YQCA | YOUTH FOR THE QUALITY CARE OF ANIMALS

# GETTING YOUR YQCA CERTIFICATION HELP DOCUMENT

# CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

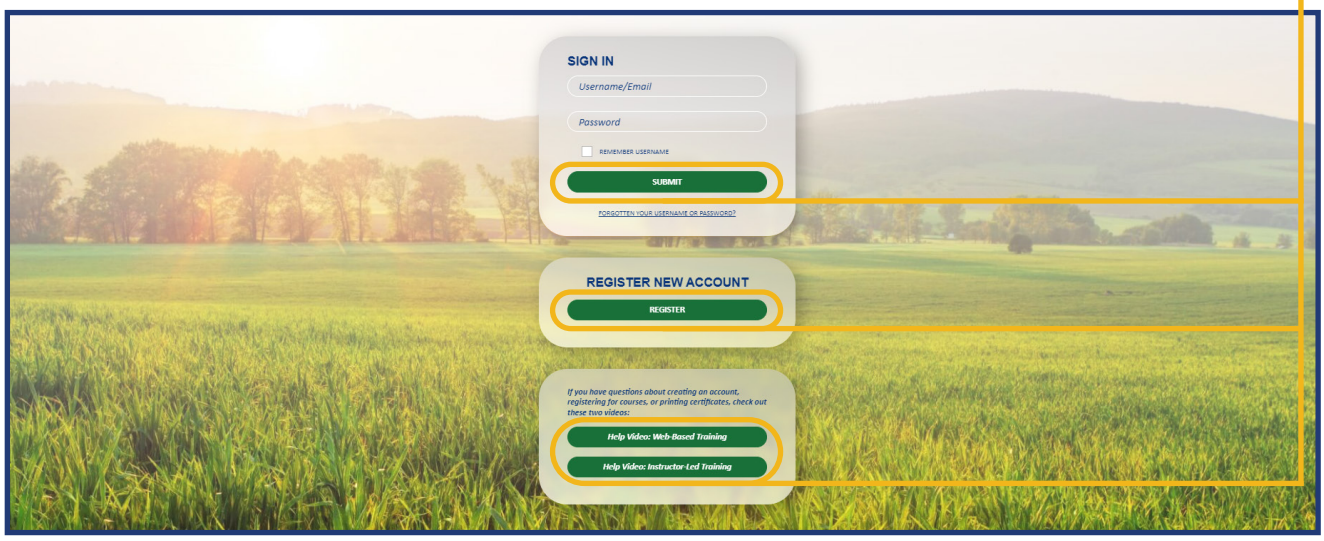
## STEP 1

Create and login to a YQCA account. Go to yqcaprogram.org and select "Register/Sign In" from the menu.

## STEP 2

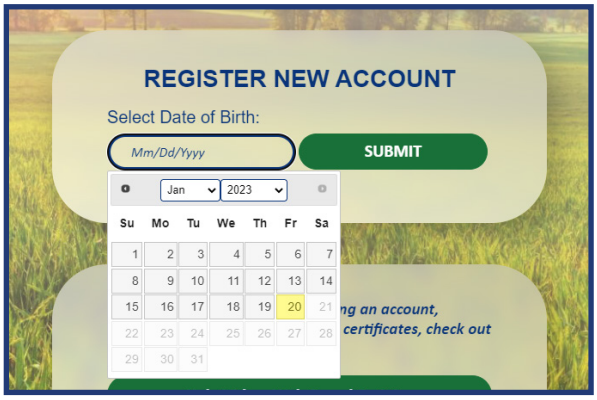
If registering a new account, select "Register." If logging in to a pre-existing account, enter your username and password and select "Submit" to login.

If you have questions about creating an account, registering for courses, or printing certificates, checkout these two videos or download the help documents on the More Info/Youth & Parents page.



## STEP 3

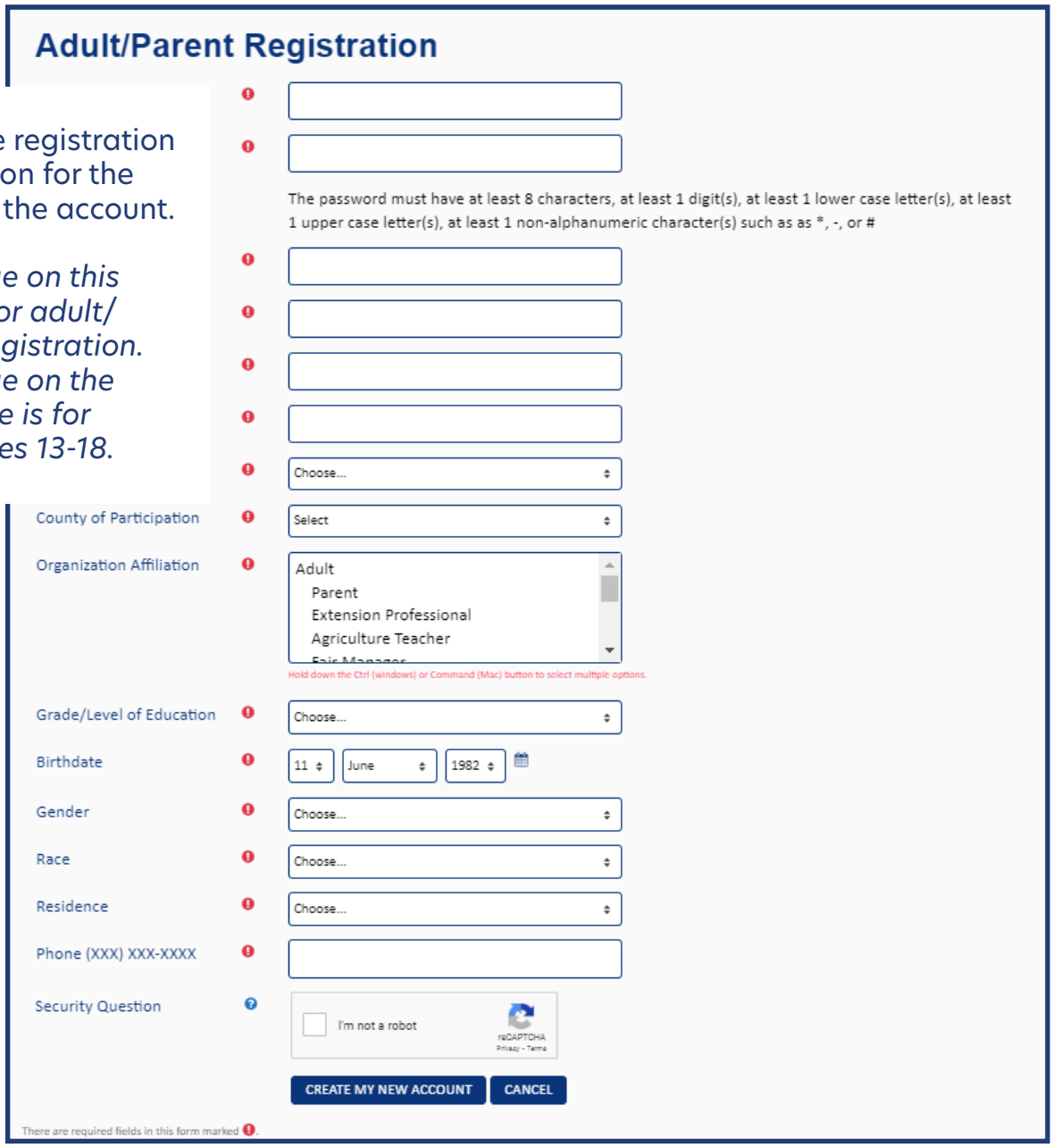
When registering a new account, enter your birthdate. If you are an age protected under COPPA, a parent must create the account.



## STEP 4

Complete registration information for the owner of the account.

*The image on this page is for adult/ parent registration. The image on the next page is for youth ages 13-18.*



# 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 as *, -, or #

Email Address

Email (Again)

First Name

Last Name

State — Choose...

County of Participation — Select

Organization Affiliation

- Youth
  - 4-H Member
  - FFA Member
  - Grange Member
  - Other Organization Membership

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

Grade/Level of Education — Choose...

Birthdate — 6 / January / 2009

Gender — Choose...

Race — Choose...

Residence — Choose...

Phone (XXX) XXX-XXXX

Please indicate which livestock project(s) you/your child is/are enrolled in. Select all that apply.

- Beef
- Dairy cattle
- Dairy goats
- Meat Goats
- Poultry

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

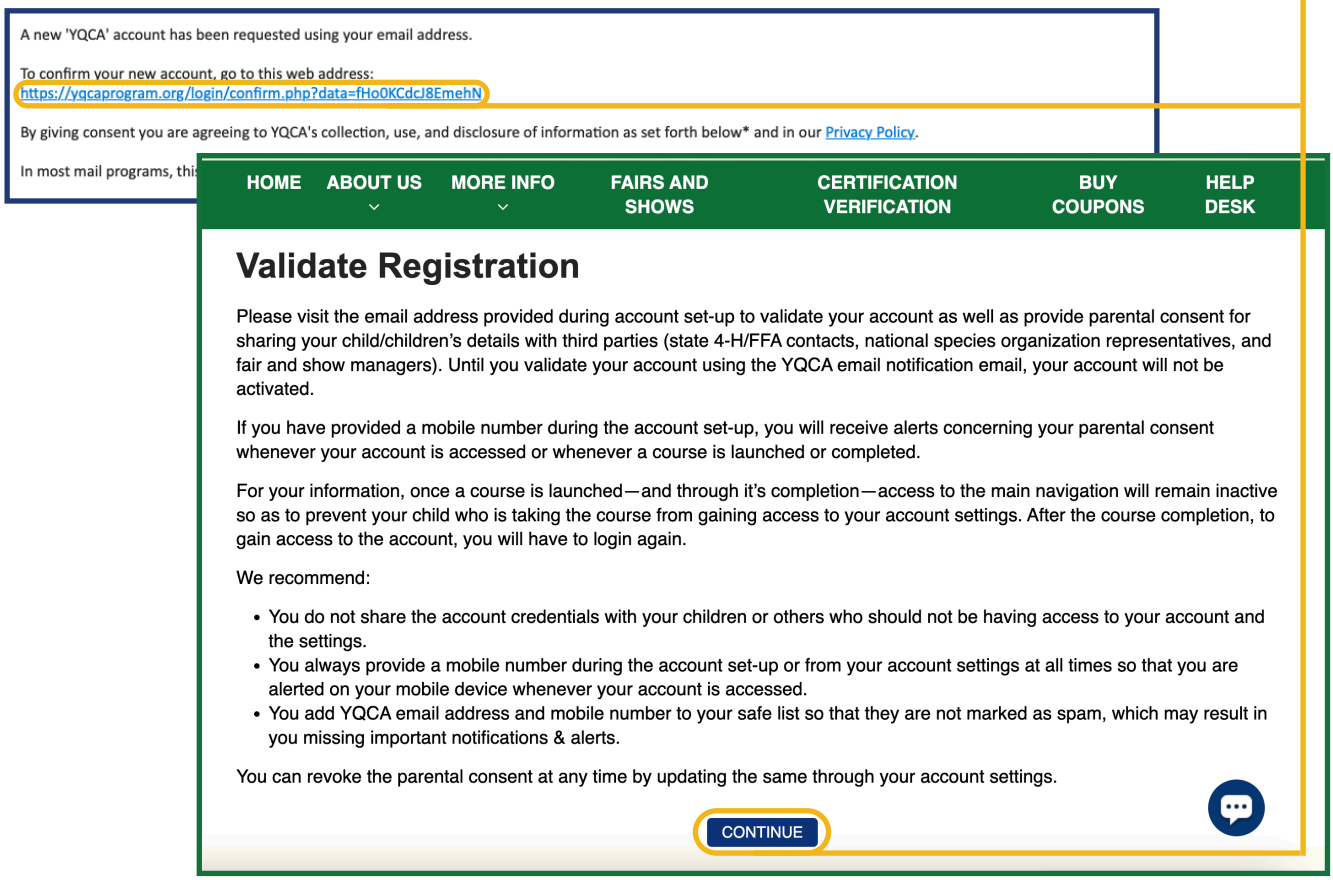
Security Question

I'm not a robot

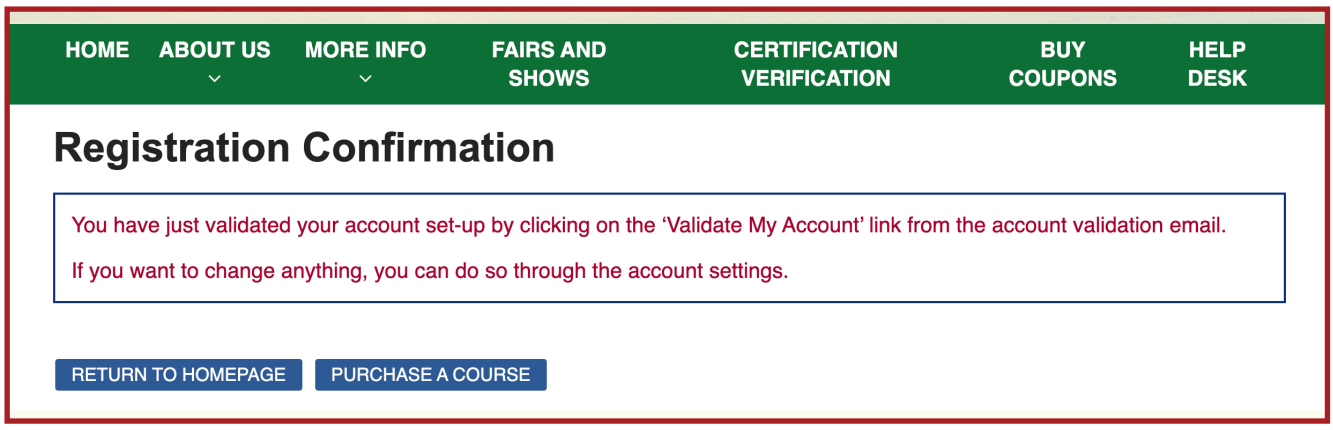
reCAPTCHA
Privacy - Terms

CREATE MY NEW ACCOUNT | CANCEL

## STEP 5 Retrieve email to validate registration and complete parental consent.



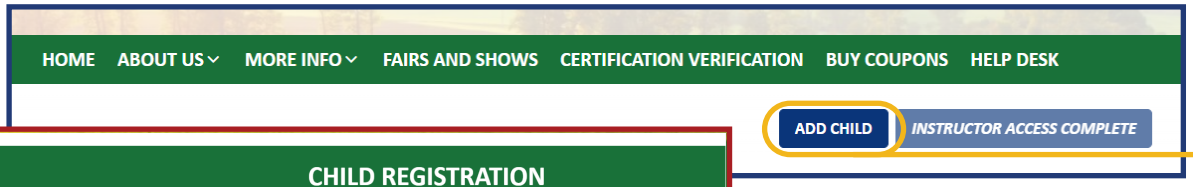

## Validate your account registration.



# ADD A CHILD

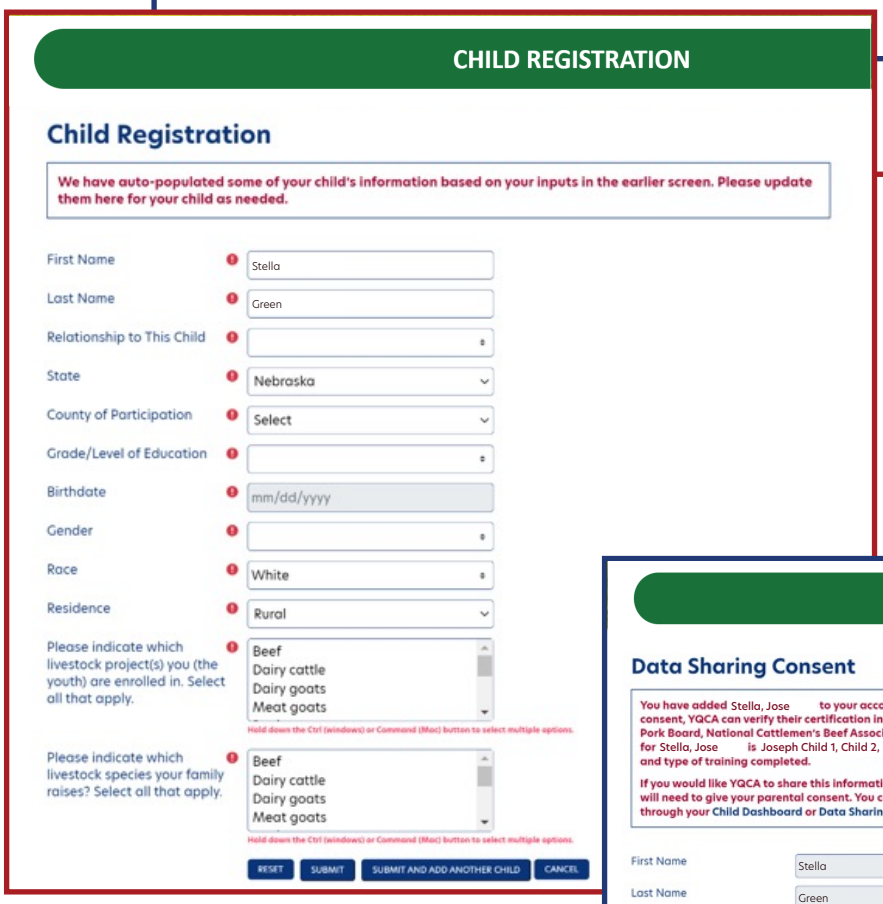
## STEP 1

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



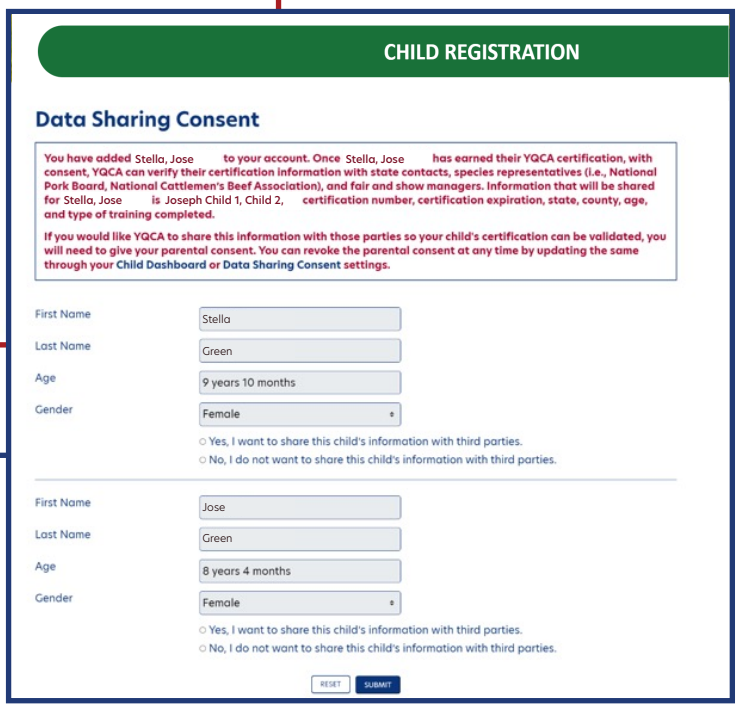

## STEP 2

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




## 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.



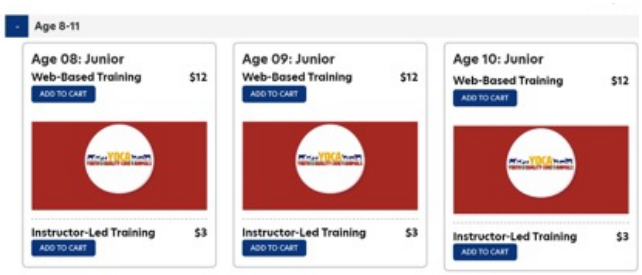

## STEP 4

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

# PURCHASING AN INSTRUCTOR-LED TRAINING

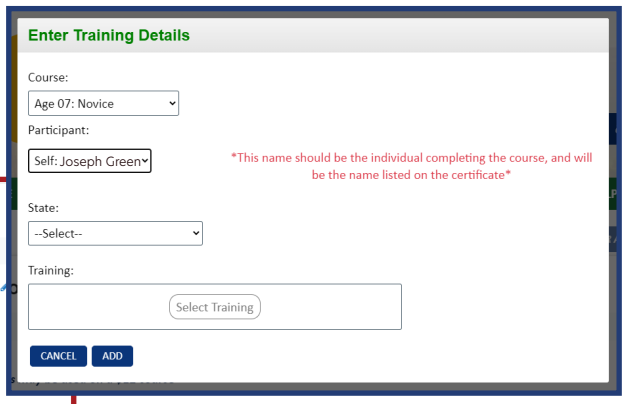
## STEP 1

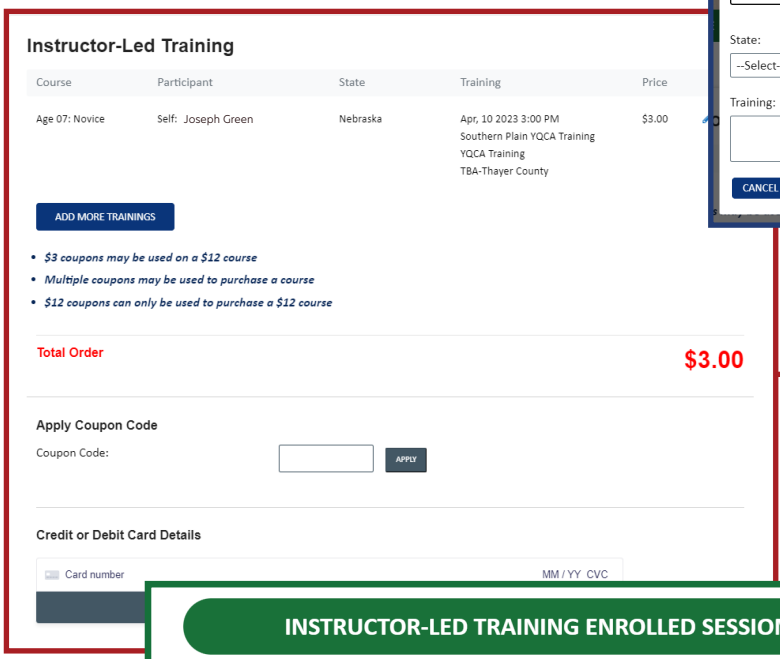
Go to the Home page and select a course.




## STEP 2

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

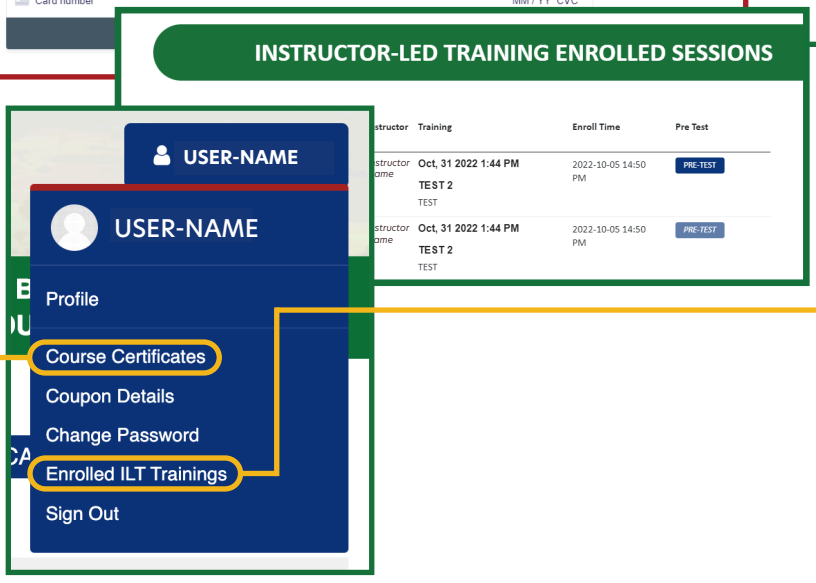



## STEP 3

Enter coupon code or credit/ debit card details to purchase selected course(s)".

## STEP 4




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

Attend training.

## STEP 5

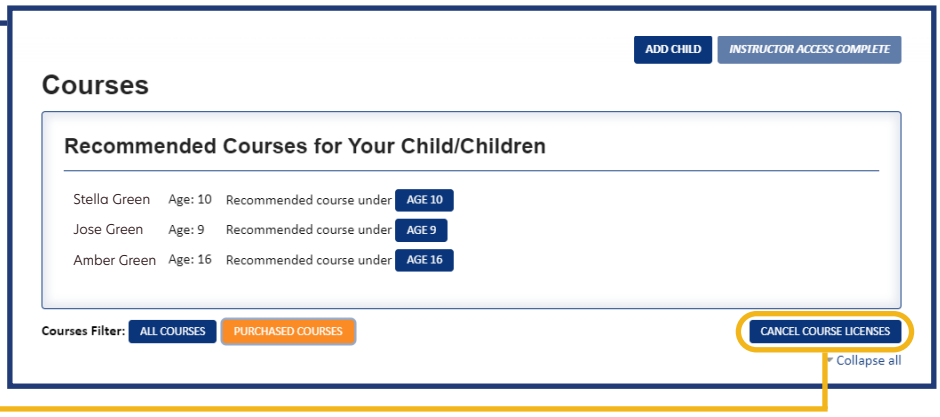
## STEP 6

Following training, log back in to take post-course survey and access certificate on "Course Certifications" page.

# CANCEL A REGISTRATION

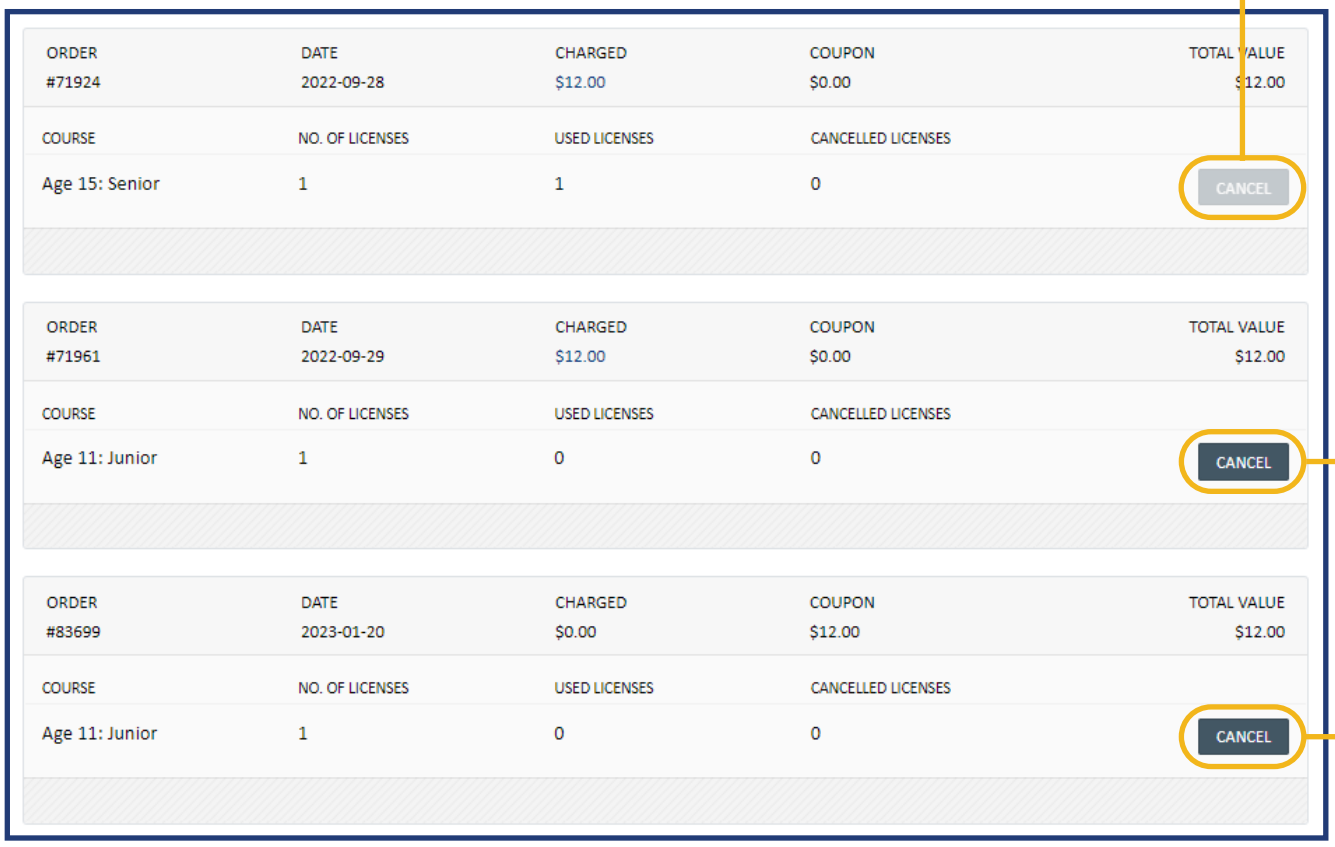
## STEP 1

Go to the Home page and select “Cancel Course Licenses.”



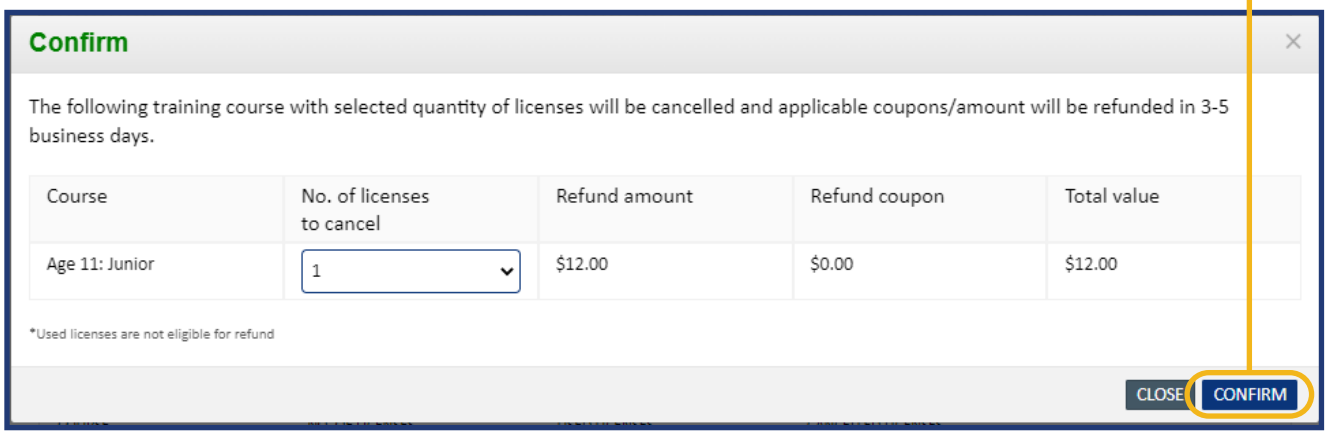

Licenses available for cancellation will appear with a gray “Cancel” button to the far right. Web-based training licenses may be cancelled as long as the course has not been started. Instructor-led training licenses may be cancelled until one day before the training date.

If the “Cancel” button is grayed out, the license is not available for cancellation. This may be due to the license already being used, the licenses already being cancelled, the instructor-led training date passing, or the instructor cancelling the training.



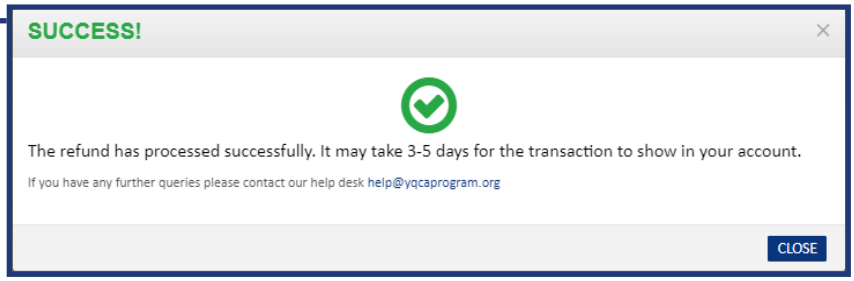
## STEP 2

Select the “Cancel”, choose the number of licenses to cancel, and select “Confirm.”




## STEP 3

Once confirmed, a “Success” message will appear.




If a coupon was used to purchase the course(s), the coupon will be reactivated within five business days.

If a credit card was used to purchase the course(s), the transaction will appear within five business days.

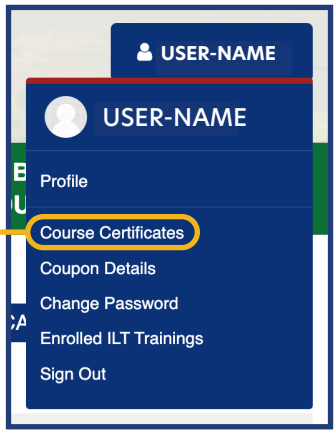
An email confirmation will be sent to confirm the cancellation and refund.

**NOTE:** If a YQCA instructor cancels a training, the user registered for the training will receive an email about the cancellation and refund.

# PRINTING CERTIFICATION

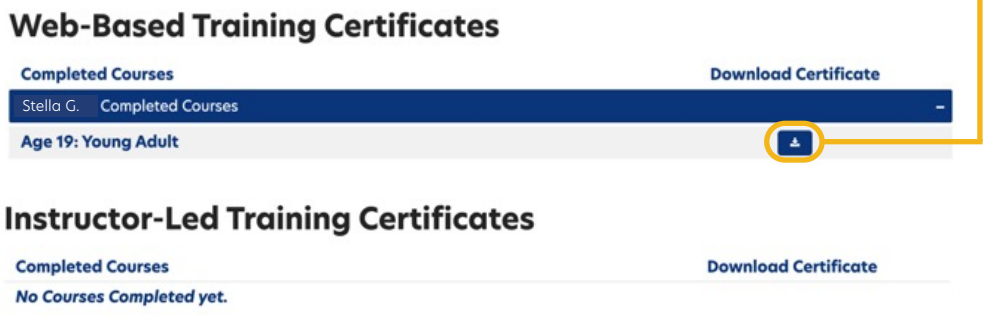
## STEP 1

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.




## 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.