

## Mandated Reporter Registration Instructions for New HSLC Users

1. Go to the Human Services Learning Center (HSLC) at <https://www.hslcnys.org/hslc/>.
2. Click **Create an account** in the upper right corner.

A teal rectangular button with the text "Create an account" and a small downward-pointing triangle on the right side.

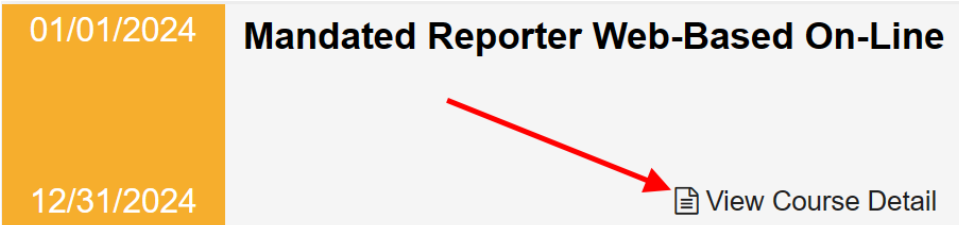
3. Enter your information on the form. **Select Yes where asked if you are requesting this account to take the Self-Directed Mandated Reporter Training and then select your discipline.**
4. Select **Register Account**.

A light blue rectangular button with the text "Register Account".

5. Check your email. You will receive an email from HSLC Support with the subject **HSLC Registration** containing a link to validate your email address. Please click the link in the email.
6. After validating your email address, you will receive two additional emails. The first email will inform you that your HSLC account has been created. This email will also contain your username and temporary password. You will need your temporary password to login to HSLC for the first time. The second email with subject **HSLC: PRECLASS EMAIL (Self-Directed Mandated Reporter Registration)** is your pre-class registration confirmation. It outlines the class requirements and lists support contact information.
7. Login to HSLC using your temporary password. Upon logging in, you will be required to create a new password in order to continue. Record your new password for future use.
8. After creating your new password, you will be directed to the HSLC home page. You have successfully setup your HSLC account.
9. Select **Go to My Trainings**.

A light green rectangular button with the text "Go To My Trainings".

10. Select **View Course Detail** to expand the class window.

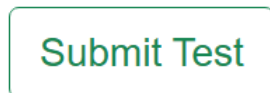
A screenshot of a course detail card. It has an orange vertical bar on the left with the dates "01/01/2024" at the top and "12/31/2024" at the bottom. The main area is light gray with the title "Mandated Reporter Web-Based On-Line" in bold. At the bottom right, there is a link "View Course Detail" with a document icon, and a red arrow points to it from the left.

|            |  |
|------------|--|
| 01/01/2024 | <b>Mandated Reporter Web-Based On-Line</b> |
| 12/31/2024 | <a href="#">View Course Detail</a>         |

11. Select **Evaluation Level 2 Pre** and complete the pre-test evaluation.

The screenshot shows a user interface for 'HSLC Web based' with a 'Confirmed' status. The main heading is 'Mandated Reporter Web-Based On-Line' with a date range of '01/01/2024 -- 12/31/2024'. Below this, there is a button labeled 'Evaluation Level 2 Pre' which is highlighted with a red arrow pointing to it from the right.

12. Select **Submit Test** after answering all questions.



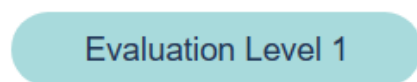
13. Select **Mandated Reporter (MR)** or the **Launch** icon to begin the content.

The screenshot shows the same 'HSLC Web based' interface. Below the main heading, there is a section titled 'Pre-test: Mandated Reporter 2023' with a green checkmark. Below this is a table with the following structure:

| Content                | Launch | Type |
|------------------------|--------|------|
| Mandated Reporter (MR) |        | WBT  |

The 'Mandated Reporter (MR)' text in the table is highlighted with a red rectangular box, and the launch icon is also highlighted with a red rectangular box.

14. Select and complete the **Evaluation Level 1**.



15. Select and complete the **Evaluation Level 2 Post**. *\*This step is required in order to receive your certificate.*

