

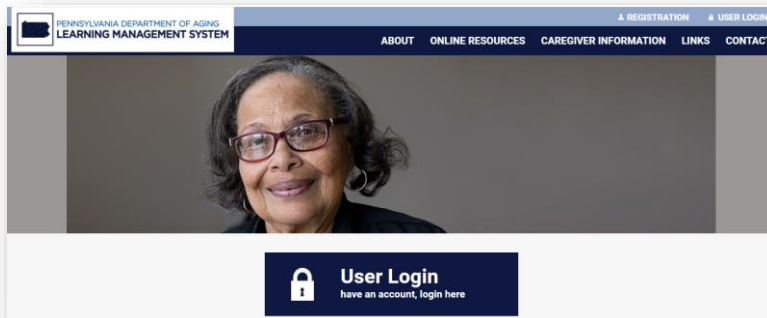


## PDA LMS Job Aid

### Steps to Access the PS Mandatory Abuse Reporting Training Course

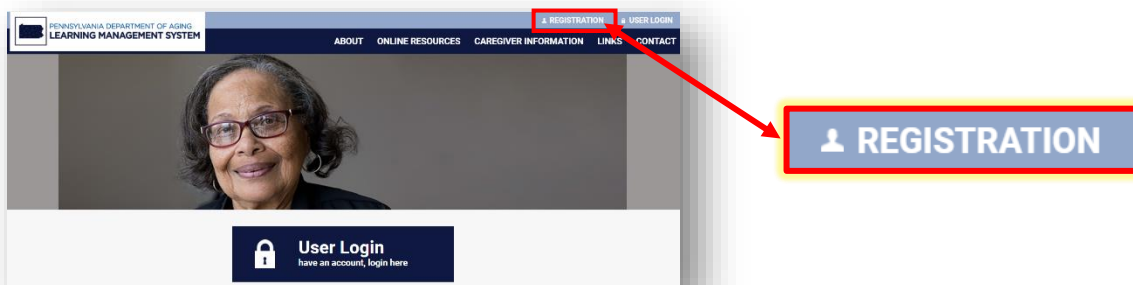
PDA LMS Home Page: [www.pda-lms.org](http://www.pda-lms.org)

#### 1. For current training account holders:

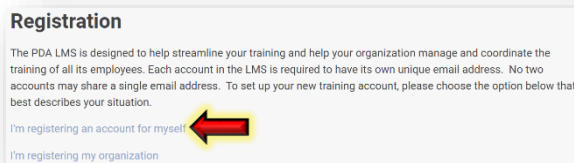


- Log into your PDA LMS training account (see screenshot above).
- From your training account *Dashboard* page, access your **Course Catalog** from the list of buttons shown in the left-side panel.
- You can access the **Mandatory Abuse Reporting Training Course** under both the **GENERAL** and **Protective Services** training categories.

#### 2. For non-training account holders:



- Click the **REGISTRATION** link located in the upper right corner of the PDA LMS home page (see screenshot above).
- From the list of options, click the link that reads, **"I'm registering an account for myself"** (see screenshot below).





- Click the link provided at the end of the sentence that reads, “If you are registering to complete the **PS Mandatory Abuse Reporting Training Course...**” (see screenshot below).



- Complete and submit the online registration form to request a PDA LMS ‘guest’ account, which will give you immediate access to the PS Mandatory Abuse Reporting Training Course (see screenshot below).



- After you click the **Submit** button, you will be directed to a login screen:
  - Enter the **email address** you provided during the registration process.
  - Enter the **password** you selected during the registration process.
  - Click the **Log In** button.

- Once you click the **Log In** button, you are directed to the page that contains the **PS Mandatory Abuse Reporting Training Course**.
- Review the course description.
- To begin the training, scroll down to the **Course Materials** section (see screenshot below).