Exciting News! In addition to the great training classes and online courses currently offered by The Children's Trust and our partners, staff of Trust-funded programs will soon have access to a catalog of hundreds of online courses in the areas of child/youth care, professional development, and safety practices. The first step in gaining access to this free opportunity is for your Trust Central Agency Admin to include staff information in Trust Central. All staff whose position is partially or fully funded through a direct Trust contract and required to take training must be included in Trust Central.

Overview of Process to Gain Access to Online Learning Management System (LMS)

User Additions to Trust Central for inclusion in CollaborNation LMS

CREATE TRUST CENTRAL ACCOUNT THAT WILL CREATE/MATCH TO COLLABORNATION LMS ACCOUNT

Only those Trust-Funded staff members who have the additional Position/Agency Role selection in Trust Central will have access to CollaborNation online courses for professional development training opportunities at no cost. Staff who have used CollaborNation to register for trainings or taken online courses (through Project RISE and The Advocacy Network on Disabilities) will have their previous account matched and transferred if using the same email address.

Quick Steps:

1. Gather Trust-funded staff information: name, position/role, email address (used in current CollaborNation account)

2. Identify who your Agency Administrator is and have them log into Trust Central.

3. Select the *Agency Admin* module.

4. If your staff member has never had a Trust Central account, then select *New User* and create a new account for that staff.

5. For existing staff members with a Trust Central account, go to *Program Roles.*

6. Select *New Entry* on the top left-hand side and follow the steps to assign a *Position* for that staff member. Ensure you select the appropriate program/contract, the position type will be *Position,* and then choose the most closely related position option from the dropdown menu.

7. Select the corresponding staff member from the dropdown menu.

8. Repeat step 5 and 6 for recently created staff members from step 3.

9. Repeat until all staff funded by Trust are input.

Detailed directions are found in the [AGENCY ADMIN & USER MANAGEMENT GUIDE](#)

Please note: These steps only pertain to agency staff. Directions to access the LMS for subcontractors, professional services staff, and others interested in Trust provided training will be sent out soon.

Information needed to complete additional fields in Trust Central:

- Name – correct spelling of first and last

- Email address –
  - email address used if staff member has current account in CollaborNation;
  - email address the staff member will use in CollaborNation and/or Trust Central;
  - each user must have unique email address;
  - does not need to be an agency-designated email address, it may be personal email address

- Position/ Role for training assignments – select from the prepopulated list of role categories. Select the closest match to the work performed. More than one position may be selected. See Agency Admin & User Management Guide for details.:
  - Program Director
  - Certified Literacy Teacher/Literacy Instructor
  - Direct Service Staff 6-12
  - Direct Service Staff K-5
  - Direct Service Staff Early Childhood
  - Administration
  - Administrative Support
  - Care Coordinator
  - Natural Helper
  - Counselor
  - Benefits Enrollment Specialist
  - Home Visitor
  - Group Facilitator
  - School Health Administrator
  - School Health Nurse
  - Dental Hygienist
  - Coach - PPD
  - Instructor/Facilitator - PPD