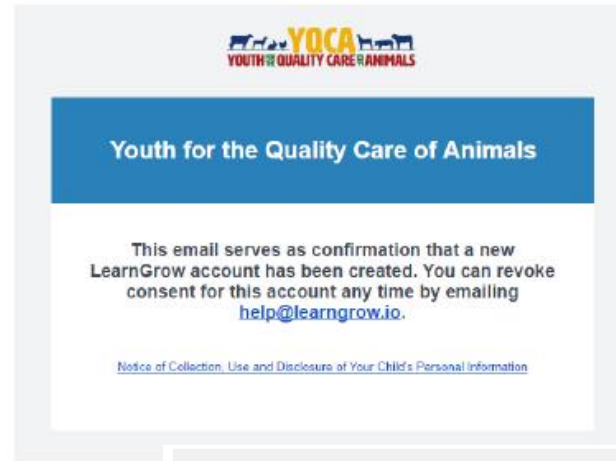
**YOUTH FOR QUALITY CARE OF ANIMALS**

## Youth for the Quality Care of Animals

**A new LearnGrow Account has been requested**

A new LearnGrow account has been requested for a child under the age of 13, please review the [Notice of Collection, Use and Disclosure of Your Child's Personal Information](#). Clicking to confirm will serve as consent to create the account.

**Confirm Account**

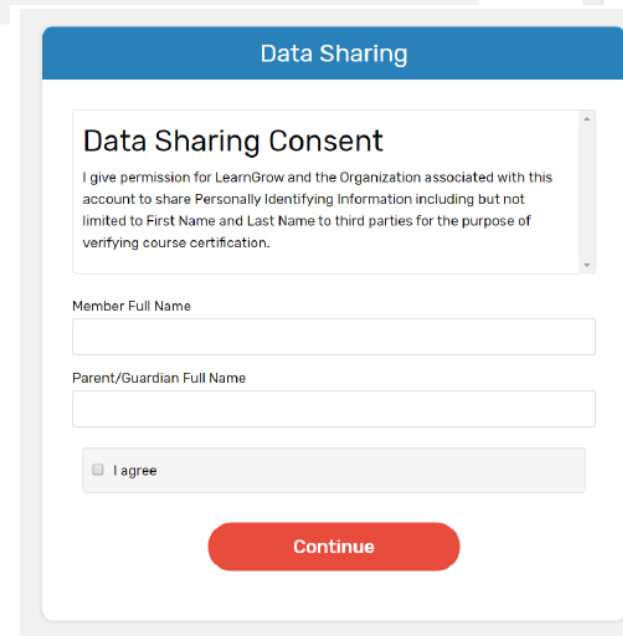


**YOUTH FOR QUALITY CARE OF ANIMALS**

## Youth for the Quality Care of Animals

This email serves as confirmation that a new LearnGrow account has been created. You can revoke consent for this account any time by emailing [help@learngrow.io](mailto:help@learngrow.io).

[Notice of Collection, Use and Disclosure of Your Child's Personal Information](#)



### Data Sharing

#### Data Sharing Consent

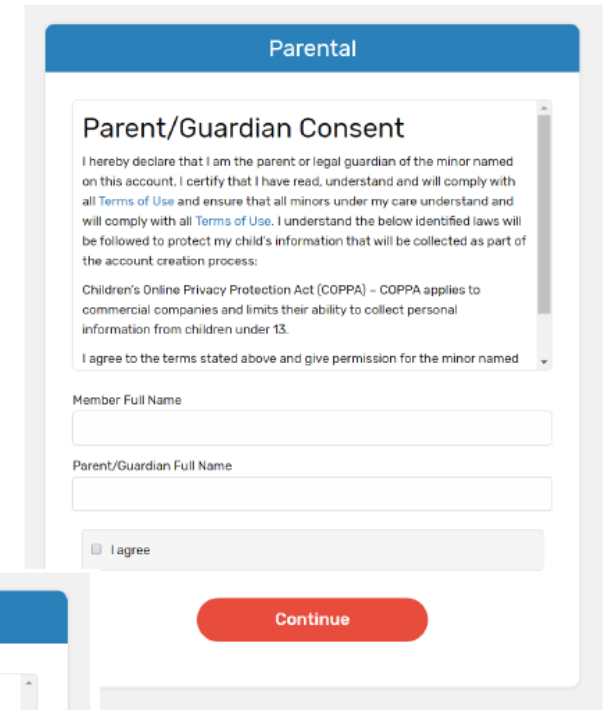
I give permission for LearnGrow and the Organization associated with this account to share Personally Identifying Information including but not limited to First Name and Last Name to third parties for the purpose of verifying course certification.

Member Full Name

Parent/Guardian Full Name

I agree

**Continue**



### Parental

#### Parent/Guardian Consent

I hereby declare that I am the parent or legal guardian of the minor named on this account. I certify that I have read, understand and will comply with all [Terms of Use](#) and ensure that all minors under my care understand and will comply with all [Terms of Use](#). I understand the below identified laws will be followed to protect my child's information that will be collected as part of the account creation process:

Children's Online Privacy Protection Act (COPPA) – COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.

I agree to the terms stated above and give permission for the minor named

Member Full Name

Parent/Guardian Full Name

I agree

**Continue**

# NAVIGATING THE ACCOUNT

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# Navigating The Account

Home screen for member

To start a course, click one of the course listed

- Be sure the select Instructor-Led Training
- Read the description of the course carefully to make sure the individual associated with the account meets the requirements

The screenshot displays a 'Course List' interface with a grid of six course cards. The top right corner features a 'Completed' button and a 'View All' button. The cards are arranged in two rows of three. The first row contains three cards for 'Age 08: Junior', 'Age 09: Junior', and 'Age 10: Junior'. The second row contains three cards for 'Age 11: Junior', 'Age 12: Intermediate', and 'Age 13: Intermediate'. Each card includes a title, a qualification requirement, and pricing for 'Web-Based Training' and 'Instructor-Led Training'. The 'Age 12' and 'Age 13' cards are marked as 'Registered'.

Course	Qualification Requirement	Web-Based Training	Instructor-Led Training	Status
Age 08: Junior	To qualify for this course, you must have turned 8 in the previous calendar year.	\$12.00	\$3.00	Available
Age 09: Junior	To qualify for this course, you must have turned 9 in the previous calendar year.	\$12.00	\$3.00	Available
Age 10: Junior	To qualify for this course, you must have turned 10 in the previous calendar year.	\$12.00	\$3.00	Available
Age 11: Junior	To qualify for this course, you must have turned 11 in the previous calendar year.	\$12.00	\$3.00	Available
Age 12: Intermediate	To qualify for this course, you must have turned 12 in the previous calendar year.	-	Instructor-Led Training	Registered
Age 13: Intermediate	To qualify for this course, you must have turned 13 in the previous calendar year.	-	Instructor-Led Training	Registered



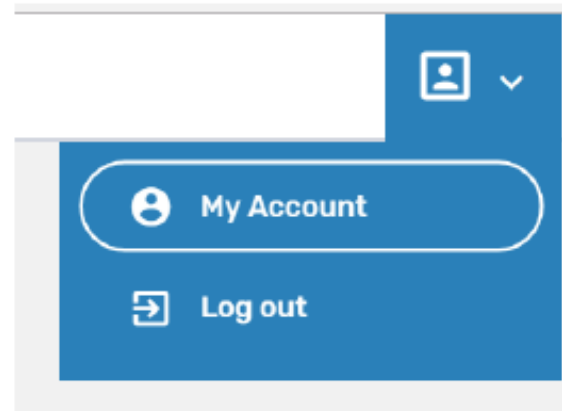
# Navigating The Account - Menu

## Account Menu

- Upper right of every screen after logging in

## My Account Screen

- Shows individual's information
- If account is not linked to 4-H Online, password can be changed here

A screenshot of the "My Account" screen. At the top left, there is a back arrow and the text "Back to Course List". The title "My Account" is centered at the top in a blue bar. Below the title, there are three sections: "Login Info", "Personal Info", and "Demographic Info". Each section contains a table of user information.

Login Info	
UserName	demoyouth
Password	*****

Personal Info	
First Name	Demo
Last Name	Youth
Email	demo@nmail.com

Demographic Info	
Date of Birth	2/22/2002
Gender	Female
Ethnicity	Non-Hispanic
Race	White
Residence	Town under 10,000 and rural non-farm

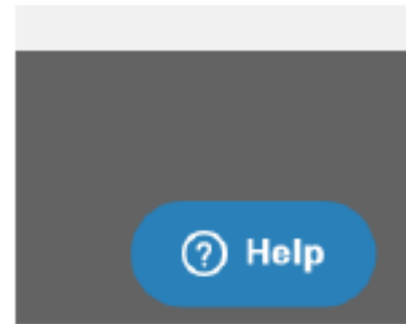
# Navigating The Account - Help

## Help

- Lower right of every screen after logging in

## Getting Help

- After clicking 'Help', user will be presented with a screen to send a message



Leave us a message ×

Your name  
Demo

Email address\*  
demo@nomail.com

How can we help you?

Attachments  
Add file or drop here

zendesk Cancel Send

# **PURCHASING A COURSE**

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# Purchasing A Course

1. Select a course
2. Select the state, select the training and purchase the course
3. Pay for the course

**1** Course List

Course  
**Age 08: Junior**

To qualify for this course, you must have turned 8 in the previous calendar year.

Web-Based Training	\$12.00
Instructor-Led Training	\$3.00

**2** Course List

Web-Based Training

Course  
**Age 11: Junior** **\$12.00**

To qualify for this course, you must have turned 11 in the previous calendar year.

[Purchase Course](#)

or

Instructor-Led Training

Course  
**Age 11: Junior** **\$3.00**

To qualify for this course, you must have turned 11 in the previous calendar year.

State

Training  
Select a state first...

[Purchase Course](#)

**3** Back to Course List

Select payment method

Course	Age 11: Junior
Amount	\$3.00
Type	Instructor-Led Training

**Apply a coupon code if you have one**

Coupon Code  [Apply](#)

**Select from one of your existing credit cards or add a new one.**

[Add Credit Card](#)

Your Saved Credit Cards

**Add Credit Card**

Cardholder Name

Card Number

Expiration Date Jan 2017

Validation (CVV)

[Add Credit Card](#) [Cancel](#)

# Purchasing A Course

4. Finalizing payment
5. Viewing the receipt

4

Back To Course

### Select payment method

Course	Age 11: Junior
Amount	\$3.00
Type	Instructor-Led Training

Apply a coupon code if you have one

Coupon Code

Select from one of your existing credit cards or add a new one.

Your Saved Credit Cards

<input checked="" type="radio"/> VISA	Demo Parent	4xxx-xxxx-xxxx-4444
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5

Back to Course List

### Course

#### Age 13: Intermediate

Status: Registered

To qualify for this course, you must have turned 13 in the previous calendar year.

When	Jun 30 2017, 10:15 AM - 11:45 AM
Where	Hill Country Library 22 Main St., Austin, TX
Contact	Test Instructor james.patrick.youngblood@gmail.com 555-555-5555
Message	Bring your number 2 Pencils.

# COMPLETING CERTIFICATION

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# Printing A Certificate

Once the training is complete, the trainer will mark attendees as complete and they will be given access to their certificate.

At that time, return to course menu screen to print certificate after all quizzes have been passed

Can download as a PDF to save locally and/or send electronically

Course

**Age 08: Junior** **Status: Completed** [View Registration Details](#)

To qualify for this course, you must have turned 8 in the previous calendar year.

[Print Certificate](#)

