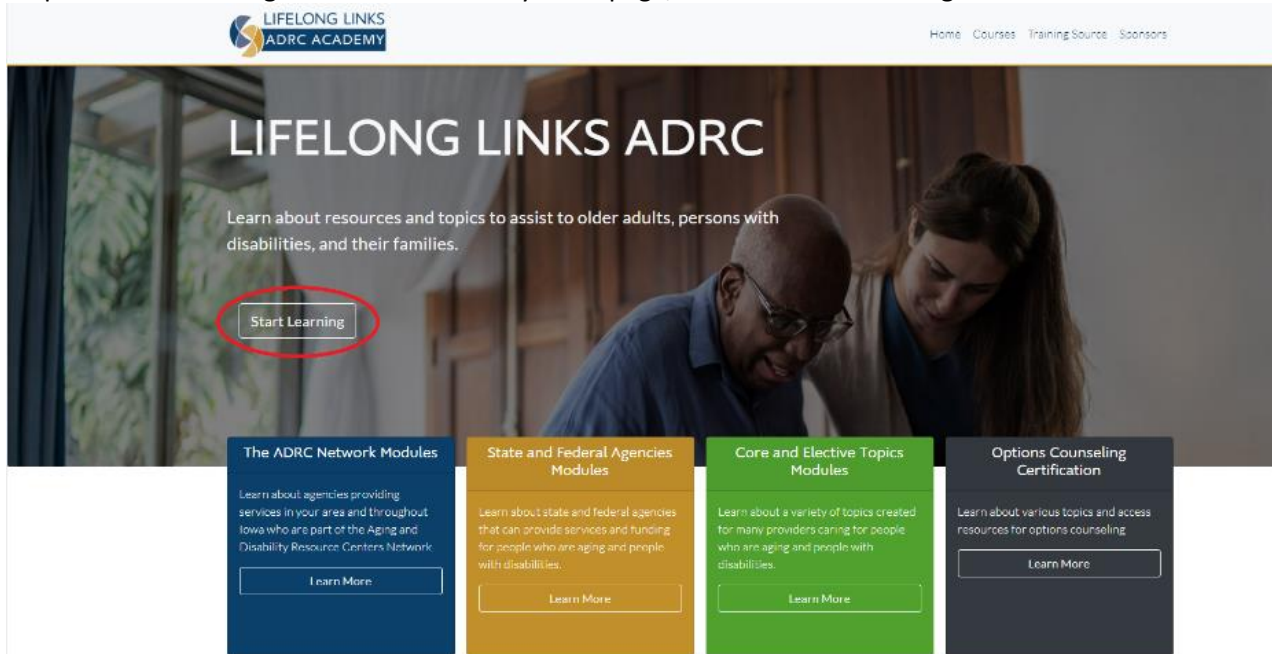


Instructions for Creating an Account and Accessing Training Modules

Direct link to Lifelong Links ADRC Academy: <https://adrc.training-source.org>

Creating an Account

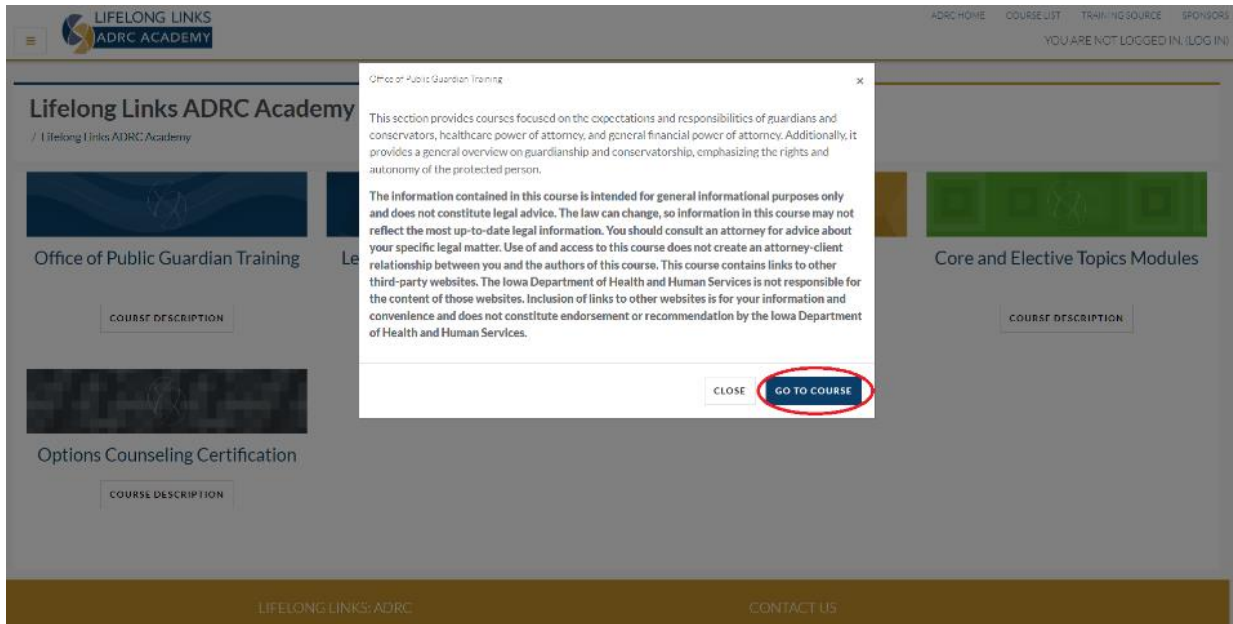
Step 1: On the Lifelong Links ADRC Academy homepage, click on "Start Learning"



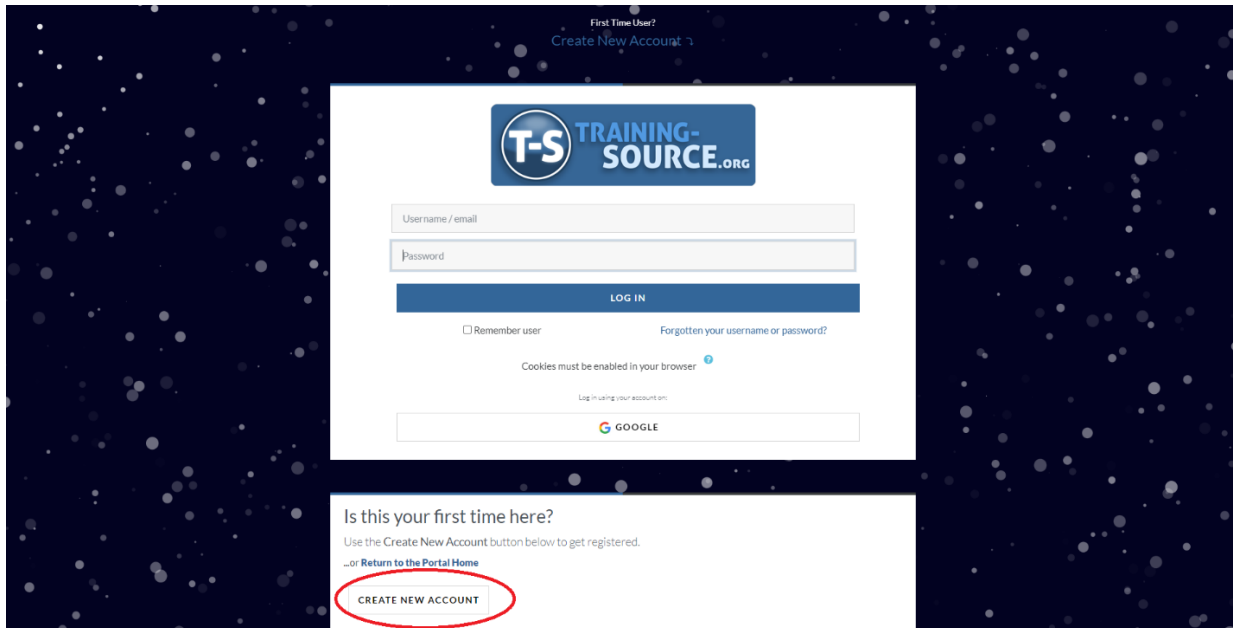
Step 2: Click on "Course Description" under the Office of Public Guardian Training



Step 3: Click on “Go to Course”



Step 4: If you have previously created an account, put in your username and password and click “Log In.” Otherwise, scroll down and click “Create New Account.”



Step 5: All fields marked with a red exclamation point are required fields.

T-S TRAINING-SOURCE.org

New account ▼ Collapse all

▼ Choose your username and password

Username ! Upper case letters not allowed.

Password ! The password must have at least 6 characters, at least 1 lower case letter(s)

▼ More details

Email address !

Email (again) !

First name !

Last name !

City/town

Country United States ▼

▼ Demographics

Please choose your primary discipline/profession from the list. If no choice can be made, please choose Other, and type your profession on the next line.

Discipline / Profession ! OTHER ▼

Other Discipline/Profession Family member

Work State ! Iowa

Work County (Iowa) Polk ▼

Work Postal Code ! 50319

Type of Organization (Primary) ! OTHER ▼

Other Organization type

Indicate your Employment Location (please select all that apply by using CTRL+click)

- Primary Care Setting
- Medically Underserved Area
- Rural Area
- Other/Unknown

▼ Site policy agreement

[Link to site policy agreement](#)

I understand and agree !

CREATE MY NEW ACCOUNT CANCEL

In the “Demographics” section, there are questions about your field or profession. If you are taking these courses for personal use – for example, if you are a family member appointed as a guardian or conservator – select “Other” under Discipline/Profession. You can type “family member” or “guardian/conservator” or whatever accurately describes your role in the next box, or you can leave it blank. For “Type of Organization” you can select “Other” and leave the organization type blank.

Country United States

▼ Demographics

Please choose your primary discipline/profession from the list. If no choice can be made, please choose Other, and type in your profession on the next line.

Discipline / Profession ! OTHER ▼

Other Discipline/Profession Family member

Work State ! Iowa

Work County (Iowa) Polk ▼

Work Postal Code ! 50319

Type of Organization (Primary) ! OTHER ▼

Other Organization type

Indicate your Employment Location (please select all that apply by using CTRL+click)

- Primary Care Setting
- Medically Underserved Area
- Rural Area
- Other/Unknown

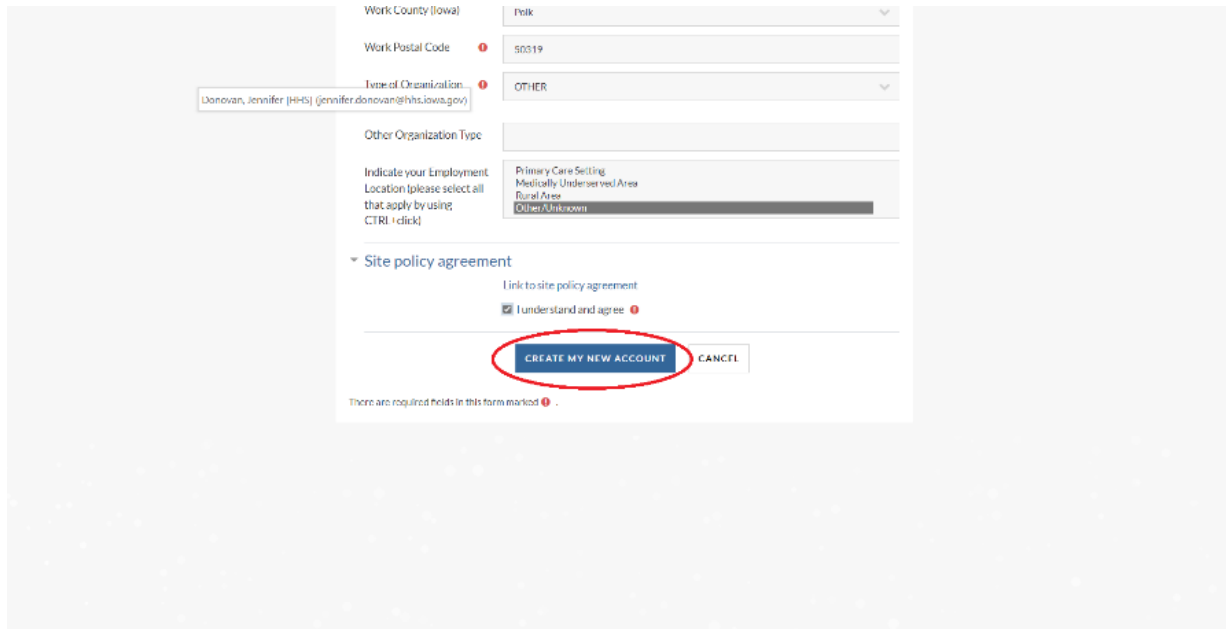
▼ Site policy agreement

[Link to site policy agreement](#)

I understand and agree !

CREATE MY NEW ACCOUNT CANCEL

Step 6: Click “Create My New Account” after you have completed all the required fields and checked the box agreeing to the site policy agreement.

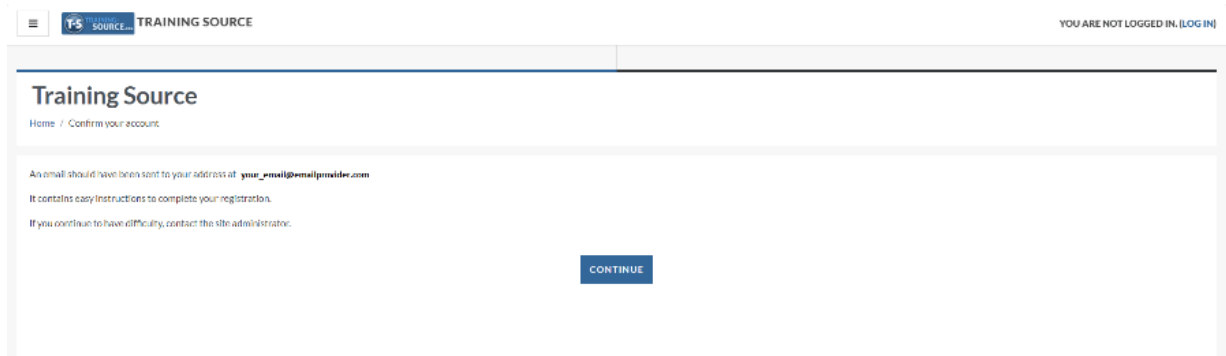


The screenshot shows a registration form with the following fields and options:

- Work County (Iowa): Peick
- Work Postal Code: 50519
- Work Email: Donovan, Jennifer (HHS) (jennifer.donovan@hhs.iowa.gov)
- Work Organization: OTHER
- Other Organization Type: (empty)
- Indicate your Employment Location (please select all that apply by using CTRL + click):
 - Primary Care Setting
 - Medically Underserved Area
 - Rural Area
 - Other/Unknown
- Site policy agreement: I understand and agree

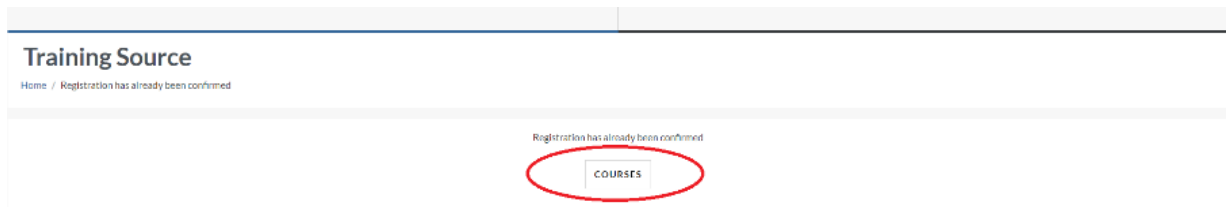
At the bottom of the form, there are two buttons: "CREATE MY NEW ACCOUNT" (circled in red) and "CANCEL". A message at the bottom states: "There are required fields in this form marked with a red dot."

Step 7: You will receive an email asking you to confirm your account.



The subject line of the email will be “Training Source: account confirmation” and the email will come from Training Source Administrator from the email address cph-trainingsource@uiowa.edu. If you did not receive the email, but sure to check your junk or spam folders. Click on the link in the email to confirm your new account.

Step 8: After you click the link in the email you will be directed to a page saying that your registration has been confirmed. Click the “Courses” button.



Step 9: Use the username and password you just created to log in to your account.



Accessing the Courses

Step 1: Access the Office of Public Guardian Training Modules by clicking “Enroll Me.” This will take you to the training dashboard. On the dashboard, you will be able to choose the specific course or courses that you would like to take.

The screenshot shows the website header with the Lifelong Links ADRG Academy logo and navigation links: ADRG HOME, COURSE LIST, TRAINING SOURCE, SPONSORS, and a user profile for MARY SAMPLE-ACCOUNT. The left sidebar contains links for Portal Home, Office of Public Guardian, Home, and Transcript. The main content area is titled "Office of Public Guardian Training" and includes a breadcrumb trail: / Office of Public Guardian / Enroll me in this course / Enrollment options. Below this, there is a section for "Enrollment options" featuring a course card for "Office of Public Guardian Training" with a "COURSE DESCRIPTION" button. A dropdown menu for "Self enrollment (Student)" is open, showing the text "No enrollment key required." and a blue "ENROLL ME" button, which is circled in red. The footer contains "LIFELONG LINKS: ADRG" and "CONTACT US".

Step 2: There are five available courses. You can click on each course to read a description of the course.

The screenshot shows the website header with the Lifelong Links ADRG Academy logo and navigation links: ADRG HOME, COURSE LIST, TRAINING SOURCE, SPONSORS, and a user profile for MARY SAMPLE-ACCOUNT. The left sidebar contains links for Portal Home, Office of Public Guardian, Course Homepage, Overview of Guardianship and Conservatorship in Iowa, Guardianship in Iowa, Conservatorship in Iowa, Healthcare Power of Attorney, General (Financial) Power of Attorney, Home, Training Catalog, Transcript, and Help. The main content area is titled "Office of Public Guardian Training" and includes a breadcrumb trail: / Office of Public Guardian. A green notification banner states "You are enrolled in the course." Below this, there is a "Course Homepage" section with the text "Welcome to the Office of Public Guardian Training" and "If you need technical help, please Contact Us". The dashboard displays five course cards with images and titles: "Overview of Guardianship and Conservatorship in Iowa", "Guardianship in Iowa", "Conservatorship in Iowa", "Healthcare Power of Attorney", and "General (Financial) Power of Attorney".

Step 3: To enroll in one of the courses, click on the link in the course description. Then click on “Enroll Me” on the next screen.

The screenshot shows the Lifelong Links ADRC Academy website. The top navigation bar includes 'ADRC HOME', 'COURSE LIST', 'TRAINING SOURCE', and 'SPONSORS'. The user is logged in as 'MARY SAMPLE-ACCOUNT'. The main content area displays the course 'Overview of Guardianship and Conservatorship in Iowa'. The 'Enroll in Overview of Guardianship and Conservatorship in Iowa' link is circled in red. The course description includes the following information:

- Category:** Supporting Individuals With Disabilities - Decision Making Supports or Supports for Decision Making
- Course Description:** This course offers an exploration of guardianships and conservatorships in Iowa, specifically for adults over the age of 18. It emphasizes the rights of the protected person and the critical responsibility of guardians and conservators to respect and preserve the individual's autonomy whenever possible.
- Intended Audience:** Anyone who is interested in learning more about adult guardianships and conservatorships. This includes individuals serving in those roles or considering serving in those roles. It also includes healthcare professionals, aging and disability service providers, social workers, educators, and others who work with adults who have guardians or conservators.
- Course Objectives:** During this course, we will:
 - Review guardianship and conservatorship definitions,
 - Identify alternatives to guardianship and conservatorship, and
 - Discuss the general responsibilities associated with each role.
- Length:** 8 minutes
- Course Content:** Key topics include:
 - Definitions and Appropriate Circumstances for Guardianship,
 - Alternatives and Legal Standards,

The screenshot shows the Lifelong Links ADRC Academy website. The top navigation bar includes 'ADRC HOME', 'COURSE LIST', 'TRAINING SOURCE', and 'SPONSORS'. The user is logged in as 'MARY SAMPLE-ACCOUNT'. The main content area displays the course 'Overview of Guardianship and Conservatorship in Iowa'. The page shows the enrollment options for the course. The 'ENROLL ME' button is circled in red.

Overview of Guardianship and Conservatorship in Iowa
/ Overview of Guardianship and Conservatorship in Iowa / Enroll me in this course / Enrollment options

Enrollment options

Overview of Guardianship and Conservatorship in Iowa

COURSE DESCRIPTION

Self enrollment (Student)

No enrollment key required.

ENROLL ME

Step 4: To begin the course, click on “Access Module.”

The screenshot shows a web application interface. On the left is a dark blue sidebar with navigation links: Portal Home, Overview of Guardianship and Conservatorship in Iowa, Home, Training Catalog, Transcript, and Help. The main content area has a header with the title 'Overview of Guardianship and Conservatorship in Iowa' and a settings icon. Below the header, it says 'Module 1' and 'Overview of Guardian and Conservatorship in Iowa'. There is a photo of two women talking. A button labeled 'ACCESS MODULE' is circled in red. To the right of the photo is a button labeled 'RETURN TO TRAINING DASHBOARD'. Below the photo is a link 'Review Information About this Module' and a note: 'The Certificate of Completion will appear below once the module content is completed'. At the bottom, there is a gold footer with 'LIFELONG LINKS: ADRC', 'CONTACT US', and a URL 'https://adrc.training-source.org/'.

Step 5: When you have completed the course, click on “Exit Activity” in the upper right corner of the screen.

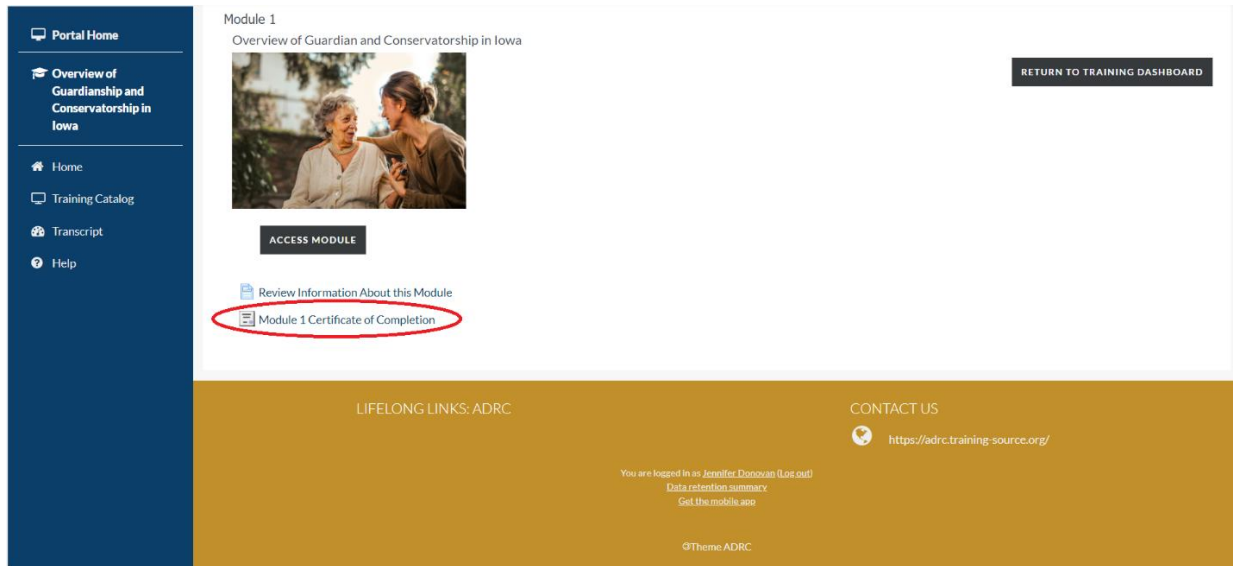
The screenshot shows the course completion page. The sidebar is the same as in the previous screenshot. The main content area has a header with the title 'Overview of Guardianship and Conservatorship in Iowa' and a breadcrumb trail: '/ Overview of Guardianship and Conservatorship in Iowa / Module 1 / Overview of Guardianship and Conservatorship in Iowa'. A button labeled 'EXIT ACTIVITY' is circled in red in the top right corner. Below the header, it says 'Overview of Guardianship and Conservatorship in Iowa' and '100% COMPLETE'. There is a table of contents on the left with items: Overview, Terminology, Other Options, and Guardianship, each with a checkmark. The main content area has a 'Summary' section with 'LESSON 7 OF 7' and a 'Conclusion' section with the text 'In this course, you've learned:' followed by a bulleted list: 'Guardianship and conservatorship definitions', 'To identify alternatives to guardianship and conservatorship', and 'The general responsibilities associated with each role.' At the bottom, it says 'Congratulations! You have completed this course. Please click the Exit Activity button in the top right corner to proceed.'

Step 6: To return to the training dashboard, click on “Return to Training Dashboard.”

The screenshot shows a web interface for a training course. On the left is a dark blue sidebar with navigation links: Portal Home, Overview of Guardianship and Conservatorship in Iowa, Home, Training Catalog, Transcript, and Help. The main content area has a title 'Overview of Guardianship and Conservatorship in Iowa' and a breadcrumb trail. Below this, it identifies 'Module 1' and the current page 'Overview of Guardian and Conservatorship in Iowa'. A photograph of two women is displayed, with an 'ACCESS MODULE' button below it. A link to 'Review Information About this Module' is also present. A note states that a certificate of completion will appear after the module content is completed. A 'RETURN TO TRAINING DASHBOARD' button is circled in red in the top right corner of the main content area. The footer contains 'LIFELONG LINKS: ADRC' and 'CONTACT US' with a globe icon and the URL 'https://adrc.training-source.org/'.

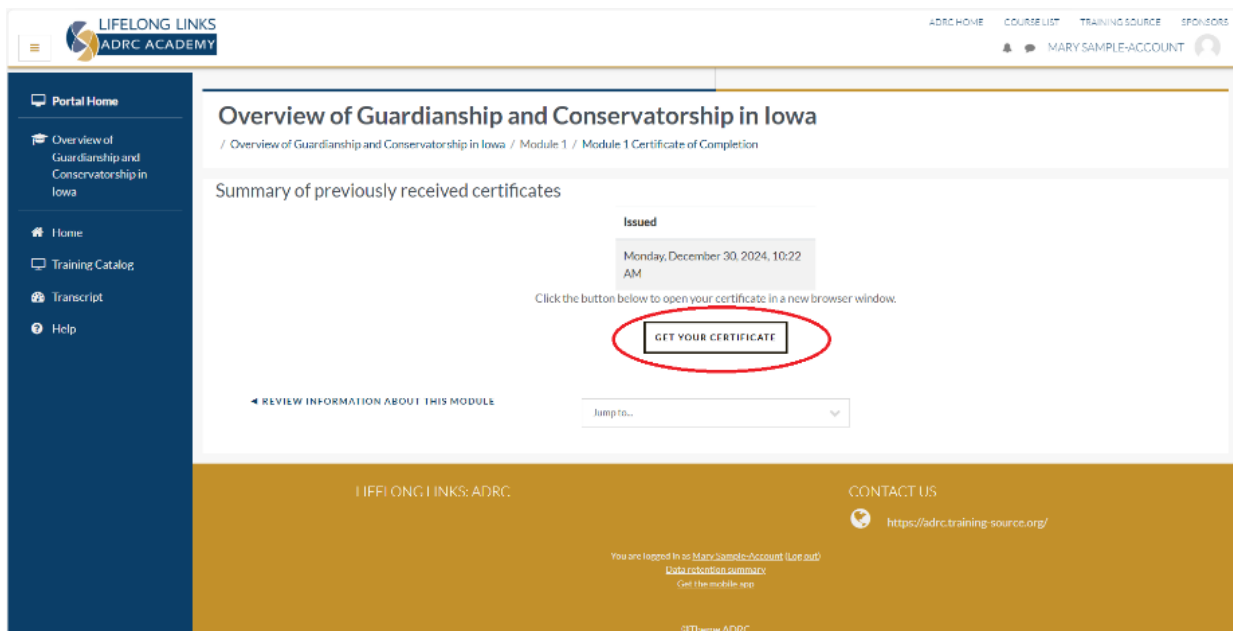
Printing or Saving Your Certificate of Completion

Step 1: After you have completed a module, a link will appear that you can click to access your certificate of completion.



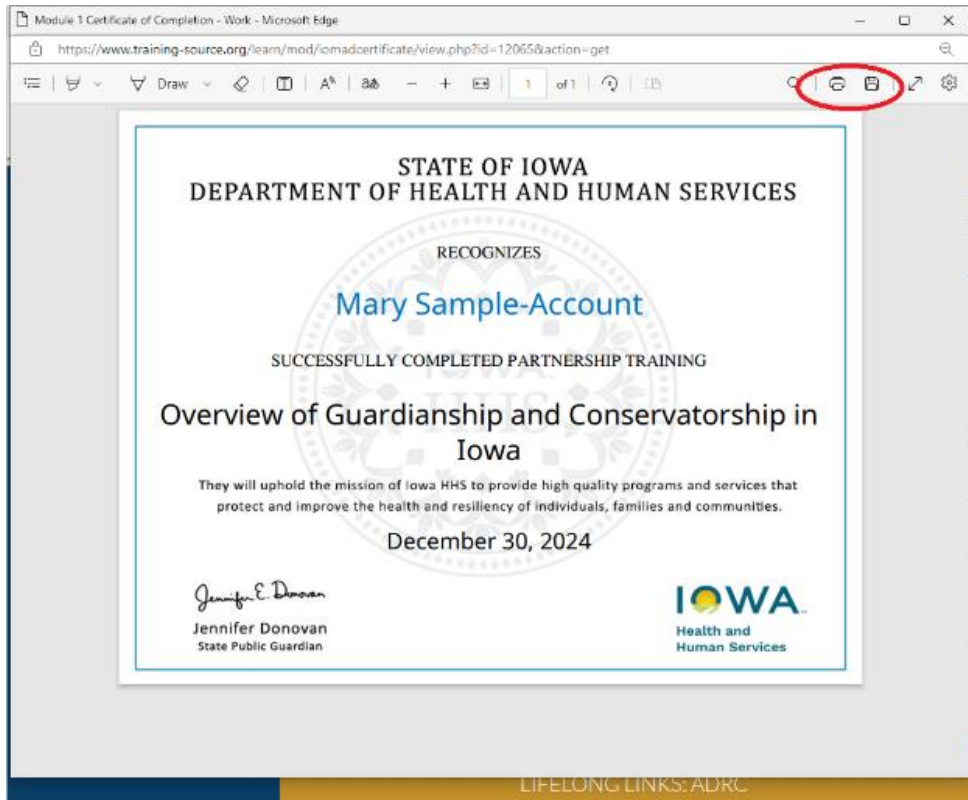
The screenshot shows the 'Module 1' overview page for 'Guardianship and Conservatorship in Iowa'. The page features a navigation sidebar on the left with options like 'Portal Home', 'Overview of Guardianship and Conservatorship in Iowa', 'Home', 'Training Catalog', 'Transcript', and 'Help'. The main content area includes a title 'Module 1 Overview of Guardian and Conservatorship in Iowa', a photo of two women, and an 'ACCESS MODULE' button. A 'RETURN TO TRAINING DASHBOARD' button is in the top right. Below the photo, there are two links: 'Review Information About this Module' and 'Module 1 Certificate of Completion', with the latter circled in red. The footer contains 'LIFELONG LINKS: ADRIC', 'CONTACT US' with a URL, and a user login status for Jennifer Donovan.

Step 2: On the next screen, click “Get Your Certificate.” Your certificate will appear in a new browser window.



The screenshot shows the 'Overview of Guardianship and Conservatorship in Iowa' page. The navigation sidebar is on the left. The main content area has a breadcrumb trail: '/ Overview of Guardianship and Conservatorship in Iowa / Module 1 / Module 1 Certificate of Completion'. Below this is a section titled 'Summary of previously received certificates' with an 'Issued' date of 'Monday, December 30, 2024, 10:22 AM'. A message says 'Click the button below to open your certificate in a new browser window.' Below this message is a 'GET YOUR CERTIFICATE' button, which is circled in red. There is also a 'REVIEW INFORMATION ABOUT THIS MODULE' link and a 'Jump to...' dropdown menu. The footer is identical to the previous screenshot, showing 'LIFELONG LINKS: ADRIC', 'CONTACT US', and a user login status for Mary Sample.

Step 3: You can save or print your certificate. You can return to a course you have previously completed and save or print the certificate. The certificate will show the date you completed the course.



Viewing Your Transcript

Step 1: If you would like to see a list of all the courses you have enrolled in and your progress in each course, you can do so by viewing your transcript. There is a link in the margin on the left side of the screen. Or you can click on your name in the upper right corner and select “Transcript” from the menu.

The screenshot shows the user interface of the Lifelong Links ADRC Academy. The top navigation bar includes links for ADRC HOME, COURSE LIST, TRAINING SOURCE, and SPONSORS. The user's name, MARY SAMPLE-ACCOUNT, is displayed in the top right corner. A dark blue sidebar on the left contains navigation options: Portal Home, Office of Public Guardian, Course Homepage, Overview of Guardianship and Conservatorship in Iowa, Guardianship in Iowa, Conservatorship in Iowa, Healthcare Power of Attorney, General (Financial) Power of Attorney, Home, Training Catalog, Transcript (circled in red), and Help. The main content area is titled 'Office of Public Guardian Training' and includes a 'Course Homepage' section with a welcome message and a 'Contact Us' link. Below this are five course thumbnails: 'Overview of Guardianship and Conservatorship in Iowa', 'Guardianship in Iowa', 'Conservatorship in Iowa', 'Healthcare Power of Attorney', and 'General (Financial) Power of Attorney'. A 'TRANSCRIPT' link is circled in red in the top right corner of the main content area.

Step 2: You can see which courses you have enrolled in, which courses you have completed, and how much progress you have made in courses you started but didn't complete yet. Clicking on the name of a course in your transcript will take you to that course so you can start or continue the course or access your certificate of completion.

The screenshot displays the user's transcript page. The user's name, Mary Sample-Account, is shown at the top. The left sidebar has 'Transcript' circled in red. The main content area is titled 'My courses' and is divided into 'Courses in progress' and 'Completed courses'. The 'Courses in progress' section lists five courses with their respective progress bars: 'Office of Public Guardian Training' (20% complete), 'Guardianship in Iowa' (0% complete), 'Conservatorship in Iowa' (0% complete), 'Healthcare Power of Attorney' (0% complete), and 'Overview of Guardianship and Conservatorship in Iowa' (100% complete). The 'Completed courses' section is currently empty. On the right side, there is a 'Transcript Tools' section with links for 'Full Transcript Report' and 'Add a Personal Learning Event'.

Troubleshooting

Did you somehow manage to end up on this page?

The screenshot shows the top portion of the Training-Source.org website. At the top left is the logo for Training-Source.org. Below the logo is a navigation bar with links for PORTALS, TRAINING CATALOG, TOOLKITS, WEBINARS & VIDEOS, PODCASTS, and HELP. A tagline reads: "A comprehensive, open catalog of online training for the Public Health workforce, and many disciplines that work with Public Health." Below this is a button for "View the Full Training Catalog" and a prompt to "Choose a Learning Portal". A grid of six learning portals is displayed, each with a logo and URL: STATE HYGIENIC LAB (shl.training-source.org), WIC (wic.training-source.org), PREPARE TO CARE: IOWA'S DIRECT CARE AND SUPPORT CORE TRAINING (directcare.training-source.org), PREPARE IOWA (prepareiowa.training-source.org), BRAIN INJURY (braininjury.training-source.org), and LIVING WELL IOWA - UNIVERSAL DESIGN (universaldesign.training-source.org). To the right of the grid is a "Subscribe to our Newsletter" button and a "View previous issues" link. Below the newsletter link is a "SHARE PUBLIC HEALTH" logo and a link to a podcast from the Midwestern Public Health Training Center.

If you did, scroll all the way to the bottom of the page and click on “My Transcript” to return to your transcript. From there you can access your courses.

The screenshot shows the bottom portion of the Training-Source.org website. On the right side, there is a promotional box for "Thriving in an Online Work Environment" with a "View this Free Course" link and the note "No registration required". Below this is an "LMS NAVIGATION" menu with a red circle around it, containing links for Training Catalog, My Transcript, My Account, and Help. On the left side, there is a "Training Catalog" link and an "OPEN LEARNING" section with the text: "Our Full, Open Training Catalog is available to anyone in our Open Learning Management System Portal". At the very bottom, a copyright notice reads: "Copyright © 2024 - Iowa Department of Public Health | Institute for Public Health Practice | University of Iowa".