

NATC LMS User Guide

A new source of free training for all APS professionals nationwide.



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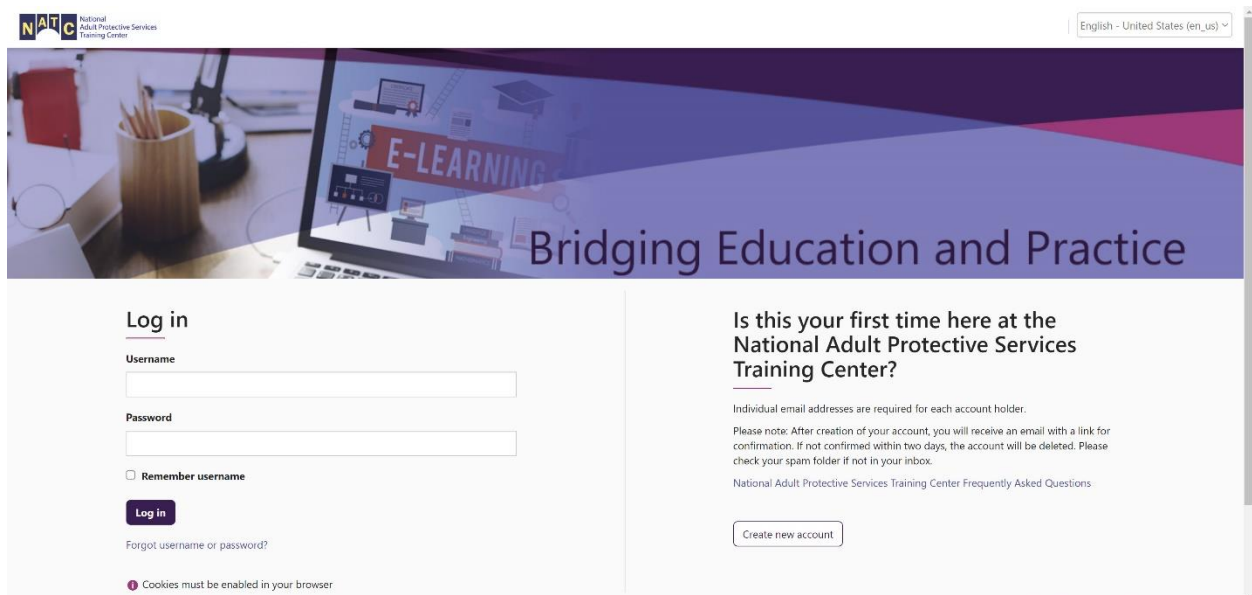
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WELCOME

The National Adult Protective Services Training Center (NATC) is here. This new source of free training for all APS professionals nationwide allows you to learn anytime, anywhere. If this is your first time at the NATC, you will need to create a new account. Go to <https://nadc.totara.govcloud.com> to get started.

Create Account

From the Log in screen, select **Create new account**.



When you are on the **New account** screen, enter the following information:

The screenshot shows the 'New account' registration page for NATC (National Adult Protective Services Training Center). The page includes a header with the NATC logo and language selection (English - United States (en_us)). The main heading is 'New account'. Below the heading, there is a note: 'There are required fields in this form marked *'. The form is divided into two sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section contains fields for 'Username*' and 'Password*'. A password requirement note states: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #'. The 'More details' section contains fields for 'Email address*', 'Email (again)*', 'First name*', 'Last name*', and 'Country*'. The 'Country*' dropdown menu is currently set to 'United States'.

- Create a Username
- Create a Password
- Enter your email address
- Enter your first and last name
- Select a Country if you are not from the United States
- Select the State or Territory you are from (if you are not from the United States, select *Outside the US* at the end of the list)
- Select your Position
- **If you work in APS**, select your Agency Type
- Select your Educational Level
- Do the Security challenge so we know you are not a robot
- **If you work in APS**, select your Organization. Make sure to open the NATC folder to find your agency.

Then, select **Create my new account**. You should see the registration confirmation screen below.

Thanks, Valerie Ryan

Your registration has been confirmed

Continue

The National Adult Protective Services Training Center is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$2,032,806 with 75% funded by ACL/HHS and \$558,806 and 25% funded by non-government sources. The contents are those of the authors and do not necessarily represent the official views of, nor an endorsement by, ACL/HHS or the U.S. Government.

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Select **Continue**. You will receive a NATC account confirmation email with instructions on how to confirm your new account.

NATC: account confirmation External Inbox x



NATC Support <noreply@nato.totagogovcloud.com>
to me

Wed, Aug 17, 6:20 PM (3 days ago)



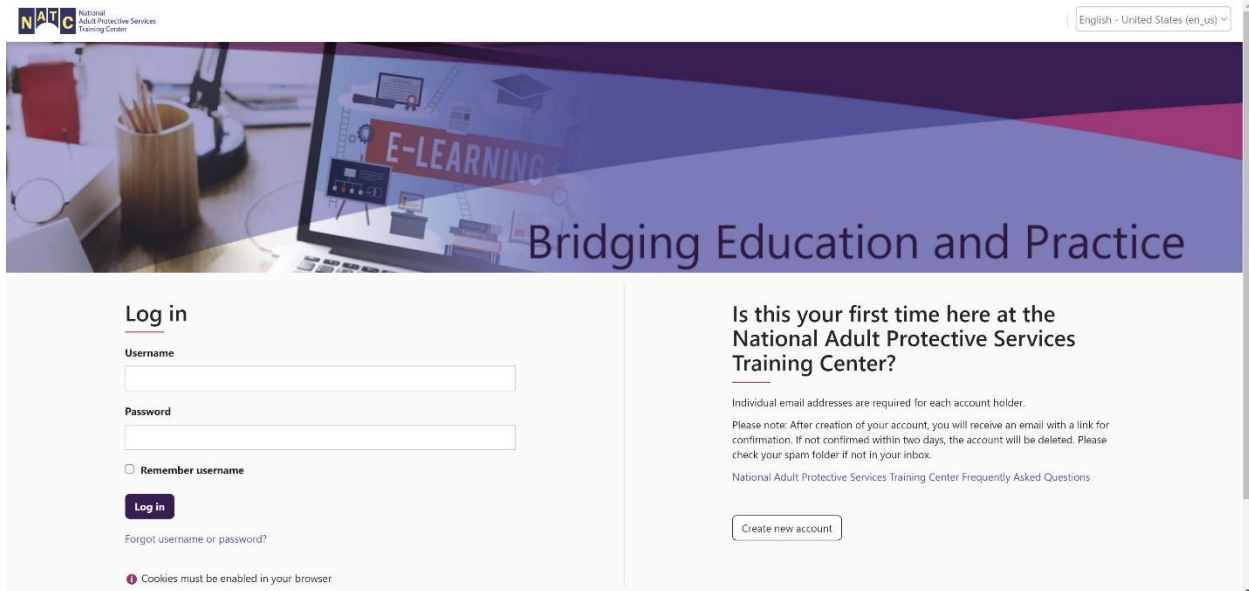
Hi,

A new account has been requested at 'NATC' using your email address.

To confirm your new account, please go to this web address:

https://nato.totagogovcloud.com/login/confirm.php?data=60EpiI8dmrZywl_b/valryan

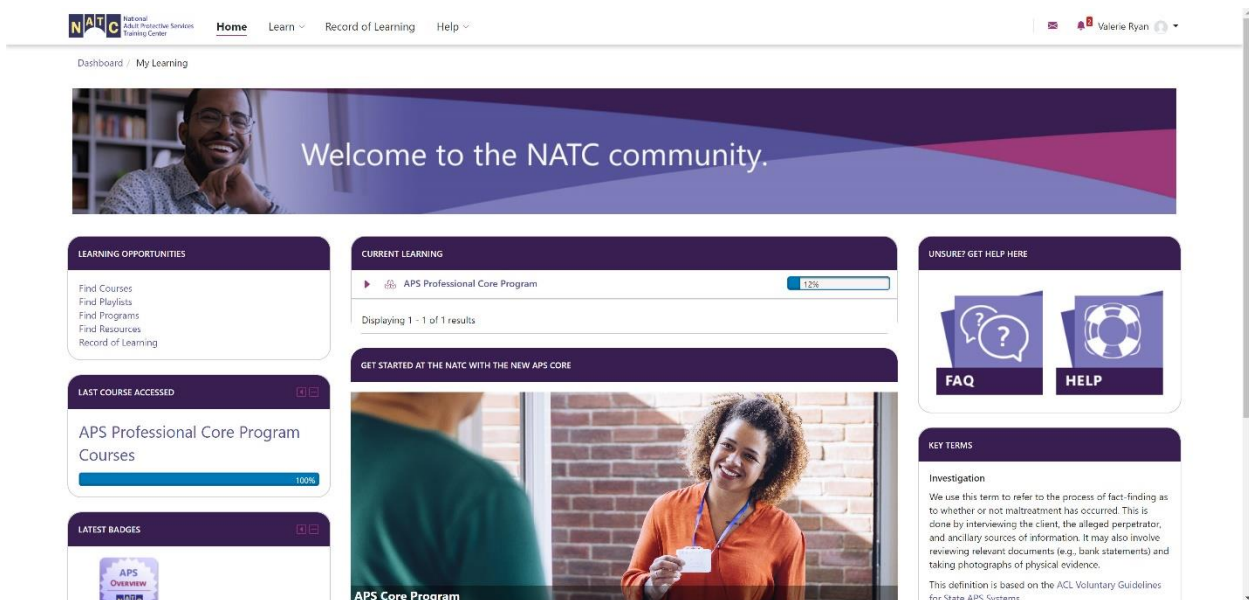
To confirm your new account, select the web link in the email.



You only need to register one time. Once you confirm your account, log in. If you forget your information, select **Forgot username or password** and follow the instructions.

Access Learning Opportunities

At the NATC, there are four ways to learn.



1. Find Courses. These are courses on specific topics related to APS.
2. Find Playlists. (*Coming Soon*) These are how-to videos on APS topics.
3. Find Programs. These are series of courses that can be taken together to earn badges.
4. Find Resources. These are curated articles, tools, and videos that can support the work of APS.

Explore NATC LMS Features

You can access various features of the NATC from your learner dashboard:

Last Course Accessed: Every time you leave the NATC Totara Learning Management System (LMS) and re-enter, you can start at the last course you were working on.

Latest Badge: Earn badges as you take courses throughout the NATC.

Current Learning: Keep track of and go directly to courses you are already enrolled in and have not finished.

Get Help Here: Check out the FAQ. If they can't answer your question, submit a help desk ticket through the help icon or NATCLMS@NAPSA-now.org.

Key Terms: Find our glossary of terms along with why we are using the language we use here at the NATC.

Record of Learning: In the top menu, you can select **Record of Learning** at any time to find all of the courses that you have completed. Your record can be downloaded and printed.

Enroll in Courses

Follow these steps to enroll in and take courses in the NATC LMS.

Go to **Find Courses** from the dashboard. You can select **Find Courses** under *Learning Opportunities* or under *Learn* in the top menu. Then, you should see the **Find Courses** screen below.

The screenshot displays the 'Find learning' interface in the NATC LMS. At the top, there is a navigation bar with the NATC logo and menu items: Home, Learn, Record of Learning, and Help. Below the navigation bar, there is a 'Find Courses' button and a search bar. The main content area is titled 'Find learning' and features a grid of course cards. The cards are: 'Aging Process', 'APS Overview', 'Case Closure', 'Case Collaboration', 'Case Documentation', 'Case First Steps and Safety', 'Communication and', 'Ethics, Values and Cultural', 'Financial Exploitation', and 'Involuntary Case Planning'. Each card has a thumbnail image and the text 'Courses APS Fundamentals'. There are also filters and a 'Share' button visible on the page.

Search or scroll to find the course you would like to enroll in and select it, for example, select **Aging Process** and select **Go to course**.

The screenshot shows a course selection interface. At the top, there is a search bar and a category dropdown set to 'All'. Below this, there are filters and a grid of course cards. The 'Aging Process' card is highlighted, and a modal window is open showing the course completion status.

Category: All

Filters (1): Clear all

TAKE A COURSE: All Courses, All Programs

FIND A RESOURCE: All Resources, APS Playlists, Interviewing, Pandemic

Course Cards: Aging Process, APS Overview, Case Closure, Case Collaboration, Case Documentation

Modal Window: Aging Process

You have completed this course. [View](#)

Aging is part of the normal physical and developmental life course that begins at birth. This course will provide APS professionals with a basic understanding of the aging process that will enhance their ability to conduct investigations and develop effective person-centered and strengths-based service plans when working with older adults.

This course will take approximately 1 hour to complete.

From the course Welcome screen, select **Take the Course**.

The screenshot shows the course welcome screen. The page includes a navigation bar with 'Home', 'Learn', 'Record of Learning', and 'Help'. The course title is 'Welcome to the Core Course on the Aging Process'. The progress indicator shows 'Your progress: 1'. The course completion status table is as follows:

Required criteria	Status
Activity completion	1 of 1

The course description states: "Aging is part of the normal physical and developmental life course that begins at birth. This course will provide APS professionals with a basic understanding of the aging process that will enhance their ability to conduct investigations and develop effective person-centered and strengths-based service plans when working with older adults." The course duration is "This course will take approximately 1 hour to complete."

Select **Enter** and complete the eLearning course.

AGING PROCESS

- ▶ Participants
- 🏆 Badges
- ▼ Take the Course
 - ▶ Aging Process Course
 - ▶ Tell Us What You Think
 - ▶ Congratulations
 - ▶ Learn More

Aging Process Course

Number of attempts allowed: Unlimited
 Number of attempts you have made: 1
 Grade for attempt 1: 100%
 Grading method: Highest attempt
 Grade reported: 100%

Mode: Preview Normal

Start a new attempt

Enter

The National Adult Protective Services Training Center is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$2,002,806 with 75% funded by ACL/HHS and \$505,806 and 25% funded by non-government sources. The contents are those of the authors and do not necessarily represent the official views of, nor an endorsement by, ACL/HHS or the U.S. Government.

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Once you have completed the eLearning course, your progress will be saved and you will see your course completion status.



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This course will take approximately 1 hour to complete.

Take the Course

To take the course, click on the link below. When on the next page, click on **Enter** and the course will open in a new tab.

[▶ Aging Process Course](#)

Tell Us What You Think

Please spend a minute providing your feedback on this course. After you provide feedback you will be able to access your certificate below.

[▶ Feedback for Aging Process Course](#)

Congratulations

Download your Certificate of Completion for this course here. You can also find a list of all courses you have completed, including this one, by going to your **Record of Learning**.

[▶ Certificate of Completion for Aging Process Course](#)

Learn More

Here are some additional resources about the aging process. **All links open in a new window**

From here, you can select **Tell Us What You Think** if you would like to provide feedback for this course. You can also download your **Certificate of Completion** for this course under **Congratulations**.

We hope that you enjoy your learning experience at NATC. Again, please submit a help desk ticket from your dashboard or to NATCLMS@NAPSA-now.org if you need support.

The National Adult Protective Services Training Center is supported by the Administration for Community Living Select **Enter** and complete the eLearning course. (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$2,002, 806 with 75% funded by ACL/HHS and \$505, 806 and 25% funded by non-government sources. The contents are those of the authors and do not necessarily represent official views of, nor an endorsement by, ACL/HHS or the U.S. Government.

