

# Online Learning Instructions

1. To create a new user account, go to <https://wnccumc.csod.com/selfreg/register.aspx?c=reg>.
2. Fill out the online form and click the red **Submit** button.

Western North Carolina Conference  
The United Methodist Church

Want to create a new account for our online learning platform? Complete the form below and click Submit. You will receive an email from noreply@csod.com with a link to activate your account. It may take up to an hour for this email to arrive.

Have you previously logged in to the platform? Go to [wnccumc.csod.com](https://wnccumc.csod.com) to log in or reset a forgotten username/password.

\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

\* Local Church:

Local Church City:

Location:

\* Passwords must contain both upper and lower case letters.  
\* Passwords must contain alpha and numeric characters.  
\* Passwords must be 8 - 20 characters.  
\* Passwords cannot have leading or trailing spaces.  
\* Passwords cannot be the same as the Username, User ID, or email address.  
\* Passwords must contain at least one special character.

\* New password:

\* Confirm password:

Already a user? [Login here](#)  
Return to Browsing? [Click here](#)

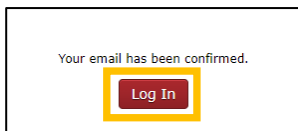
I'm not a robot

Did you click the activation email and land here? Click the Log In button to log in with the username and password you set at registration.

3. The web page will update and tell you to check your email inbox. You will receive an email from [noreply@csod.com](mailto:noreply@csod.com) with a link to activate your account. This email may take up to an hour to arrive and it may end up in your spam/junk folder.
4. Click the activation link in the email.



5. The self-registration webpage will open again, this time without the form. Click the red **Log In** button at the bottom of the page.



6. You will be redirected to the official log in page. This is the URL you will use to log in from now on: [wnccumc.csod.com](https://wnccumc.csod.com). Enter your login credentials and click the red **Log In** button.

Western North Carolina Conference  
The United Methodist Church

Enter your login credentials to enter the online learning platform.

Username (Email Address):

Password:

[Forgot username?](#) | [Forgot password?](#)

[Need help logging in? Contact us!](#)

# Online Learning Instructions

7. Click to open the desired training opportunity.

The screenshot shows the LMS dashboard for the Western North Carolina Conference. At the top, there is a navigation bar with 'Home', 'Connect', and 'Learning' tabs. A search bar is located in the top right corner. The main content area features a welcome message: 'Hi Havaleh Test! What would you like to learn today?' with a search bar for learning. On the left, there is a user profile section showing '0 Completions', '0 Hours', and '0 Badges'. Below this, there is a 'Your Subjects' section with an 'Add' button and a message: 'You don't have any subjects yet. Add a few to get better recommendations.' Further down, there is a 'Transcript View' section with three columns: '0 PAST DUE', '0 DUE SOON', and '0 ASSIGNED / NO DUE DATE'. The main content area also includes a banner for 'Visit the Leadership Development page on the conference website for additional leadership resources.' with the URL 'www.LEADwnc.org'. Below the banner, there is a 'Featured' section with three course cards. The middle card, 'Safe Sanctuaries for Local Church', is highlighted with a yellow box. The bottom card, '2021 District Winter Leadership Training', is also visible. At the bottom left, there is a 'All done!' message: 'All assigned training has been completed. Learn something new or complete what you have started.'

8. You'll see an overview of the course and a table of contents for the individual lessons. Click **Open Curriculum** to begin.

The screenshot shows the course page for 'Safe Sanctuaries for Local Church Volunteers'. The page title is 'CURRICULUM Safe Sanctuaries for Local Church Volunteers'. Below the title, it says 'Last Updated 09/05/2021 Duration 49 minutes'. The 'Details' section contains the following text: 'This training is designed with local church volunteers in mind, offering an overview of why we need Safe Sanctuaries. You will need to get additional training from your local church leaders regarding your church's specific Safe Sanctuaries Policy and Procedures. You must complete all lessons and earn at least an 80% on the final quiz to receive a certificate of completion.' Below the details, there is a 'Show More' link. The 'Contents' section shows '6 Trainings' and lists four online classes: 'Safe Sanctuaries--Introduction to Safe Sanctuaries', 'Safe Sanctuaries--Types of Child Abuse', 'Safe Sanctuaries--The Cost of Child Abuse', and 'Safe Sanctuaries--Accidents, Incidents, and Abuse'. Below the contents, there is another 'Show More' link. On the right side of the page, there is a course card with a red 'Open Curriculum' button. A yellow arrow points from the 'Open Curriculum' button in the course card to the 'Open Curriculum' button in the main content area.

# Online Learning Instructions

9. Here, you'll see the full course.

- Click **Launch** to review each individual lesson.
- For lessons that only have text or downloadable materials, be sure to click the **Mark Complete** button so the system can track your progress. (Next Steps lesson in this example)
- Completed lessons will display a red checkmark.
- The **Curriculum Progress** circle displays your overall progress in the course.
- Some lessons are locked until previous lessons are complete. Once all previous lessons are marked as complete, the lesson/quiz will activate. (Final quiz in this example)

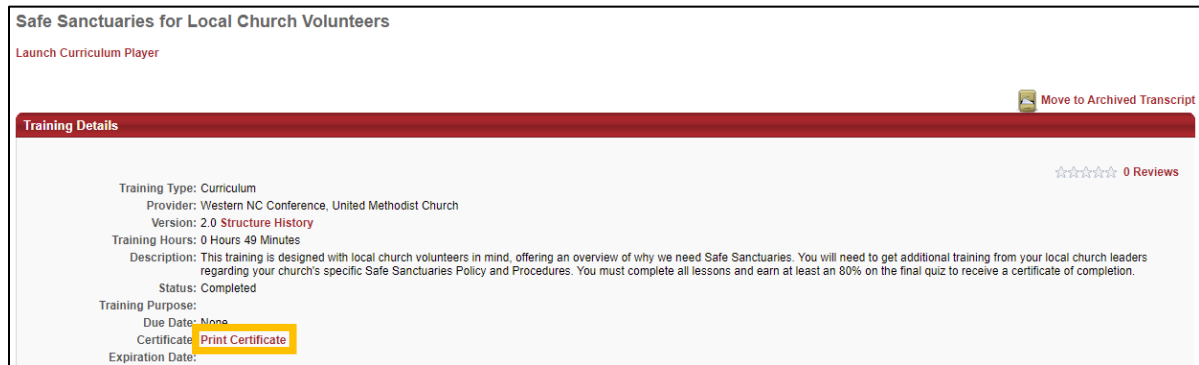
The screenshot shows a course interface for 'Safe Sanctuaries for Local Church Volunteers'. On the left, a 'CURRICULUM PROGRESS' circle indicates 17% completion. The main content area lists several lessons with their status and duration. The first lesson, 'Safe Sanctuaries--Introduction to Safe Sanctuaries', is marked as 'Completed' with a red checkmark. The second lesson, 'Safe Sanctuaries--Types of Child Abuse', is 'Registered' and has a yellow 'Launch' button. The third lesson, 'Safe Sanctuaries--The Cost of Child Abuse', is also 'Registered' with a red 'Launch' button. The fourth lesson, 'Safe Sanctuaries--Accidents, Incidents, and Abuse', is 'Registered' with a red 'Launch' button. Below the lessons is a 'Next Steps' section with a 'Notes' box and a 'Mark Complete' button. At the bottom, there is a 'Safe Sanctuaries for Local Church Volunteers' quiz section with a 'Mark Complete' button. An 'Options' dropdown menu is visible in the top right corner.

10. Once you've reached 100% Curriculum Progress, you can download/print a certificate of completion. To do so, click the **Options** button and select **View Training Details** from the drop-down menu that displays.

The screenshot shows the same course interface as above, but now the 'CURRICULUM PROGRESS' circle indicates 100% completion. The 'Options' dropdown menu is open, showing 'View Training Details' and 'Hide Expired Training' options. The 'Mark Complete' button is now highlighted in yellow.

# Online Learning Instructions

## 11. Click **Print Certificate**.



Safe Sanctuaries for Local Church Volunteers

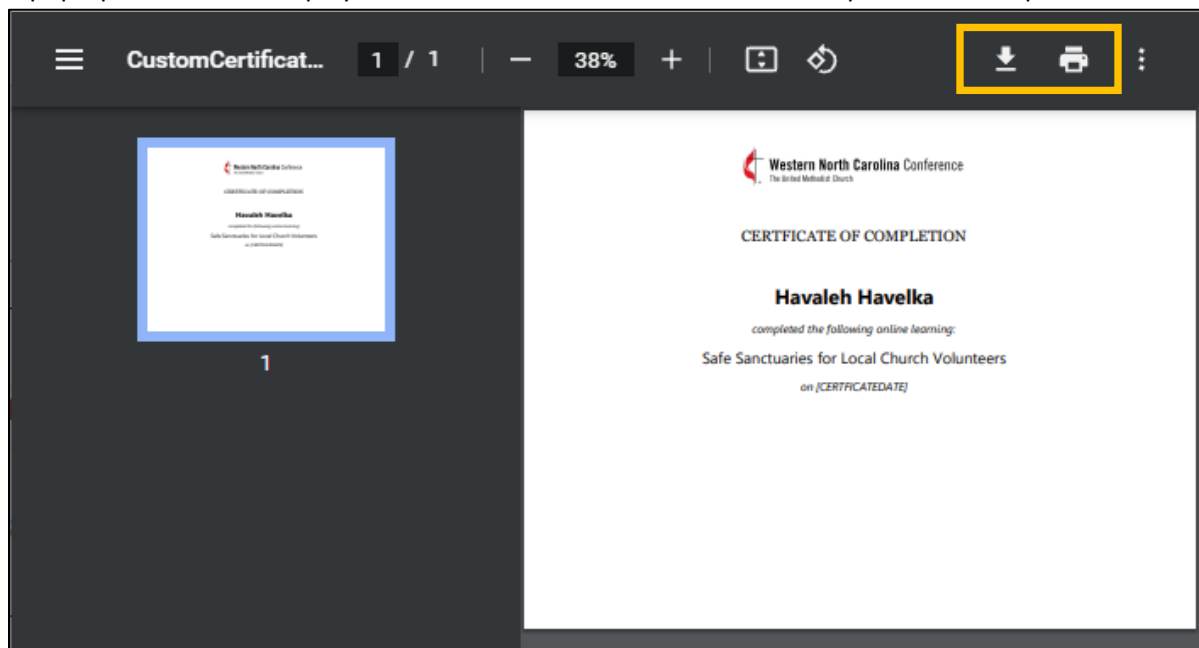
Launch Curriculum Player

Move to Archived Transcript

**Training Details**

Training Type: Curriculum ☆☆☆☆ 0 Reviews  
Provider: Western NC Conference, United Methodist Church  
Version: 2.0 [Structure History](#)  
Training Hours: 0 Hours 49 Minutes  
Description: This training is designed with local church volunteers in mind, offering an overview of why we need Safe Sanctuaries. You will need to get additional training from your local church leaders regarding your church's specific Safe Sanctuaries Policy and Procedures. You must complete all lessons and earn at least an 80% on the final quiz to receive a certificate of completion.  
Status: Completed  
Training Purpose:  
Due Date: None  
Certificate: **Print Certificate**  
Expiration Date:

## 12. A pop-up window will display. Click the arrow icon to download or the printer icon to print.



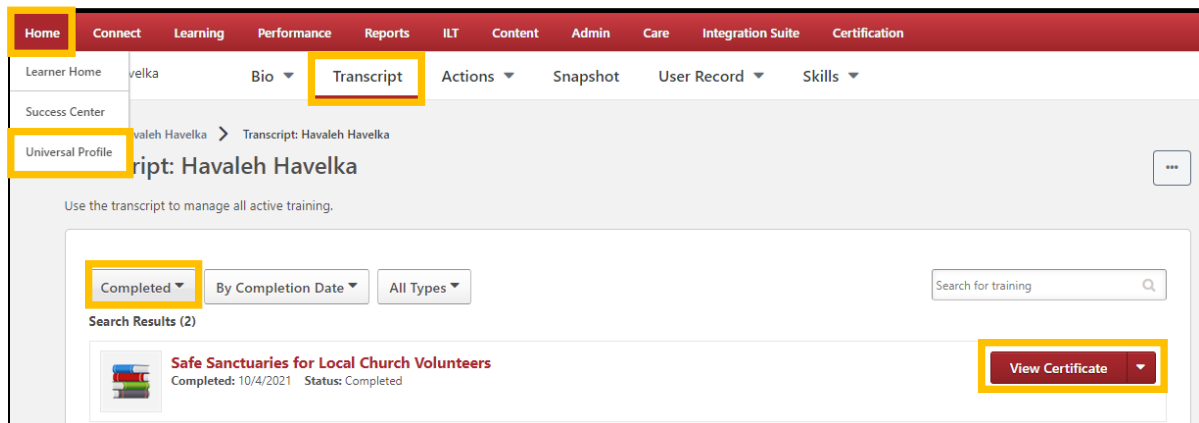
CustomCertificat... 1 / 1 | - 38% + | [Download] [Print] [More]

Western North Carolina Conference  
The United Methodist Church

**CERTIFICATE OF COMPLETION**

**Havaleh Havelka**  
completed the following online learning:  
Safe Sanctuaries for Local Church Volunteers  
on {CERTIFICATE DATE}

## 13. Another way to get to your certificate is to hover over the red **Home** tab, click **Universal Profile** from the drop-down menu that displays, click the **Transcript** tab, search **Completed** courses, then click **View Certificate**.



Home Connect Learning Performance Reports ILT Content Admin Care Integration Suite Certification

Learner Home Havelka Bio **Transcript** Actions Snapshot User Record Skills

Success Center

Universal Profile Havelka Havelka > Transcript: Havaleh Havelka

Transcript: Havaleh Havelka

Use the transcript to manage all active training.

**Completed** By Completion Date All Types Search for training

Search Results (2)

**Safe Sanctuaries for Local Church Volunteers**  
Completed: 10/4/2021 Status: Completed **View Certificate**