

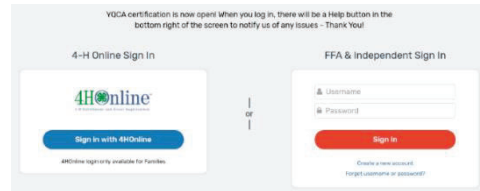


Getting Your YQCA Certification

Creating And Logging Into A YQCA Account

Step 1: Go to <https://yqca.learngrow.io>

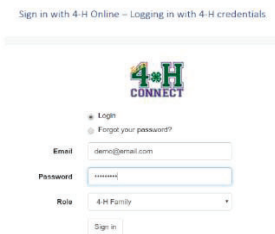
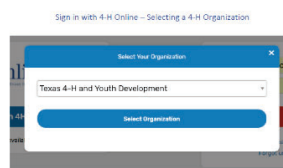
Step 2: Sign in with 4-H Online or FFA & Independent Account



4-H Online Steps

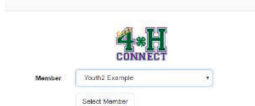
*This is for youth with an active 4-H Online account

1. Select a 4-H Organization
2. Login with 4-H Credentials



Sign in with 4-H Online – Selecting a Family Member

To create an account from a 4-H Online member record, the member's status must be active. If you are not sure of the status for each member, log in to your 4-H Online and view the status of each member on the member list screen. To check on the progress of member activation in 4-H Online, contact your county 4-H office.



3. Select a Family Member

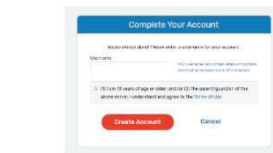
Member's status must be active. If

you're not sure of the member's status, log in to 4-H Online to view the status on the member screen. To check the progress of member activation in 4-H Online, contact your county 4-H office.

4. Enter a Username

After creating your account, you can still log in with your 4-H Online credentials. The username will be used if you decide to disconnect your account from 4-H Online.

Sign in with 4-H Online – Enter a Username



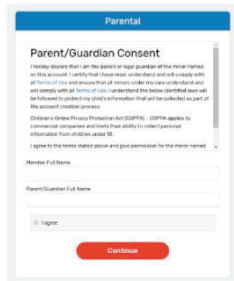
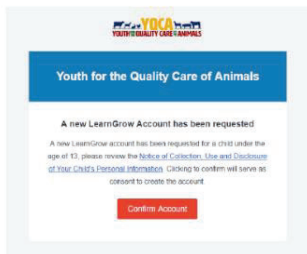
FFA & Independent Steps

1. Enter information for the individual whose name will appear on the certificate

A parent or guardian must create the account (in the child's name) for a member that is 12 or younger.

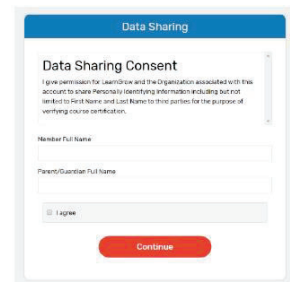
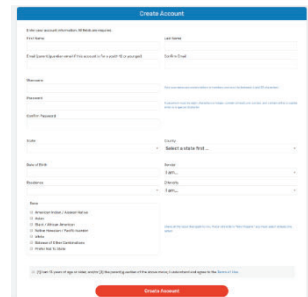
The email entered for a member that is 12 or younger must be that of a parent or guardian

2. Retrieve email from LearnGrow to confirm account



3. Have parent/guardian complete parental consent

4. Have parent/guardian consent to data sharing



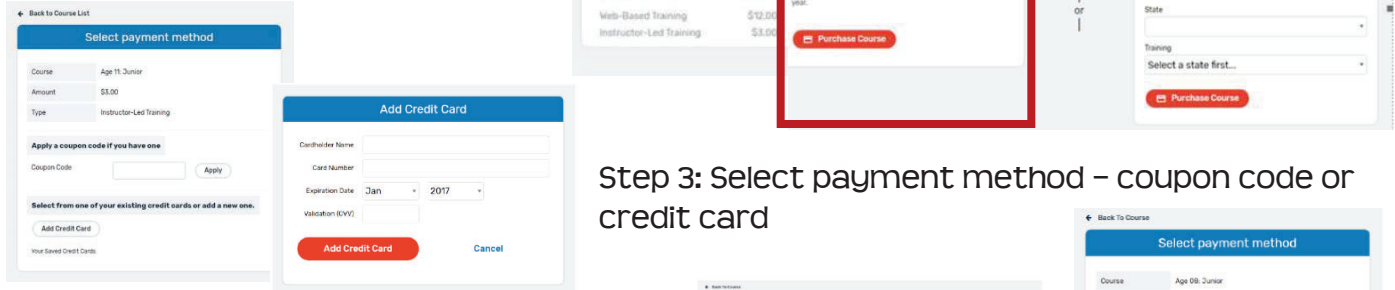


Getting Your YQCA Certification

Purchasing A Web-based Training

Step 1: Select a course

Step 2: Select “Purchase Course”

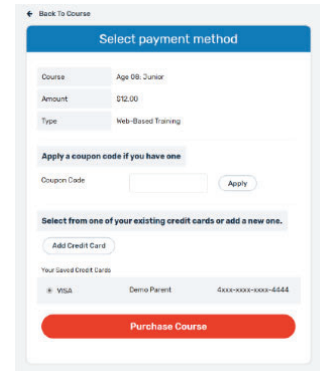
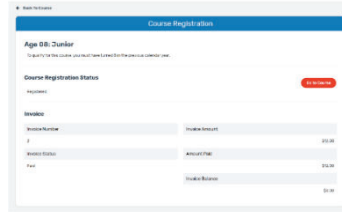


Step 3: Select payment method – coupon code or credit card

Step 4: Select “Purchase Course”

Step 5: View receipt

To print receipt, right click and select “Print”. Select printer to print, or PDF to save on your computer.



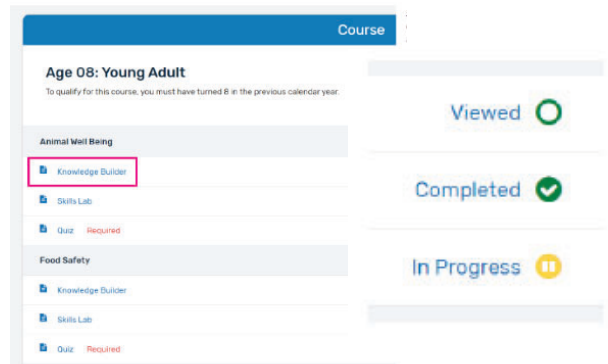
Step 6: Use the email sent after the course is purchased to access the pre-course survey

Completing A Web-based Training

Must pass 3 quizzes - Animal Well-Being, Food Safety, and Life Skills

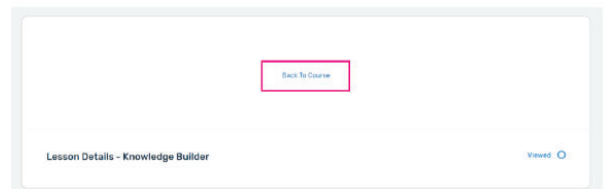
Select a Knowledge Builder and Skills Lab to gain knowledge and test your skill

Status will show throughout to track progress



Back to Course:

Will return user to menu page to select another Knowledge Builder, Skills Lab or Quiz





Getting Your YQCA Certification

Registration Cancellation

If the course has not yet started or the instructor-led training date passed, the registration can be cancelled.

Step 1: Select the course from the “Course List” page. In the bottom of the box, it will state the type of training instead of the training options and prices.

The screenshot shows a grid of course cards under the heading "Course List". Each card displays course details and pricing. The card for "Age 11: Junior" is highlighted with a red box. The status "Registered" is visible at the top of this card. Other cards include "Age 08: Junior", "Age 09: Junior", "Age 10: Junior", "Age 12: Intermediate", and "Age 13: Intermediate".

Step 2: Confirm the status says “Status: Registered”. If the status says “Complete” or “Failed”, it is too late to cancel the registration.

The screenshot shows the "Course" details page for "Age 11: Junior". The status "Status: Registered" is highlighted with a red box. Below the status, there is a "Cancel Registration" button. The page also includes a "How Registration Details" link and a "Message" section with event information.

Step 3: In the box that states, “If you no longer wish to take this course, you can cancel your registration any time before starting your first session”, select “Cancel Registration”.

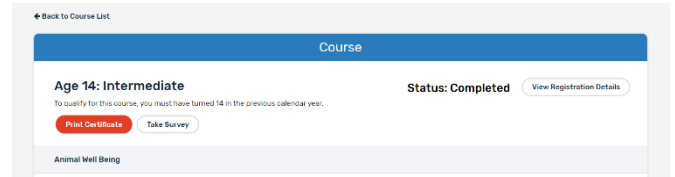
The screenshot shows the "Cancel Registration" confirmation page. It asks, "Are you sure you want to cancel the registration for Age 11: Junior (Rapid City: Black Hills Stock Show® Youth Day; Walter Taylor 4-H Building, Central States Fairgrounds, 31st St, 2019 4:00 PM - 6:00 PM)?". Below the question, the "Cancel Registration" button is highlighted with a red box. There is also a "Cancel" button.

Step 4: Confirm you are canceling the correct course and select “Cancel Registration”.

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Printing Certification

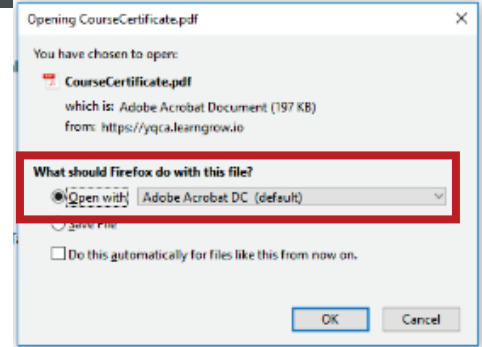
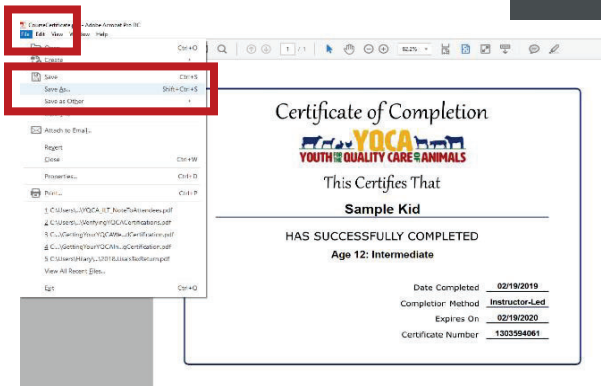
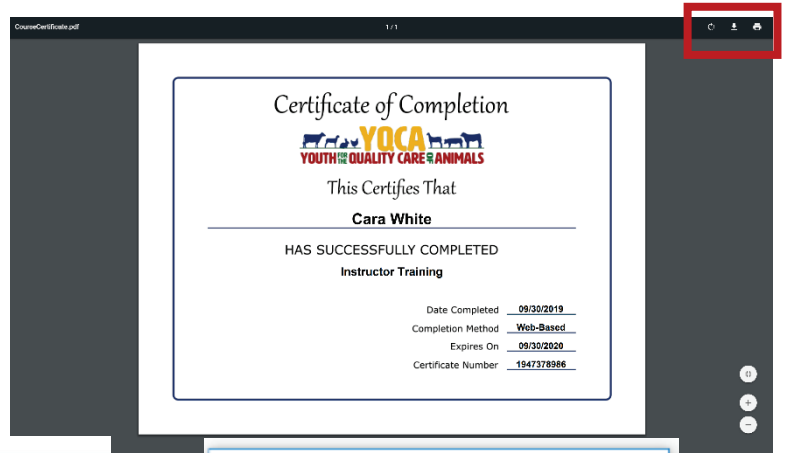
Step 1: Return to course menu screen to access certificate.



Certificate can be downloaded as a PDF to save locally and/or send electronically.

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

Once downloaded, use one of the two approaches below to save the file to a designated location on your computer.



Step 2: Select "Take Survey" to access post-course survey.

