

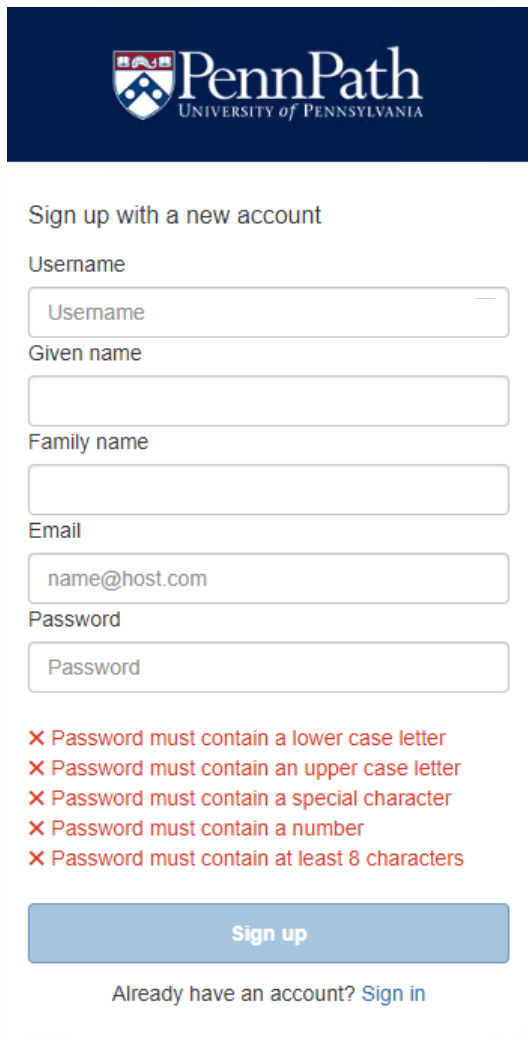


University of Pennsylvania - Community Partner Training Registration Instructions

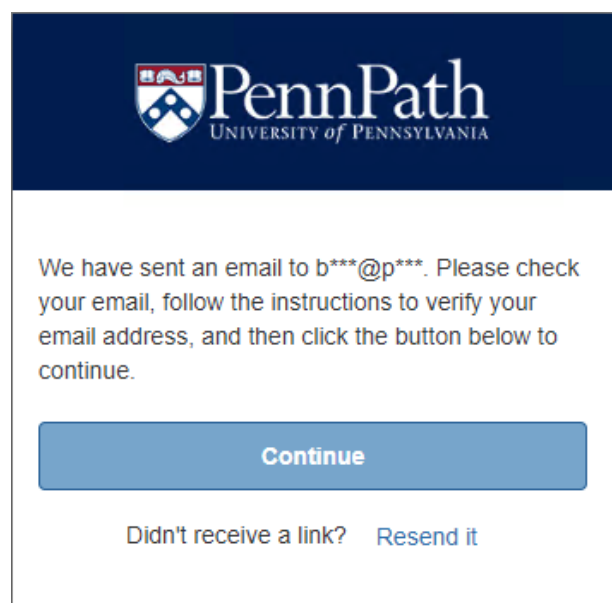
The Community Partner Training is FREE, but you will need to create an account and order the course, like a purchase. You will not need to enter any payment information.

Section 1: Create a Penn Path account

1. Go to this page <https://platform.onlinelearning.upenn.edu/offering/community-partner-training-a0Q2E00000MTyfxUAD>
2. Click **"Add to Cart"** (you will not need to enter any payment information)
3. You are taken to a pop-up form to sign up for a PennPath account.
4. Your username is your email address. The name you give for your account will appear on your certificate, upon completion of the course.



The screenshot shows the PennPath sign-up form. At the top is the PennPath logo with the University of Pennsylvania crest. Below the logo is the heading "Sign up with a new account". The form contains several input fields: "Username" (with a placeholder "Username"), "Given name", "Family name", "Email" (with a placeholder "name@host.com"), and "Password" (with a placeholder "Password"). Below the password field are five red error messages: "X Password must contain a lower case letter", "X Password must contain an upper case letter", "X Password must contain a special character", "X Password must contain a number", and "X Password must contain at least 8 characters". At the bottom of the form is a blue "Sign up" button and a link that says "Already have an account? Sign in".



The screenshot shows the PennPath email verification screen. At the top is the PennPath logo with the University of Pennsylvania crest. Below the logo is the text: "We have sent an email to b***@p***. Please check your email, follow the instructions to verify your email address, and then click the button below to continue." Below this text is a blue "Continue" button. At the bottom of the screen is a link that says "Didn't receive a link? Resend it".

5. After you fill out the form and click **"Sign up"** you will need to check the email account that you used and **verify your account** by clicking the link in the email sent by PennPath.

Email sent from PennPath: ciam-admin@isc.upenn.edu

Hello,

Thank you for taking the first steps to create a PennPath Account.

To complete your sign up, please:

[Click Here](#)

This link is valid for 24 hours.

Your PennPath username is:

Happy Learning!

Section 2: Enroll in the course

6. Once you "**Click Here**" it takes you to the **Course Explorer** page.
7. Click the shopping cart in the top right corner.
8. Login using the username and password for your Penn Path account.
9. Click "**Enroll for Free.**"



Online Learning

My Courses

Course Explorer



My Cart (1)



Community Partner Training

2 Hours



CEAR CORE

Course

Free × Remove

Total

Free

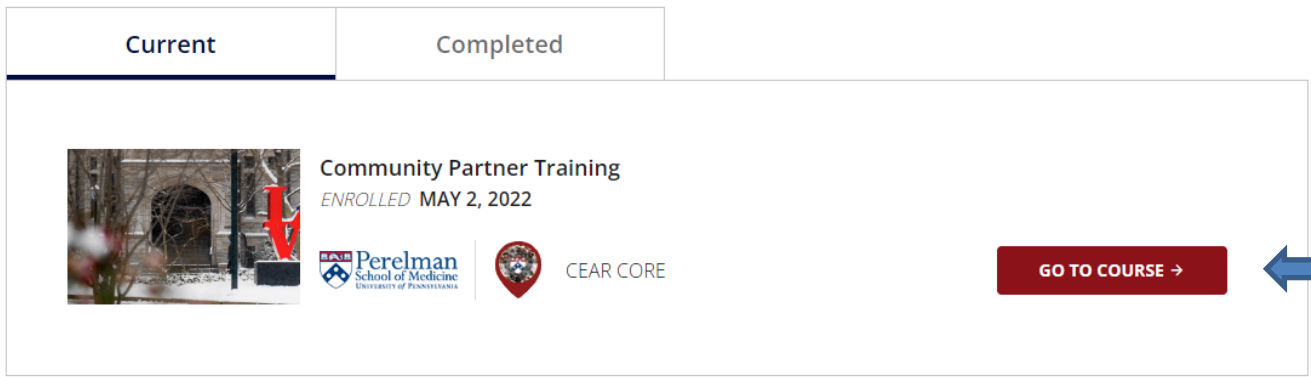


Payment

You will be automatically enrolled in the verified track of the course(s) after you complete your order.

ENROLL FOR FREE

Section 3: My Courses

My Courses


Current	Completed
 <p>Community Partner Training ENROLLED MAY 2, 2022</p> <p>  CEAR CORE</p> <p>GO TO COURSE →</p>	

10. Click **"Go to Course."**

11. It takes you to the **Canvas Login Options** pop-up.

12. Click **PennPath Users**





Canvas Login Options

[PennPath Users](#)

[Other Users](#)

Not sure which option is right for you?
If you have not created a PennPath account, please use the "Other Users" option. You can also contact canvas@pobox.upenn.edu for further assistance.

Help Options

[Chat](#)

13. Log in with the username you provided for the PennPath account.

14. You are now on the course home page.

15. At the bottom you will see a box that says "Ready to get started?"

Course Navigation	Ready to get started?
Announcements	First, complete the required registration form, then click "Submit" Registration
Modules	Once you have submitted the form, click "Next" to start the first module - <i>Introduction to Research</i>

16. The first step of the course will be to click **Registration** and fill out the registration form. The UPenn CTSA collects this information to track who has completed the training. Filling this out is required to complete the training and receive a certificate.

Registration

This form is required in order to proceed with the course. We must receive this form before issuing a certificate.

- Fill out the fields
- Click the gray "Submit" button at the bottom of the form
- Then click "Submit Quiz" at the bottom of the page

Your name

Your email

Gender

- Male Female I prefer not to answer

Race

- Caucasian/non-Hispanic White Black/African American Latino/Hispanic
 Asian/Pacific Islander Other

Date of Birth

January ▼ 1 ▼ 1900 ▼

Highest Level of Education

- Some high school or less High school graduate/GED
 Some college, trade, or vocational school Graduated from a four-year college
 Post-graduate education

City of Residence

State of Residence

Alabama ▼

Country (if not in the United States)

Submit

Quiz saved at 1:35pm

Submit Quiz

17. Fill out the form and click the gray "**Submit**" button.

18. A pop-up "Thank you" message appears. We have received the registration form.

19. Click "**Submit Quiz**" at the bottom of the page.

Section 4: Proceed through the training

Course Details

- There are four modules in the course, with activities and quizzes throughout.
- Captions are available for the audio recordings, click the CC symbol on the navigation bar.
- You are able to complete the course on your own time, there aren't any time limits.
- Complete modules by progressing through them in sequential order and scoring a passing grade on the quizzes. You can take quizzes multiple times to achieve the score you need to move on to the next module.
- Once you complete all modules, **the module containing your certificate will unlock and you'll be able to view and print your certificate.** You may also wish to [share it on LinkedIn](#).
- If you need support during the course, please contact chbrinfo@penmedicine.upenn.edu