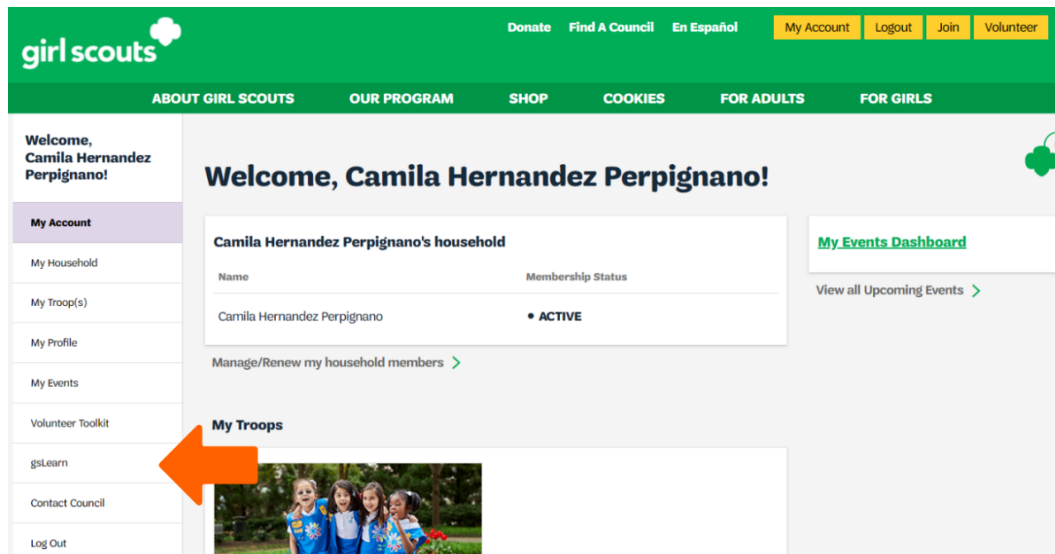
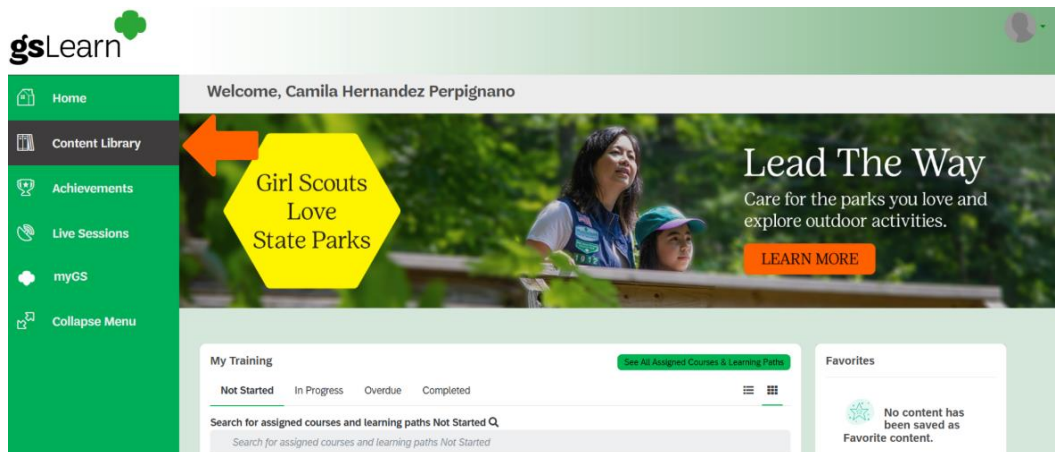


Accessing the gsLearn Mandated Reporter Training Course

Step 1 – Log into your [MyGS account](#). On the left sidebar, click the 'gsLearn' button. You will be redirected to the learning platform.



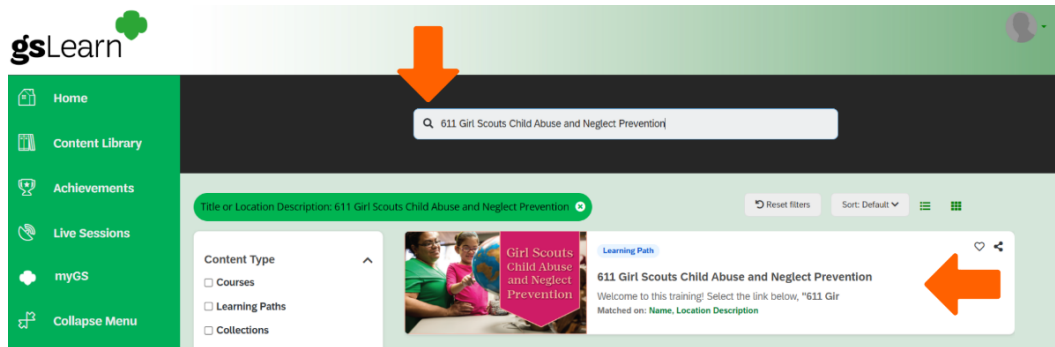
Step 2 – In the learning platform, find the 'Content Library' button on the green sidebar and click on it.



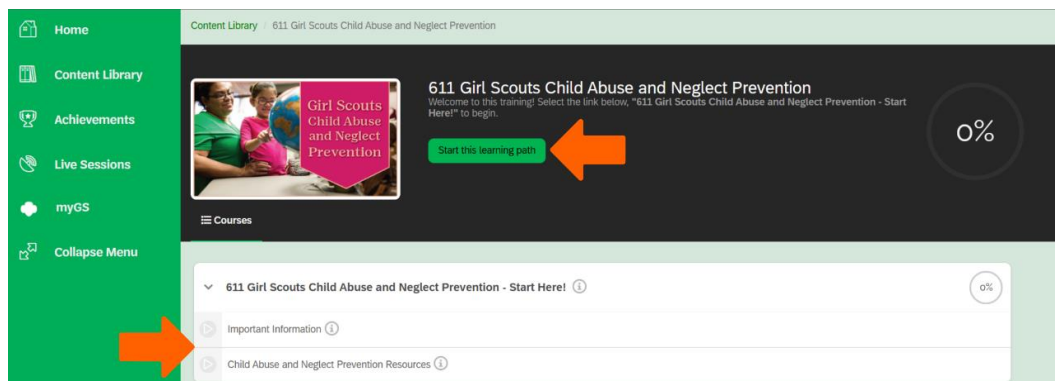
Note: If you are accessing your gsLearn account from a mobile phone, the left sidebar may not be visible. Instead, you will see a hamburger menu icon (three horizontal lines). Tap on this icon to open the sidebar and access the sidebar.

Accessing the gsLearn Mandated Reporter Training Course

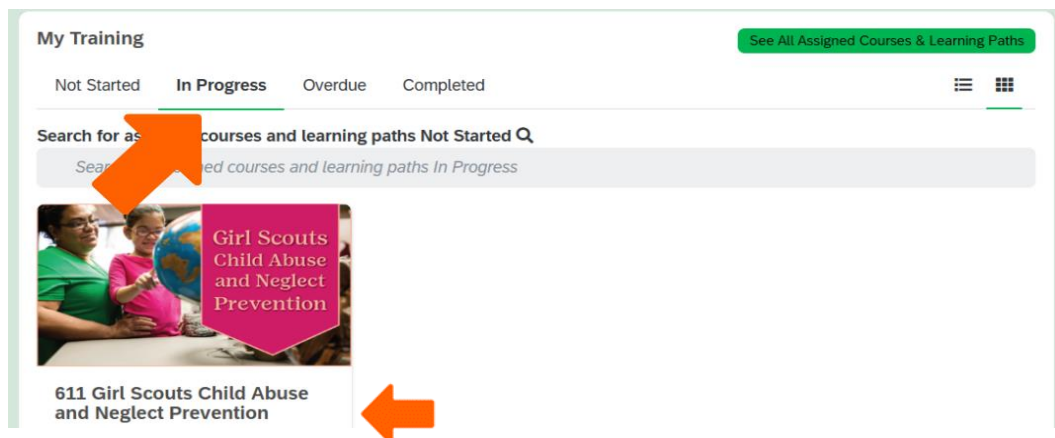
Step 3 – In the content library search bar, search ‘611 Girl Scouts Child Abuse and Neglect Prevention’. When the learning path appears, click on it.



Step 4 – Start the training by clicking on “Start this learning path” or on the first modules under ‘611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!’. Review these modules carefully, as they contain important information and resources for the training.

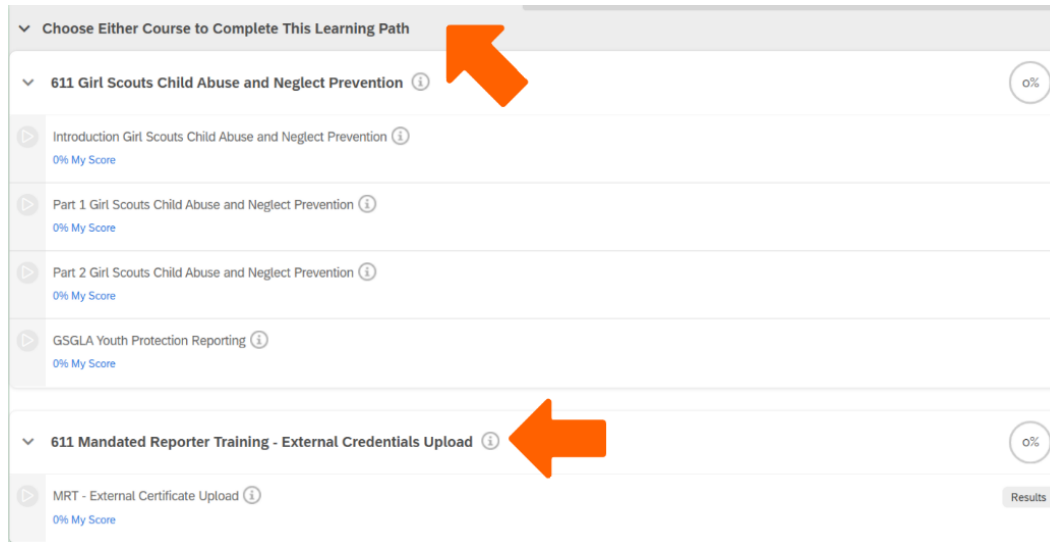


Once started, this training will appear on your dashboard (home page) under the ‘In Progress’ tab.



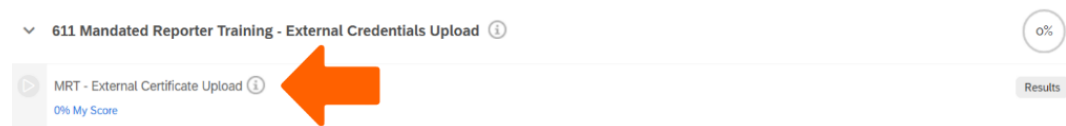
Accessing the gsLearn Mandated Reporter Training Course

Step 5 – On the Learning Path page, complete either the '611 Girl Scouts Child Abuse and Neglect Prevention' course **or** the '611 Mandated Reporter Training - External Credentials Upload' course.

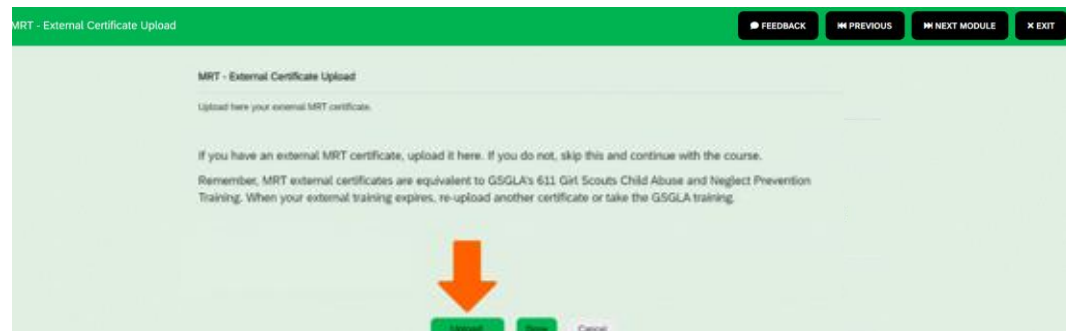


- Select the modules under “611 Girl Scouts Child Abuse and Neglect Prevention” to begin the training. All four modules must be completed. The entire course will take approximately two and a half hours to complete.
- Select the modules under '611 Mandated Reporter Training - External Credentials Upload' course **if you already have a valid external Mandated Reporter Training (MRT) certificate** (e.g. from work or other youth-based organization) follow these steps:

A) Click on the module titled ‘MRT - External Certificate Upload’.

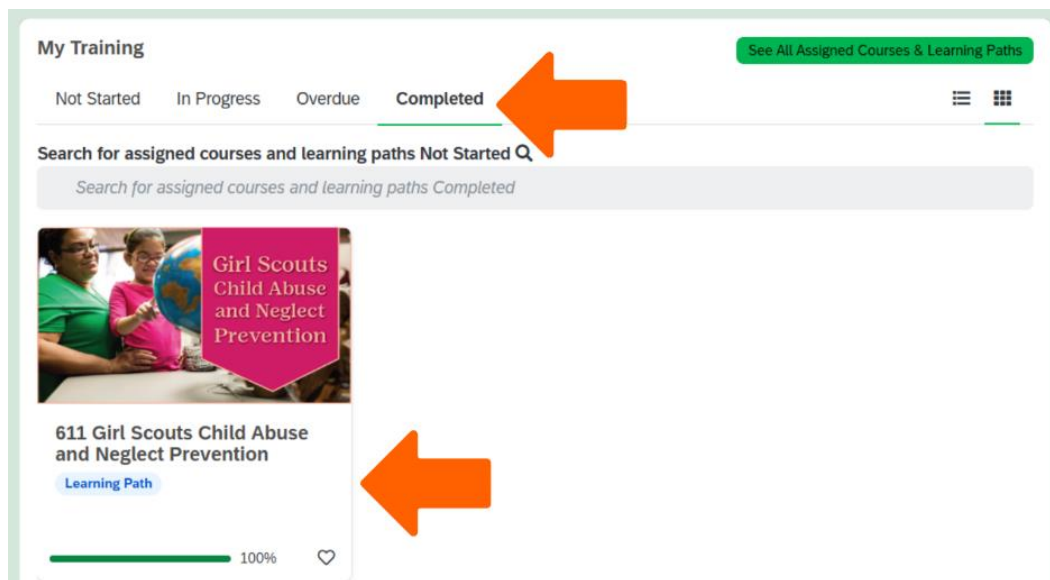


B) Click ‘Upload’ to submit a copy of your certificate.

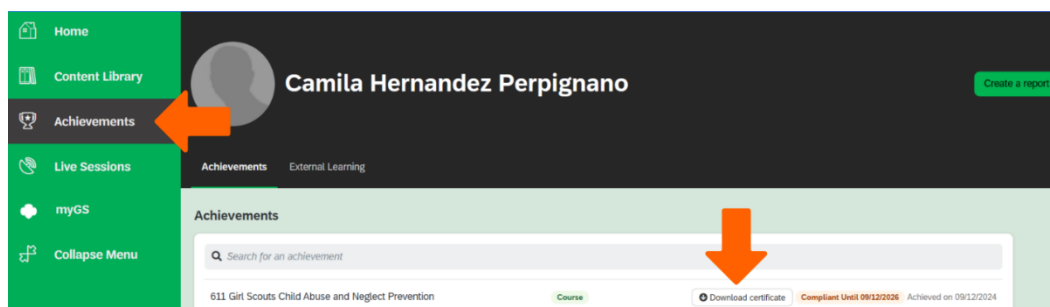


Accessing the gsLearn Mandated Reporter Training Course

Step 6 – After completing the learning path (either by completing the Girl Scouts course, or uploading the external certificate), the course will appear on the 'Complete' tab on your dashboard.



Step 7 – If you completed the Girl Scouts course, you can find your certificate by clicking on 'Achievements' in the green left sidebar. Look for the achievement confirming your course completion. This section will also display the certificate expiration date, and you will be able to download a copy of your certificate.



Note: If you complete the upload of the MRT certificate, you will not receive a Girl Scouts certificate, as your external certificate is already valid.

Accessing the gsLearn Mandated Reporter Training Course

Step 8 – In two years, the course will move back to the 'In Progress' tab, your completion percentage will reset, and you will be able to either retake the Girl Scouts course or re-upload a new MRT certificate.

Note: If you uploaded an external certificate, the expiration of your MRT certificate may not be exactly two years from the date of upload. It is your responsibility to know when your certificate expires and to upload a new one as soon as the previous one expires.

If you have any questions, please email training@girlscoutsla.org.