CREATING AN INSTRUCTOR ACCOUNT
Creating An Account

Once a state or national organization has submitted a list of instructors, those instructors will:

Receive an email about setting up an account
Email to set up account will come from Learn Grow, not YQCA

Receive an email with upcoming dates for the webinar-delivered training
Email will come from _________@vivayic.com
Creating An Account

Once the account has been created, users will see their name linking them to "My Account" and "Courses" where they can view and purchase courses.

Go to the "My Account" screen to enter the Instructor Token received in the email from Learn Grow.

Once entered, the status will change to "Pending Approval".

This status will remain until YQCA approves the account.
Creating An Account

Once instructors have taken the training and passed the test, YQCA will approve their account. Instructors will be notified by Learn Grow when their status as instructor has been approved.

When signing in the first time after approved, instructors need to agree to the terms of the training agreement.
NAVIGATING THE ACCOUNT
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
CREATING A TRAINING
Creating A Training

Click on "Create Training"
Enter location details about the training
Identify the age levels welcome to attend the training

Remember, Young Adults cannot be certified through an instructor-led training.
Creating A Training

Trainings created can be reviewed

Updated trainings as needed and manage registrants

“Manage Registrants” shows a list of users who have registered and paid for the training
APPROVING YOUTH FOR CERTIFICATION
Approving Youth For Certification

Keep accurate attendance at each training
This record will be used to mark users as “Complete”
If users have not yet registered for the training but have attended, let them know when you plan to mark them complete so they can be registered before that date

Change attendees from “Registered” to “Complete” and press “Update”
This will allow users to access their certificate