Locating and Accessing Activities and Programs with Minor Participants Training (no Ohio State University name.# login)

The *Activities and Programs with Minor Participants Policy* training is available in BuckeyeLearn for individuals that are required to take Care, Custody, or Control policy training. **These directions are only for individuals without a Ohio State name.# login**. Please contact your program administrator if you have any questions about Minors training or you need to create an account.

- Section 1: Access BuckeyeLearn and Search for Training
- Section 2: Access Your Transcript
- Section 3: Print Your Certificate

Section 1: Access BuckeyeLearn and Search for Training

To access BuckeyeLearn to work on your training:

1. Access BuckeyeLearn: https://ohiostate.csod.com/client/ohiostate/default.aspx
2. Login using your *Username* (email address) and the password you created
   a. To reset your password, go to the Forgot Password page that can be found at the above URL, enter your email address and click Submit
   b. If you have not created an account in BuckeyeLearn, please contact your program administrator
3. Locate the *Featured Training* section on the left-side of the homepage
4. Click on the *Activities and Programs with Minor Participants Policy Training 2018* title

5. Click *Request*

Training Details
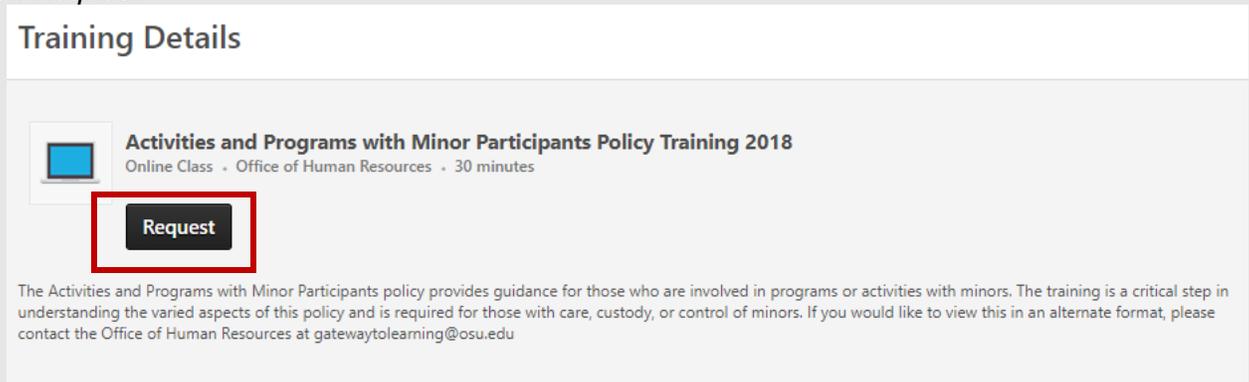
Activities and Programs with Minor Participants Policy Training 2018
Online Class · Office of Human Resources · 30 minutes

[**Request**]

The Activities and Programs with Minor Participants policy provides guidance for those who are involved in programs or activities with minors. The training is a critical step in understanding the varied aspects of this policy and is required for those with care, custody, or control of minors. If you would like to view this in an alternate format, please contact the Office of Human Resources at gatewaytolearning@osu.edu

6. Observe that you have been taken to your active training transcript. Once on your transcript, click *Launch*
   a. If the course does not load or if you experience a Loading, please wait message, please disable your pop-up blocker. See the Disable Pop-Up Blocker job aid for help.
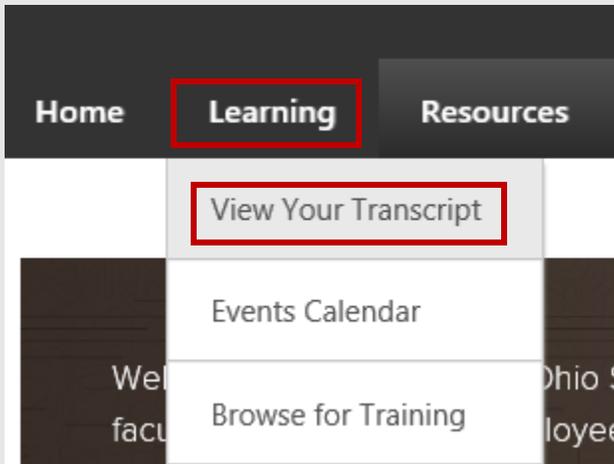
[**Launch** ▼]

7. Observe that the content opens in a new window

Section 2: Access your Transcript

You may not be able to finish training all at once. You can leave and come back to your training. From your transcript, you can access and view your active (in-progress) training and completed training.

1. Access BuckeyeLearn: (see Section 1: Access BuckeyeLearn for help)
2. Hover over the *Learning* tab and click on *View Your Transcript*

3. Observe that you have been taken to your active transcript. To continue working, locate the online course and click *Launch*
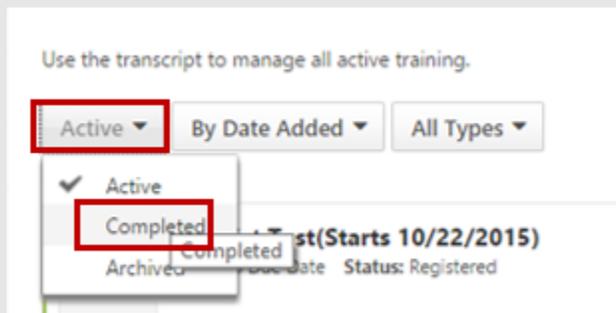

4. Continue work on completing the course
5. When complete, the training will automatically move to the *Completed* section of your transcript.
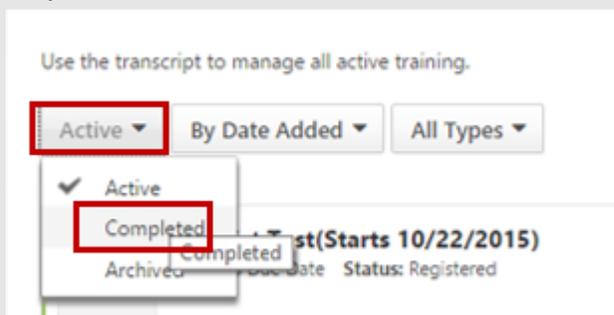
Section 3: Print Your Certificate

Once you've completed the training, you can access your completed transcript to print your certificate.

1. Access your BuckeyeLearn Transcript
2. Click on the *Active* drop-down and select *Completed* to view your completed training

Use the transcript to manage all active training.

Active ▼   By Date Added ▼   All Types ▼

✓ Active
   Completed
   Archived   st(Starts 10/22/2015)
               Date Status: Registered

3. Locate the training and click *View Certificate*

View Certificate ▼

4. Observe your certificate will open in a new window. You can print or save it.