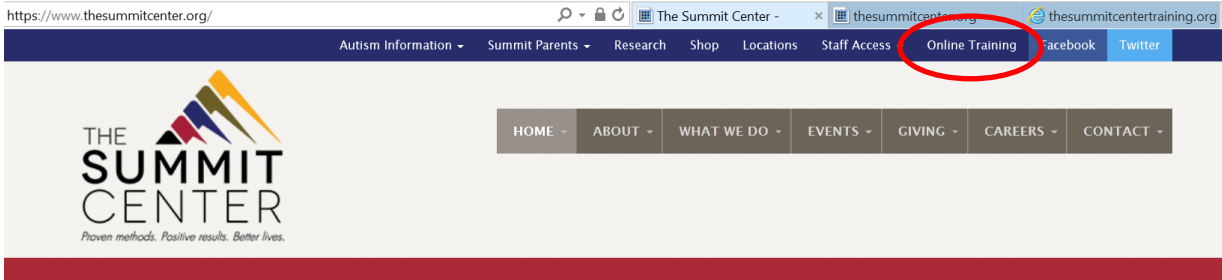
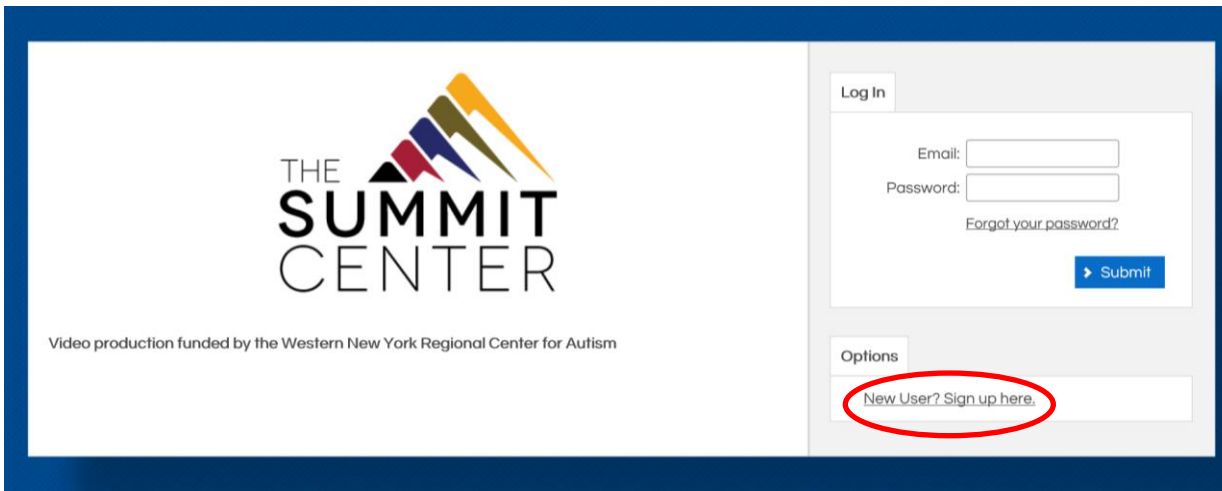


Accessing the Online Training Center

1. Log on to The Summit Center's website at <https://www.thesummitcenter.org>.
2. Click on the "Online Training" button



3. Begin the registration Process as a "New User"



4. Fill in the fields:

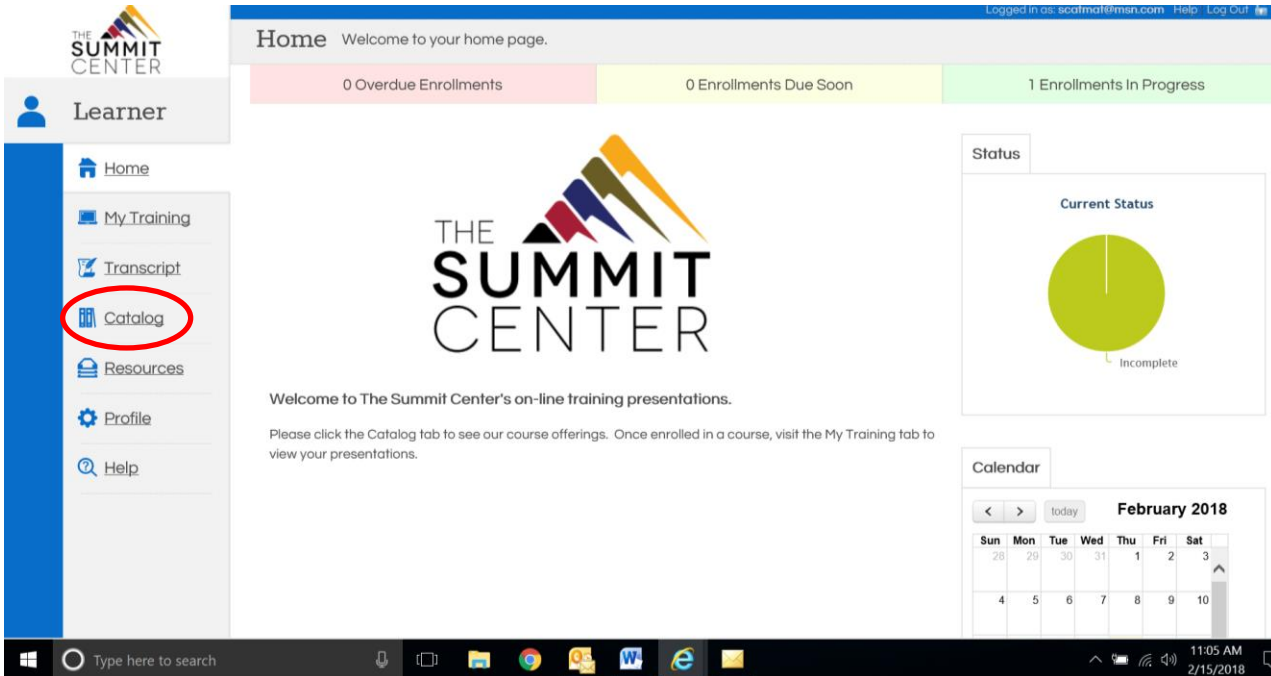
A screenshot of the user registration form. The form is titled "Please enter the details of your user account below and click Submit." and includes a note "* = Required Field". The form contains the following fields:

- *First Name: [text input]
- *Last Name: [text input]
- *Email: [text input]
- *Password: [text input]
- *Confirm Password: [text input]
- *Street Address: [text input]
- *City: [text input]
- *State: [text input]
- *Zip: [text input]
- *County (not country): [text input]
- *School District/Agency Affiliation: [text input]
- *What is your role?: [checkbox list]

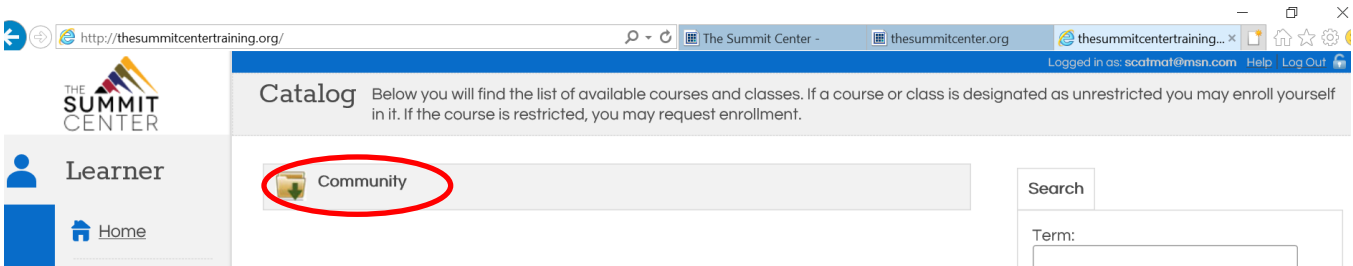
The checkbox list for "What is your role?" includes:

- 01. Parent/Family Member
- 02. General Education Teacher
- 03. Special Education Teacher
- 04. Paraprofessional
- 05. Speech-Language Pathologist
- 06. Occupational Therapist

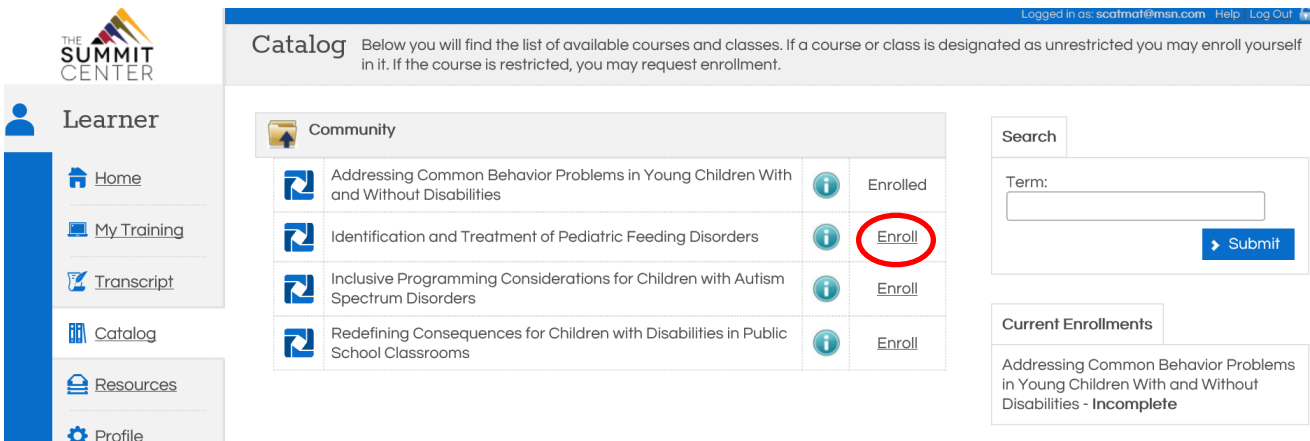
5. Log into the training center with your user name and password. You will be directed to the homepage. Click on “Catalog” to access the available trainings.



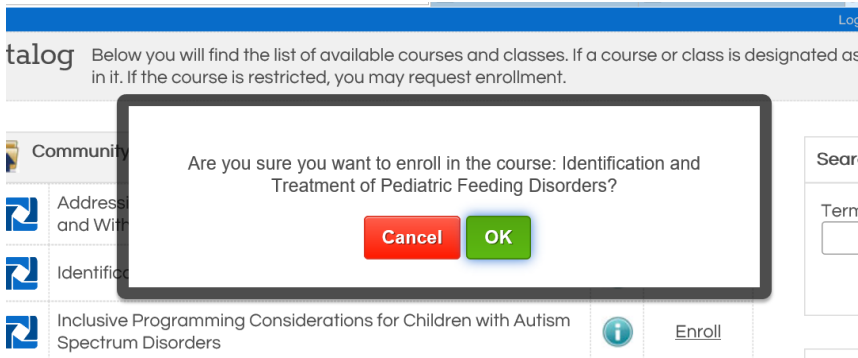
6. Select “Community.”



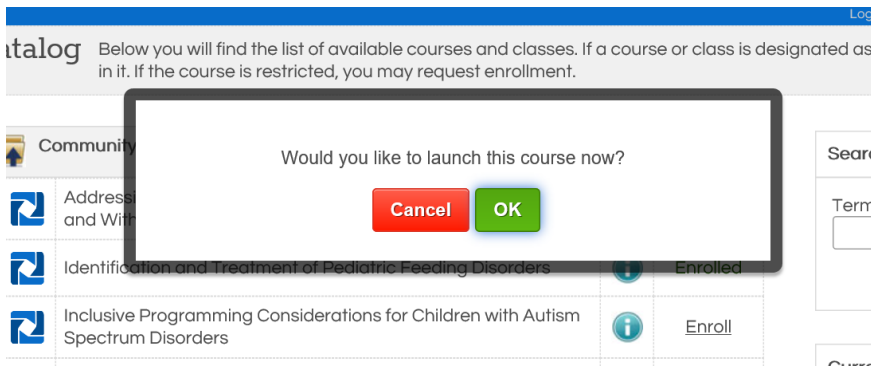
7. The available trainings will appear. Click on “Enroll” to access a training.



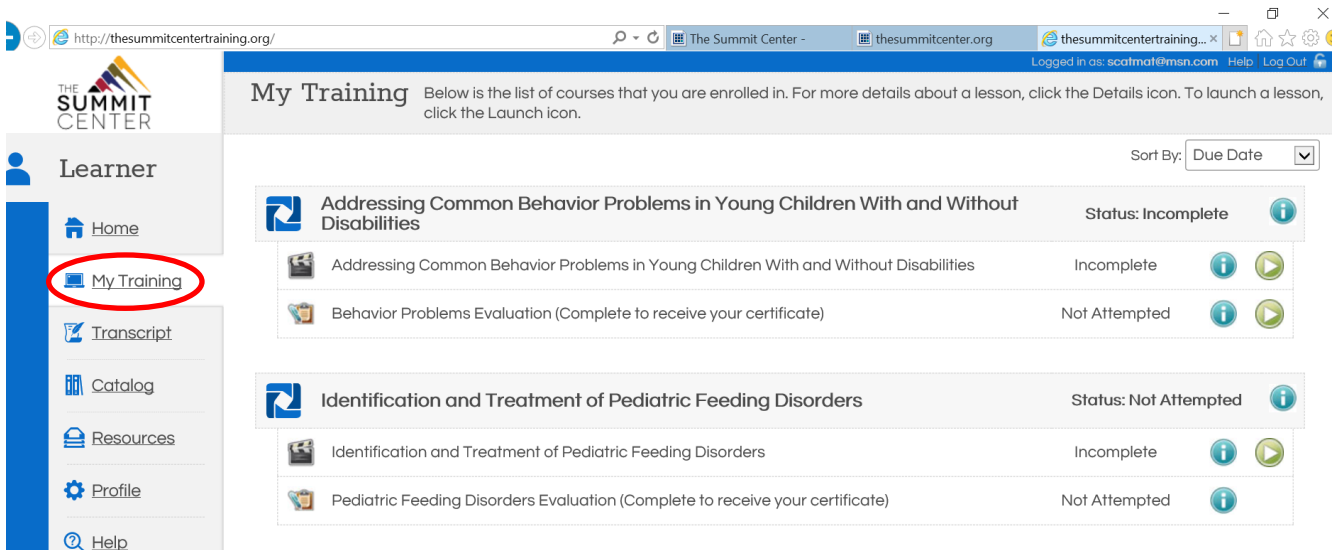
8. Click "OK" to enroll or "cancel" to cancel enrollment.



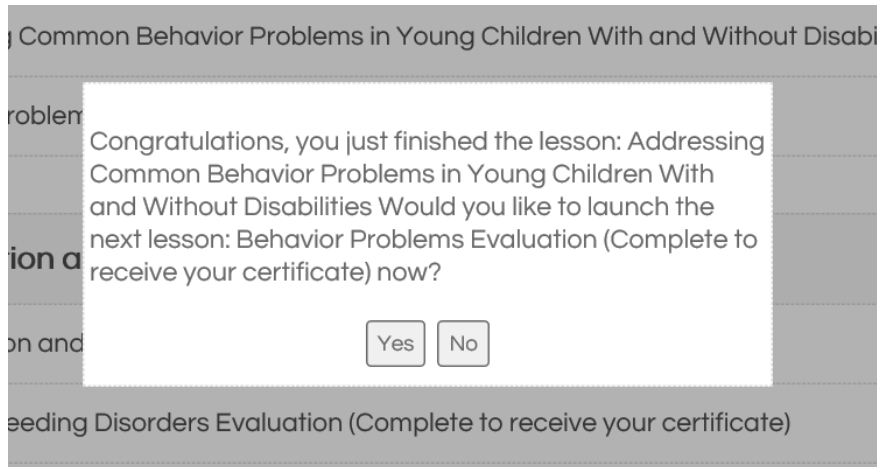
9. You can choose to view the webinar immediately by clicking "OK" or save it for a later time by clicking "cancel."



10. If you choose to view a webinar in which you enrolled at a later time, when you log back into The Summit Center's online training site, you can go to "My Training" to view a list of webinars in which you are enrolled as well as your status. From here, you can begin or resume watching a webinar.



11. Once you complete your training, you will be asked to complete an evaluation of the training which allows you to obtain a certificate of completion.



12. Once you complete the evaluation, you can print your certificate. If you choose not to print your certificate, you can always access it at any time by clicking on “transcript” and then the award medal icon.

what is your role :: Professional

Would you like to be added to statewide mailing list: Yes

Enrollments

Show 100 entries Search:

Name	Status	Score	Completed Date	Time Spent		
Addressing Common Behavior Problems in Young Children With and Without Disabilities	completed		2/15/2018 1:13:27 PM	01:26:26		
Identification and Treatment of Pediatric Feeding Disorders	not attempted					

13. You can log out of the online training center by clicking “Log Out” in the upper right corner.

THE SUMMIT CENTER

Logged in as: seatmat@msn.com Hi **Log Out**

Catalog

Below you will find the list of available courses and classes. If a course or class is designated as unrestricted you may enroll yourself in it. If the course is restricted, you may request enrollment.

Community

Addressing Common Behavior Problems in Young Children With and Without Disabilities		Enrolled
Identification and Treatment of Pediatric Feeding Disorders		Enrolled

Search

Term: