



**GETTING YOUR YQCA CERTIFICATION  
HELP DOCUMENT**

# CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

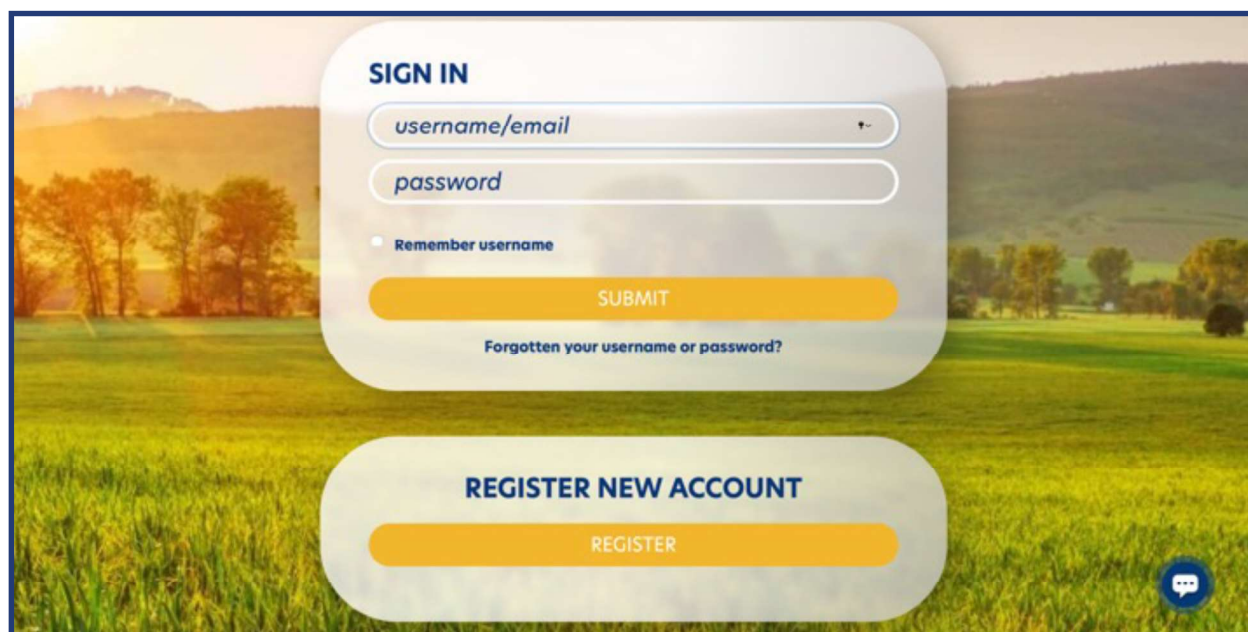
## STEP 1

Create and login to a YQCA account. Go to [yqcaprogram.org](http://yqcaprogram.org) and select "Login & Register" from the menu.



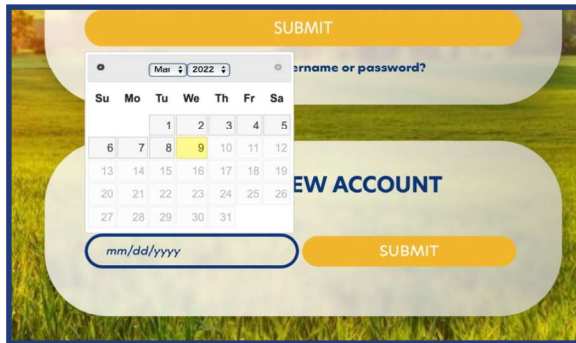
## STEP 2

If registering a new account, select "Register." If logging in to a pre-existing account, enter your username and password and select "Submit" to login.

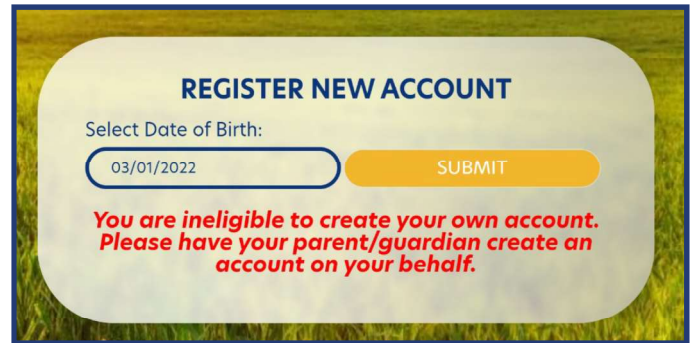


## STEP 3

When registering a new account, enter your birthdate. If you are an age protected under COPPA, a parent must create the account.



A screenshot of a registration form. At the top, there is a "SUBMIT" button. Below it, a calendar for March 2022 is displayed, with the date 03/01/2022 selected. The form also includes a "NEW ACCOUNT" button and a "SUBMIT" button at the bottom.



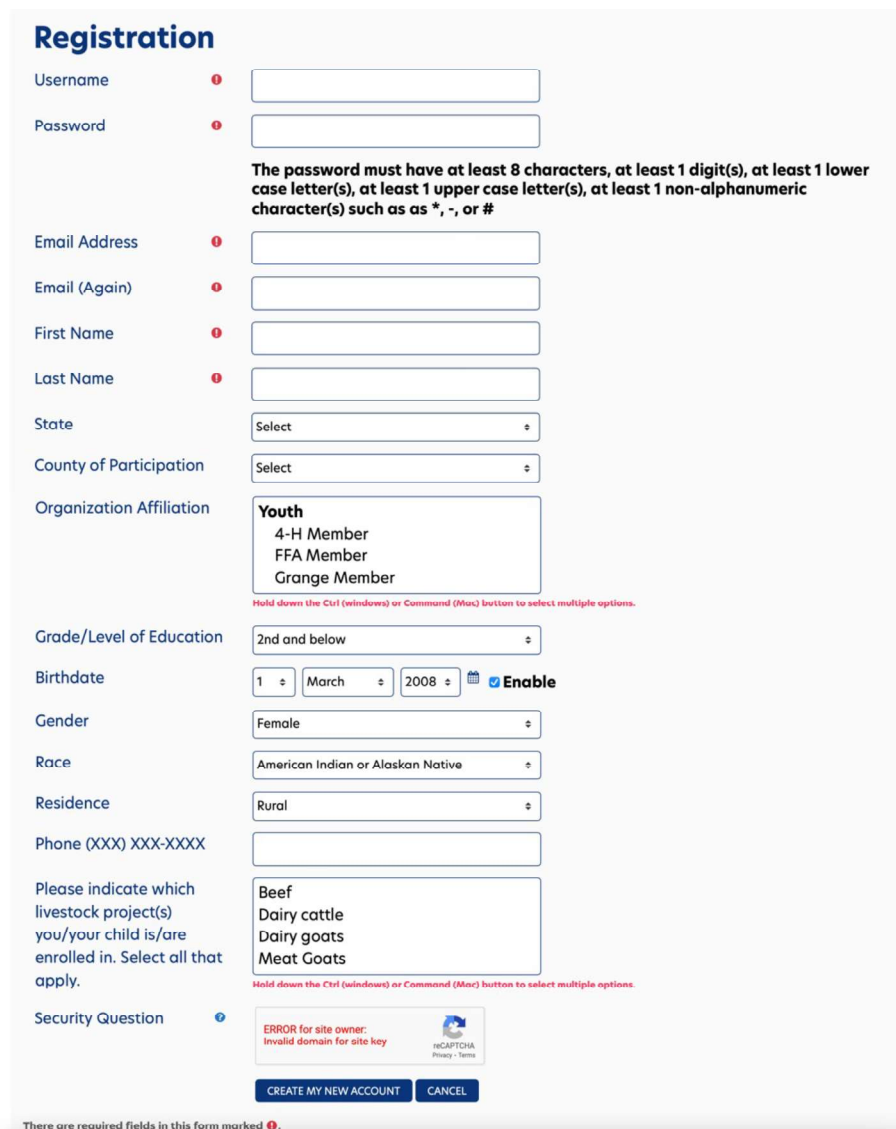
A screenshot of a registration form titled "REGISTER NEW ACCOUNT". It shows a "Select Date of Birth:" field with "03/01/2022" entered and a "SUBMIT" button. A red warning message reads: "You are ineligible to create your own account. Please have your parent/guardian create an account on your behalf."

## STEP 4

## REGISTRATION

Complete registration information for the owner of the account.

*The image on this page is of the youth registration. The parent registration is captured on the next page.*



A screenshot of a registration form titled "Registration". The form includes the following fields and options:

- Username:
- Password:  **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 #**
- Email Address:
- Email (Again):
- First Name:
- Last Name:
- State:
- County of Participation:
- Organization Affiliation:  Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.
- Grade/Level of Education:
- Birthdate:     Enable
- Gender:
- Race:
- Residence:
- Phone (XXX) XXX-XXXX:
- Please indicate which livestock project(s) you/your child is/are enrolled in. Select all that apply.  Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.
- Security Question:

At the bottom, there is an error message: "ERROR for site owner: Invalid domain for site key" and a reCAPTCHA widget. Below the error message are "CREATE MY NEW ACCOUNT" and "CANCEL" buttons. At the very bottom, it says "There are required fields in this form marked [red dot]."



# PARENT REGISTRATION

The image on this page is of the parent registration.

### Adult/Parent Registration

Username

Password

**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 #**

Email Address

Email (Again)

First Name

Last Name

State

County of Participation

Organization Affiliation

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Grade/Level of Education

Birthdate     Enable

Gender

Race

Residence

Phone (XXX) XXX-XXXX

Security Question  I'm not a robot

There are required fields in this form marked **\***.

## STEP 5

Retrieve email to validate registration and complete parental consent.

Hi Sammy Student,

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

To confirm your new account, go to this web address:  
<https://yqcaprogram.org/login/confirm.php?data=E5GmoKQ64KSvPtE/sample2>

In most mail programs, this should appear as a blue link. If that is not the case, copy and paste the address into the address line at the top of your web browser window.

For assistance, contact the site administrator.

### CONFIRM YOUR ACCOUNT

#### Validate Registration

Please visit the email address provided during account set-up to validate your account as well as provide parental consent for sharing your child/children's details with third parties (state 4-H/FFA contacts, national species organization representatives, and fair and show managers). Until you validate your account using the YQCA email notification email, your account will not be activated.

If you have provided a mobile number during the account set-up, you will receive alerts concerning your parental consent whenever your account is accessed or whenever a course is launched or completed.

For your information, once a course is launched—and through it's completion—access to the main navigation will remain inactive so as to prevent your child who is taking the course from gaining access to your account settings. After the course completion, to gain access to the account, you will have to login again.

We recommend:

- You do not share the account credentials with your children or others who should not be having access to your account and the settings.
- You always provide a mobile number during the account set-up or from your account settings at all times so that you are alerted on your mobile device whenever your account is accessed.
- You add YQCA email address and mobile number to your safe list so that they are not marked as spam, which may result in you missing important notifications & alerts.

You can revoke the parental consent at any time by updating the same through your account settings.

Validate your account registration.

### REGISTRATION CONFIRMATION YOU HAVE JUST VALIDATED YOUR ACCOUNT SET-UP BY CLICKING ON THE 'VALIDATE MY ACCOUNT' LINK FROM THE ACCOUNT VALIDATION EMAIL. IF YOU WANT TO CHANGE ANYTHING, YOU CAN DO SO THROUGH THE ACCOUNT SETTINGS.

#### Registration Confirmation

You have just validated your account set-up by clicking on the "Validate My Account" link from the account validation email.

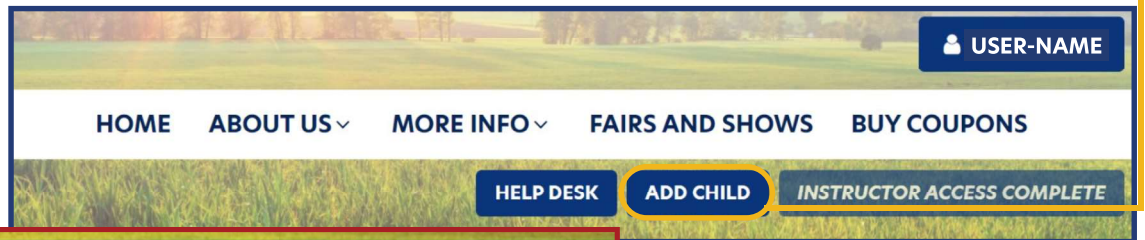
If you want to change anything, you can do so through the account settings.



# ADD A CHILD

## STEP 1

Once an account has been created, children can be added. Select "Add Child."



## STEP 2

Complete the registration for your child. Select "Submit" to move on or "Submit and Add Another Child" to add additional children.

A screenshot of the 'CHILD REGISTRATION' form. The title 'CHILD REGISTRATION' is at the top. Below it is a sub-header 'Child Registration' and a message: 'We have auto-populated some of your child's information based on your inputs in the earlier screen. Please update them here for your child as needed.' The form contains several fields: 'First Name' (with 'First name' placeholder), 'Last Name' (with 'YOUTH NAME' placeholder), 'Relationship to This Child' (dropdown), 'State' (dropdown with 'Nebraska' selected), 'County of Participation' (dropdown with 'Select' selected), 'Grade/Level of Education' (dropdown), 'Birthdate' (calendar icon with 'mm/dd/yyyy' placeholder), 'Gender' (dropdown), 'Race' (dropdown with 'White' selected), 'Residence' (dropdown with 'Rural' selected), and two multi-select dropdowns for 'Please indicate which livestock project(s) you (the youth) are enrolled in. Select all that apply.' and 'Please indicate which livestock species your family raises? Select all that apply.' Both dropdowns have 'Beef', 'Dairy cattle', 'Dairy goats', and 'Meat goats' as options. At the bottom are buttons for 'RESET', 'SUBMIT', 'SUBMIT AND ADD ANOTHER CHILD', and 'CANCEL'.A screenshot of the 'Data Sharing Consent' form. The title 'CHILD REGISTRATION' is at the top, followed by the sub-header 'Data Sharing Consent'. A message explains that the user has added 'Maggie, Haddie' to their account and that YQCA can verify their certification information with state contacts, species representatives, and fair and show managers. It asks for parental consent to share this information. Below the message are two sets of form fields for two children. The first child's fields are: 'First Name' (with 'YOUTH NAME' placeholder), 'Last Name' (with 'YOUTH NAME' placeholder), 'Age' (with '9 years 10 months' placeholder), and 'Gender' (dropdown with 'Female' selected). Below these are two radio buttons: 'Yes, I want to share this child's information with third parties.' and 'No, I do not want to share this child's information with third parties.' The second child's fields are: 'First Name' (with 'YOUTH NAME' placeholder), 'Last Name' (with 'YOUTH NAME' placeholder), 'Age' (with '8 years 4 months' placeholder), and 'Gender' (dropdown with 'Female' selected). Below these are the same two radio buttons. At the bottom are 'RESET' and 'SUBMIT' buttons.

## STEP 3

Complete "Data Sharing Consent." If parents do not provide data sharing consent, YQCA will not be able to verify their certification with the listed third parties.

A screenshot of the 'CHILD DASHBOARD'. The title 'CHILD DASHBOARD' is at the top. Below it is the sub-header 'Child Dashboard'. There is a table with three columns: 'Name As Seen On Certificate', 'Name As Seen In Shared Reports', and 'Actions'. The table has two rows: 'CHILD 1 NAME' and 'CHILD 2 NAME'. The 'Actions' column for each row contains 'EDIT' and 'DELETE' buttons. Below the table is an 'ADD CHILD' button.

## STEP 4

View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

# PURCHASING AN INSTRUCTOR-LED TRAINING

## STEP 1

Go to the Home page and select a course.

## STEP 2

Select user to take course. Select the participant, state, and training.

Enter coupon code or credit/debit card details.

## STEP 3

To view purchased trainings, use the dropdown menu to select "Enrolled Trainings"

## STEP 4

Prior to the training, return to the "Enrolled Trainings" page to complete the course pre-test.

## STEP 5

Attend training.

## STEP 6

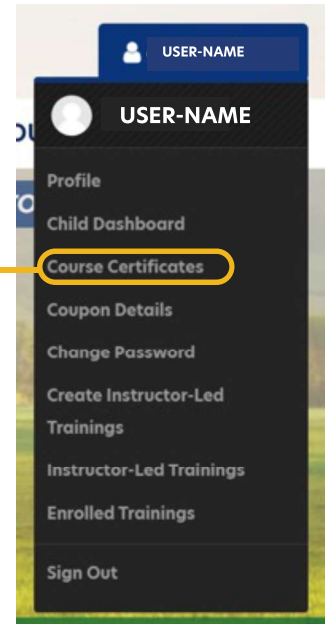
Following training, log back in to take post-course survey and access certificate.

#	Enroll User	Course	Instructor	Training	Enroll Time
1	YOUTH NAME	Age 10: Junior	INSTRUCTOR NAME	May, 17 2022 1:00 PM Northeast 4-H Club Training 4-H Building ABC Street Suite A Small Town, NE 11111	2022-03-17 11:11 AM

# PRINTING CERTIFICATION

## STEP 1

Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.



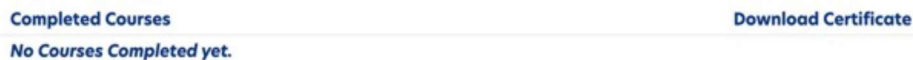
## STEP 2

Select the blue button to download certificate.

### Web-Based Training Certificates



### Instructor-Led Training Certificates



## STEP 3

On a PC computer, the downloaded PDF will be available in the upper right-hand corner of the screen and in the "Downloads" folder.

On a Mac computer, the downloaded PDF will be available in your browser downloads at the bottom of the window and in the "Downloads" folder.

On a smart phone, the downloaded PDF will be in "My Files" and "Downloads".

On an iPhone, you will have the option to save your downloaded PDF to your photos, files, or other applications you have on your phone.

## STEP 4

Rename and/or move the file to a location that is easily accessible for future use.

To print PDF, select printer icon and send to local printer.