

CSC Employee Online Training Portal

User Manual

Navigating to the Employee Online Training Portal

1. Open the browser and enter the URL address:
centerforsocialchange.org/cscTraining/csc_training_master_login.php
2. Click on the 'CSC Online Training' link.



This website is best viewed in Firefox/Chrome
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Logging into the Employee Online Training Portal

1. Enter your CSC issued username
2. Enter your CSC password
3. Click the 'Login' button



Login	
Login	<input type="text"/>
Password	<input type="password"/>
Remember me	<input type="checkbox"/>
<input type="button" value="Login"/>	

Viewing Your Training Status

1. Click on 'My Training Status'
2. You can now view the trainings you have previously attempted and the score you received for them

Test Code	Test Name	Start Date	End Date	Test Score	
CSC-01	Seizure Disorders	04/11/2014		100.00	✓
CSC-02	Infection Controls and Blood-Borne Pathogens (OSHA)	01/24/2015	12/31/2015	100.00	✓
CSC-03	The Aging Process and the Special Needs of the Elderly	05/16/2014		100.00	✓
CSC-04	Fundamental Rights of Individuals with Developmental Disabilities	05/18/2014		83.00	✓
CSC-05	Community Integration and Inclusion	05/17/2014		80.00	✓
CSC-06	Supporting Individuals and Families in Making Choices	05/18/2014		83.00	✓
CSC-07	General Characteristics and Needs of Individuals Served	07/07/2013		85.00	✓
CSC-08	Communications Skills	05/18/2014		100.00	✓
CSC-09	Individual-Directed, Outcome-Oriented Planning for individuals	05/18/2014		100.00	✓
CSC-10	Communicable Diseases	05/18/2014		100.00	✓

NOTE: The Start Date (date of completion) will only be presented for a Training test that has been passed by the staff member. If he/she has not scored the minimum of 80, the date of completion will remain blank.

NOTE: The End Date (date of expiration) will be the end of the current year. This will only apply to Trainings which have an expiry date.

Taking or Viewing Available Trainings

1. Place the cursor on the 'Trainings' tab
2. Click on 'Take/View Trainings' on the drop-down menu



3. Select the appropriate training section by selecting one of the following:
 - Adult Trainings
 - Children Trainings
 - Mandated trainings



4. Find the Training Code & Training Name of the required training from the list below
5. Click on the  button to the right of the required training to view the associated Study Material
6. Click on the  button to the right of the required training to take the Online Test

Taking the Training Online Test

1. Find the Training Code & Training Name of the required training from the list
2. Click on the  button to the right of the required training to take the Online Test
3. Enter the password given to you
4. Click on the 'Continue' button

Please type in the password given to you to take this online test.

Continue ▶

5. By default your First and Last name will be displayed. If not, please enter your First & Last name in the appropriate boxes
6. Click on 'Start Test'

First name

Last name

Start Test ▶

7. Select the appropriate answer for each question
8. Click 'Next' to view the following questions

NOTE: You cannot view the following questions unless you answer all the questions on the current page.

9. Once you have reached the last question, you can click on the 'Finish now' button to submit the test

Finish now

NOTE: You can view the previous questions by selecting the 'Display previously viewed questions' option at the bottom of the page. By clicking on a specific question number, you will be taken to that question.

Display previously viewed questions ▼

- 1 ▶ Which of the following is not a type of seizure?
- 2 ▶ First aid for seizure include
- 3 ▶ Seizures can be triggered by
- 4 ▶ Medication administered to manage seizures must be given at the same time each day to maintain a safe level of the drug in the body
- 5 ▶ An absence seizure may look like
- 6 ▶ Describe what a tonic-clonic seizure may look like
- 7 ▶ During seizure, call 911 if
- 8 ▶ If a person is having a seizure, you should hold the person until it stops

NOTE: The timer at the top of the page tells you how much time you have left before the test will automatically finish.

Time left: 0:11:44

10. Click 'Confirm finish now' to confirm the test submission

Confirm finish now

11. You will then be told whether your achieved score for the test is a pass or a fail

Feedback:



Congratulations!! You 've Passed

Feedback:



Sorry!! You 've Failed

12. Click 'Show My Results' to go back to your Training Status page

Continue here.

Show My Results

Changing Your Password

1. Place the cursor on the 'Account Settings' tab
2. Click on 'Change My Password' on the drop-down menu



3. Your details will be displayed
4. Click on your First Name
5. Enter your new password in the text box next to 'New Password'
6. Confirm your new password by entering it in the text box next to 'Confirm Password'
7. Click on 'Submit' to confirm the change, or 'Cancel' to cancel it



The image shows a 'Change Password' form. At the top, there is a title 'Change Password' flanked by two small icons. Below the title are two input fields: 'New Password' and 'Confirm Password'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

NOTE: A user can change his/her password at any time using this feature.

Logging Out

1. To logout from the online training portal, click on the 'Logout' button.



2. Confirm the logout by clicking on the 'Logout' link again.


The image shows a single 'Logout' button with a light blue background and a subtle shadow.