



**YOUTH FOR THE QUALITY CARE OF ANIMALS**

*Food Safety - Animal Well Being - Character*

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*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

Username

Password

Sign In

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

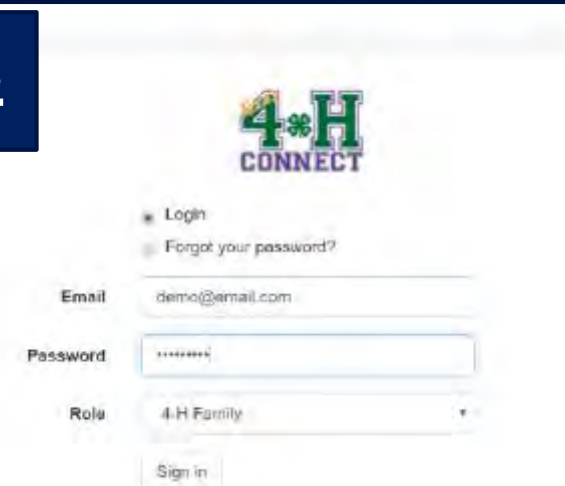
# Creating An Account - 4-H Online

1 Select a 4-H Organization



2 Login with 4-H Credentials

2



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.

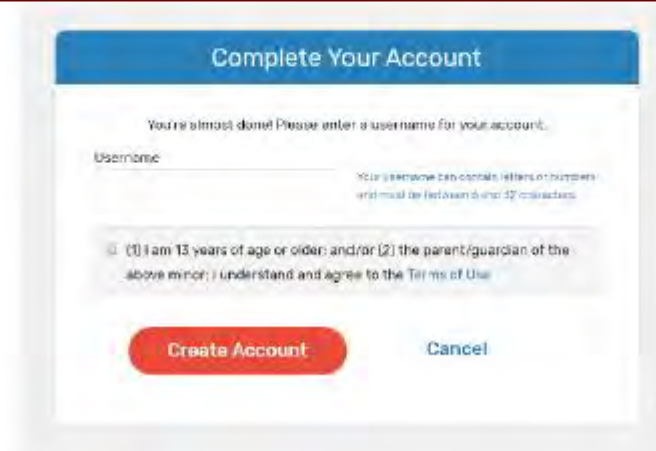
3



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 (in the child's name) 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

The screenshot shows a 'Create Account' form with a blue header. Below the header, it says 'Enter your account information. All fields are required.' The form is divided into two columns. The left column contains: 'First Name', 'Email (parent/guardian email if this account is for a youth 12 or younger)', 'Username', 'Password', 'Confirm Password', 'State', 'Date of Birth', 'Residence', and 'Race'. The right column contains: 'Last Name', 'Confirm Email', a password strength indicator, 'County' (with a dropdown menu showing 'Select a state first ...'), 'Gender' (with a dropdown menu showing 'I am...'), 'Ethnicity' (with a dropdown menu showing 'I am...'), and a checkbox for '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'. At the bottom, there is a red 'Create Account' button.

# Creating An Account – FFA & Independent

For members 12 or younger

**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 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

**Course List** Completed View All

Course	Requirements	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	\$4.00	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



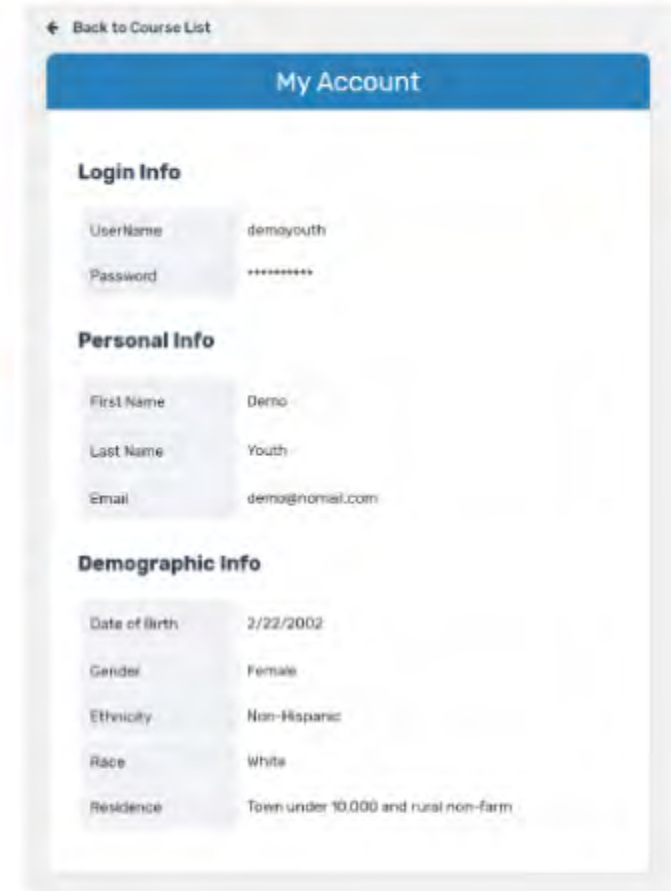
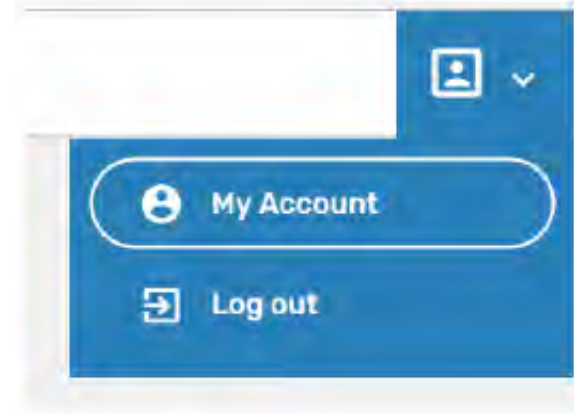
# Navigating The Account - Menu

## 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



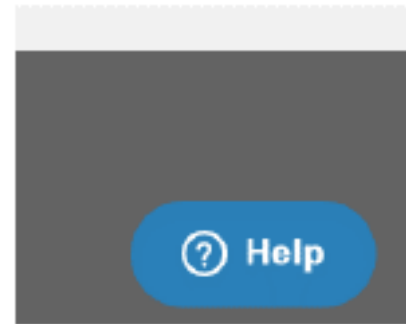
# Navigating The Account - Help

## 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 photo here](#)

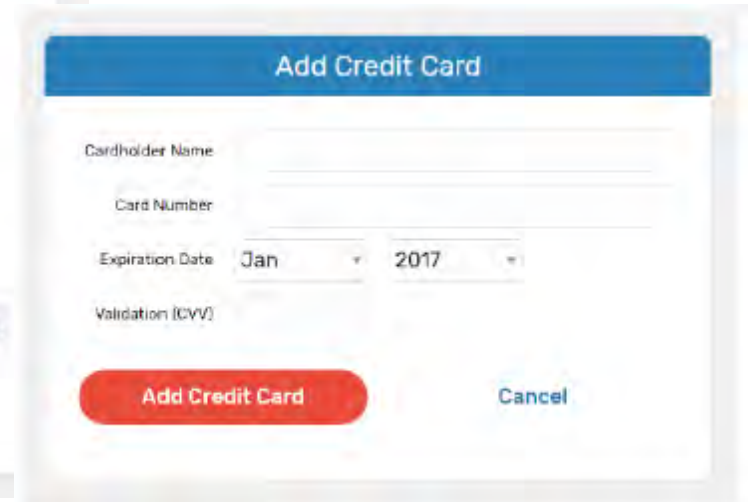
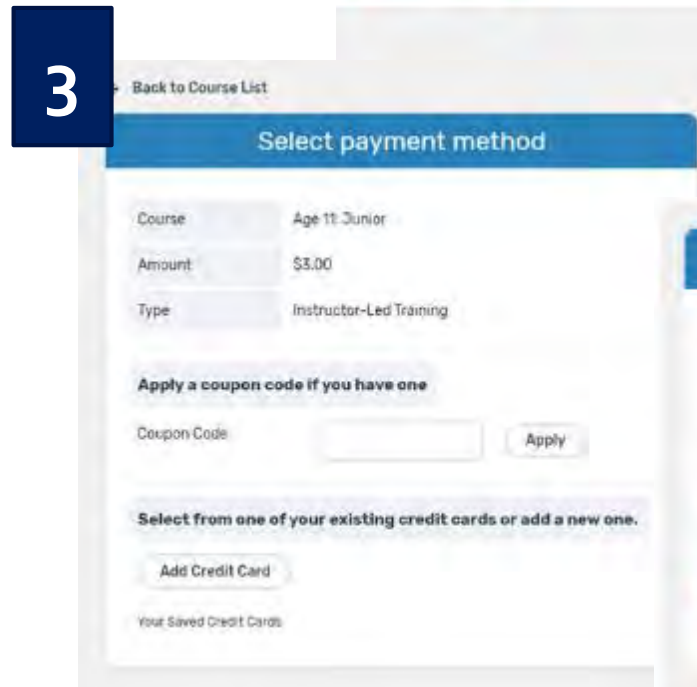
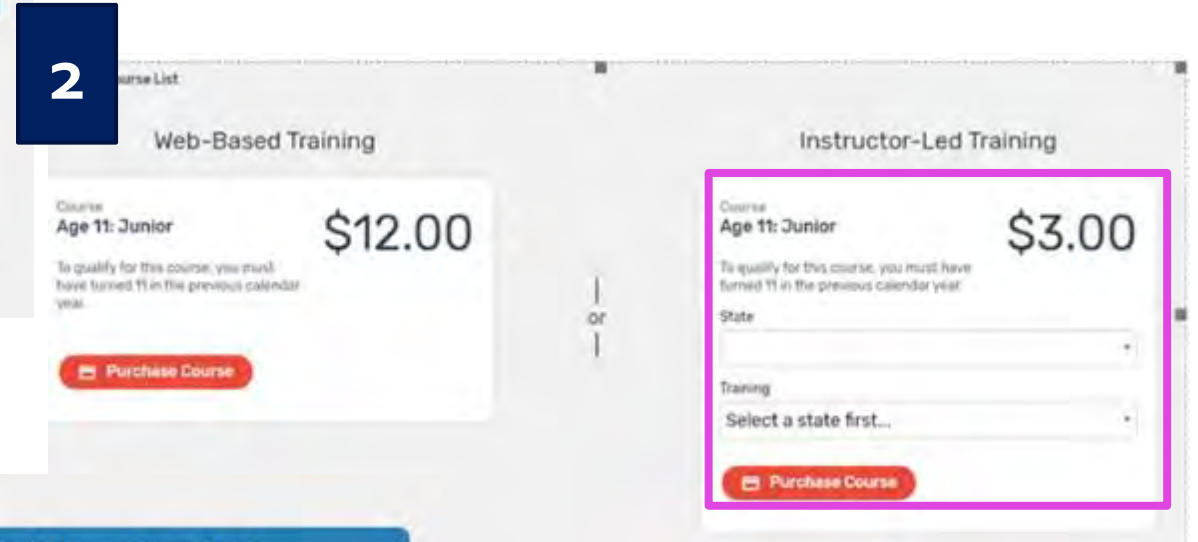
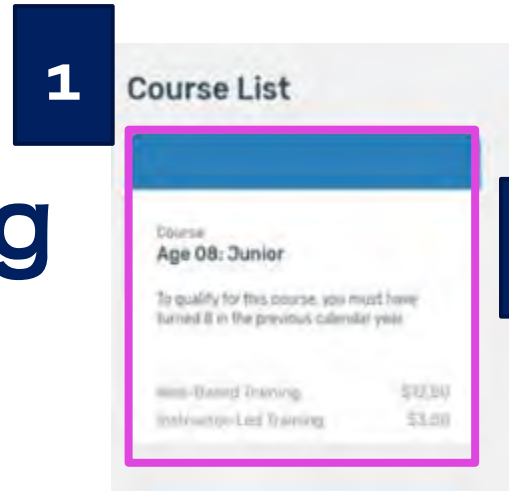
Cancel Send

# **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



# Purchasing A Course and Taking Pre-Course Survey

4. Finalizing payment
5. Viewing the receipt
6. After purchasing a course, an email will be sent inviting users to take a pre-course survey.

4

The screenshot shows a web form titled "Select payment method" with a "Back To Course" link at the top. The form displays course details: "Course: Age 11: Junior", "Amount: \$3.00", and "Type: Instructor-Led Training". Below this is a section for applying a coupon code, with a text input field for the "Coupon Code" and an "Apply" button. The next section is for selecting a credit card, with an "Add Credit Card" button and a list of "Your Saved Credit Cards". One card is visible: a VISA card named "Demo Parent" with the number "4xxx-xxxx-xxxx-4444". At the bottom of the form is a large red "Purchase Course" button.

5

The screenshot shows a course registration details page titled "Course" with a "Back to Course List" link. The course is "Age 13: Intermediate" and the user's status is "Registered". A "View Registration Details" button is visible. Below the course title is a note: "To qualify for this course, you must have turned 13 in the previous calendar year." The page lists course details in a table-like format:

When	Jun 30 2017 10:05 AM - 11:45 AM
Where	Hill Country Library 22 Main St., Austin, TX
Contact	Test Instructor james.patrick.young@hillcountry.com 555-555-5555
Message	Bring your number 2 pencils

# COMPLETING CERTIFICATION

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# Printing A Certificate and Taking Post-Course Survey

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 or access certificate number from email

Certificate can download as a PDF to save locally and/or send electronically. To print PDF, click on printer icon and send to local printer.

Upon completion of course, click "Take Survey" to access post-course survey

