



GETTING YOUR YQCA CERTIFICATION HELP DOCUMENT

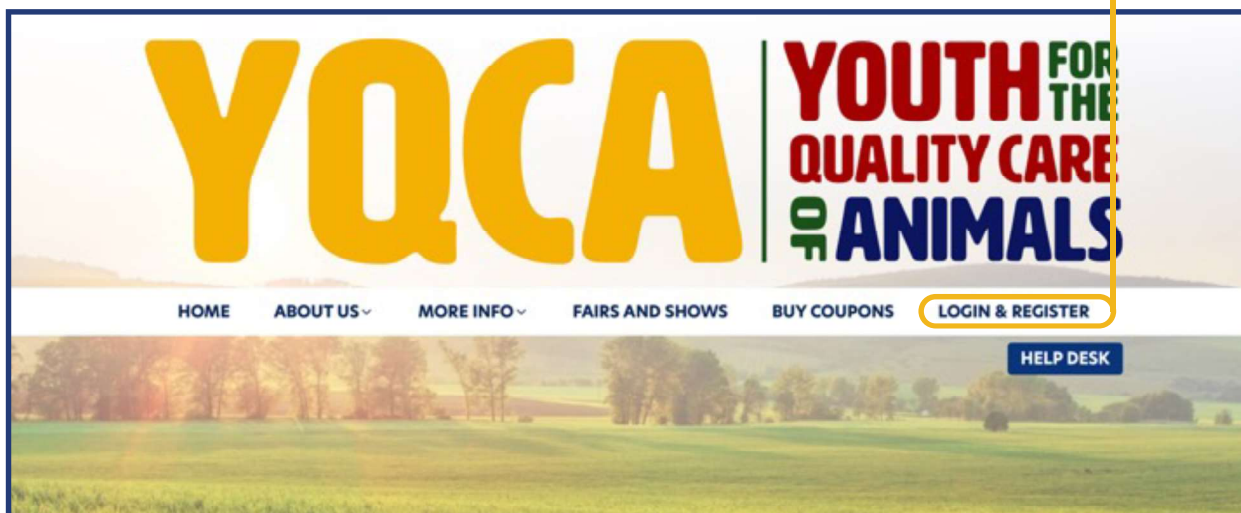
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CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

STEP 1

Create and login to a YQCA account. Go to yqcaprogram.org and select “Login & Register” from the menu.



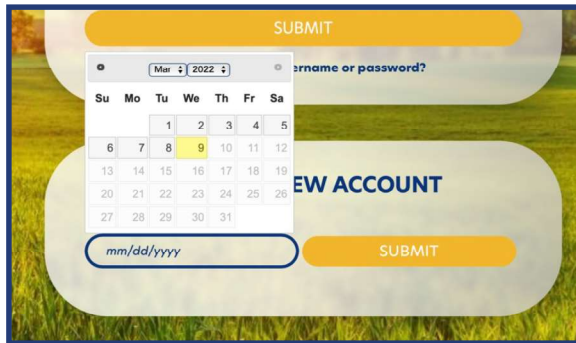
STEP 2

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.

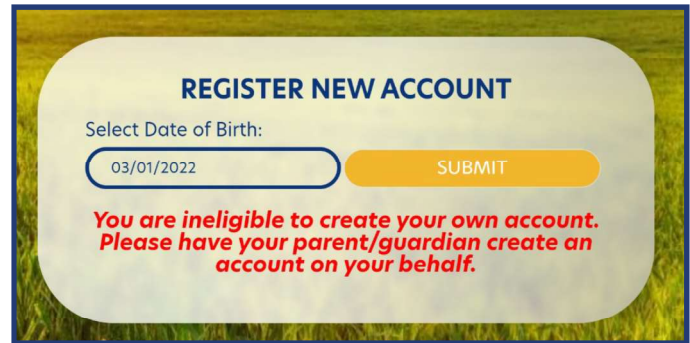
A screenshot of the YQCA login and registration form. The form is overlaid on the same scenic background as the previous image. It features a 'SIGN IN' section with two input fields for 'username/email' and 'password', a 'Remember username' checkbox, a yellow 'SUBMIT' button, and a link for 'Forgotten your username or password?'. Below this is a 'REGISTER NEW ACCOUNT' section with a yellow 'REGISTER' button. A small blue chat icon is visible in the bottom right corner.

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 date picker is open, showing the month of March 2022. The date 03/01/2022 is selected. Below the date picker, there is a text input field for "mm/dd/yyyy" and another "SUBMIT" button. The form is titled "NEW ACCOUNT".



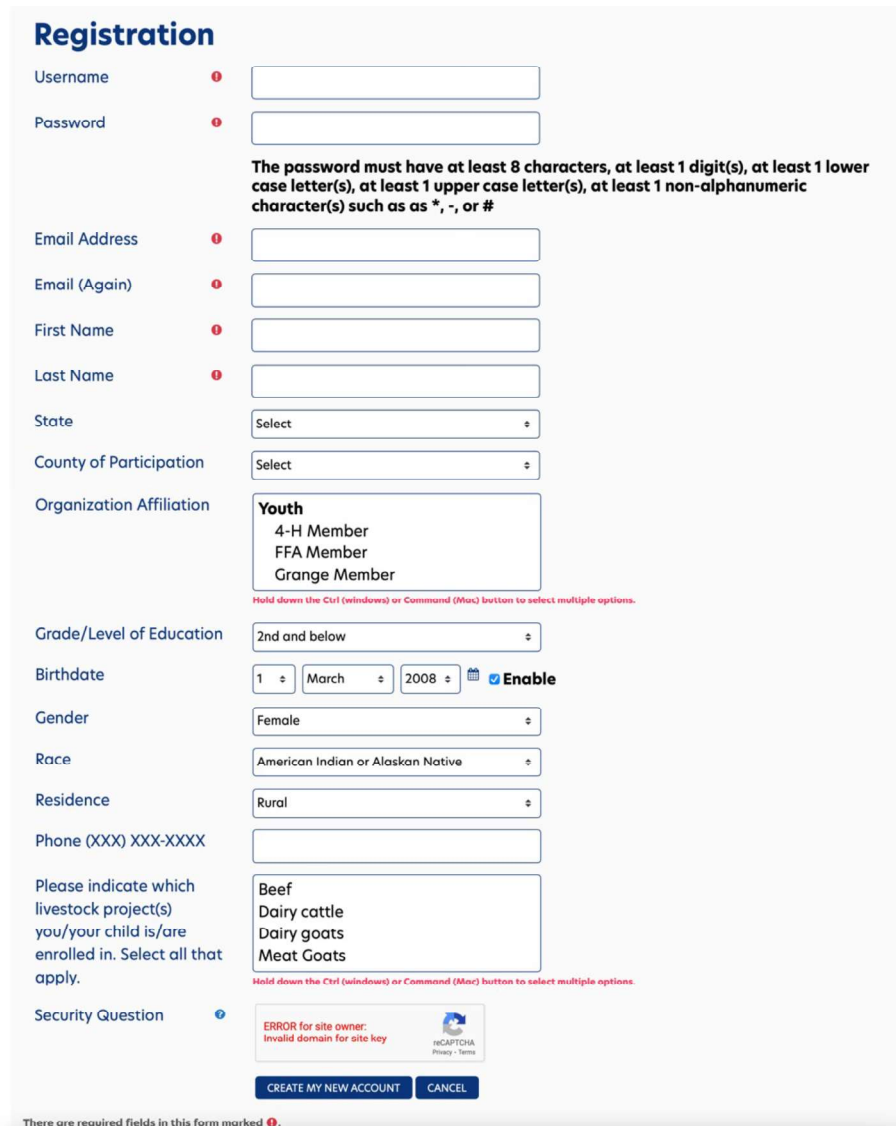
A screenshot of a registration form titled "REGISTER NEW ACCOUNT". It shows a "Select Date of Birth:" field with the date 03/01/2022 entered. Below the date field, there is a red error message: "You are ineligible to create your own account. Please have your parent/guardian create an account on your behalf." A "SUBMIT" button is visible to the right of the date field.

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 for youth. The form includes the following fields and options:

- Username**: Text input field.
- Password**: Text input field. Below it, a note states: "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**: Text input field.
- Email (Again)**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- State**: Dropdown menu with "Select" as the current option.
- County of Participation**: Dropdown menu with "Select" as the current option.
- Organization Affiliation**: A list box containing "Youth", "4-H Member", "FFA Member", and "Grange Member". Below the list box, a note states: "Hold down the Ctrl (windows) or Command (Mac) button to select multiple options."
- Grade/Level of Education**: Dropdown menu with "2nd and below" as the current option.
- Birthdate**: Three dropdown menus for day (1), month (March), and year (2008). To the right is an "Enable" checkbox.
- Gender**: Dropdown menu with "Female" as the current option.
- Race**: Dropdown menu with "American Indian or Alaskan Native" as the current option.
- Residence**: Dropdown menu with "Rural" as the current option.
- Phone (XXX) XXX-XXXX**: Text input field.
- Please indicate which livestock project(s) you/your child is/are enrolled in. Select all that apply.**: A list box containing "Beef", "Dairy cattle", "Dairy goats", and "Meat Goats". Below the list box, a note states: "Hold down the Ctrl (windows) or Command (Mac) button to select multiple options."
- Security Question**: Text input field.

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

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
 Parent
 Extension Professional
 Agriculture Teacher

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.

Validate your account registration.

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 its 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.

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

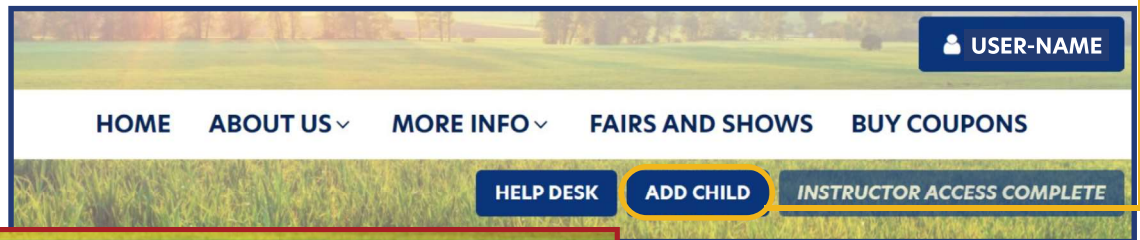
You have just validated your account set-up by clicking on the 'Validate My Account' link from the account validation email.
 If you want to change anything, you can do so through the account settings.



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 form has a green header with the title 'CHILD REGISTRATION'. Below the header, there's 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 input fields: First Name (with a red '1' icon), Last Name (with a red '1' icon and pre-filled with 'YOUTH NAME'), Relationship to This Child (with a red '1' icon and a dropdown arrow), State (with a red '1' icon and a dropdown arrow, pre-filled with 'Nebraska'), County of Participation (with a red '1' icon and a dropdown arrow, pre-filled with 'Select'), Grade/Level of Education (with a red '1' icon and a dropdown arrow), Birthdate (with a red '1' icon and a date input field), Gender (with a red '1' icon and a dropdown arrow), Race (with a red '1' icon and a dropdown arrow, pre-filled with 'White'), and Residence (with a red '1' icon and a dropdown arrow, pre-filled with 'Rural'). There are two sections for selecting livestock projects and species, each with a red '1' icon and a dropdown arrow. At the bottom, there are four buttons: RESET, SUBMIT, SUBMIT AND ADD ANOTHER CHILD, and CANCEL. The 'SUBMIT AND ADD ANOTHER CHILD' button is highlighted.A screenshot of the 'CHILD REGISTRATION' form, specifically the 'Data Sharing Consent' section. The form has a green header with the title 'CHILD REGISTRATION'. Below the header, there's a section titled 'Data Sharing Consent' with a message: 'You have added Maggie, Haddie to your account. Once Maggie, Haddie has earned their YQCA certification, with consent, YQCA can verify their certification information with state contacts, species representatives (i.e., National Pork Board, National Cattlemen's Beef Association), and fair and show managers. Information that will be shared for Maggie, Haddie is Cara Child 1, Cara Child 2, certification number, certification expiration, state, county, age, and type of training completed.' Below this, there's a message: 'If you would like YQCA to share this information with those parties so your child's certification can be validated, you will need to give your parental consent. You can revoke the parental consent at any time by updating the same through your Child Dashboard or Data Sharing Consent settings.' The form contains two sections for selecting livestock projects and species, each with a red '1' icon and a dropdown arrow. At the bottom, there are four buttons: RESET, SUBMIT, SUBMIT AND ADD ANOTHER CHILD, and CANCEL. The 'SUBMIT' button is highlighted.

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 dashboard has a green header with the title 'CHILD DASHBOARD'. Below the header, there's a section titled 'Child Dashboard' with a table. The table has three columns: 'Name As Seen On Certificate', 'Name As Seen In Shared Reports', and 'Actions'. The table lists two children: CHILD 1 NAME and CHILD 2 NAME. For each child, there are 'EDIT' and 'DELETE' buttons. At the bottom of the table, there is an 'ADD CHILD' button. The 'ADD CHILD' button is highlighted.

STEP 4

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

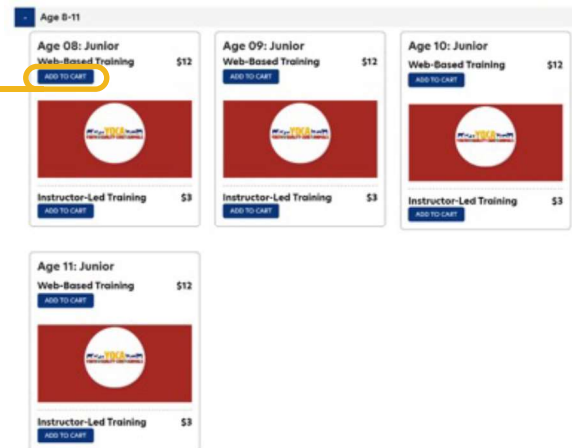
INSTRUCTOR ENROLLED LIST					
Instructor-Led Training Enrolled Sessions					
#	Enroll User	Course	Instructor	Training	Enroll Time
1	YOUTH NAME	Age 10: Junior	INSTRUCTOR NAME	May, 17 2022 1:00 PM Northeast 4-H Club Training 4-H Building ABC Street Suite A Small Town, NE 11111	2022-03-17 11:11 AM

PURCHASING A WEB-BASED TRAINING

STEP 1

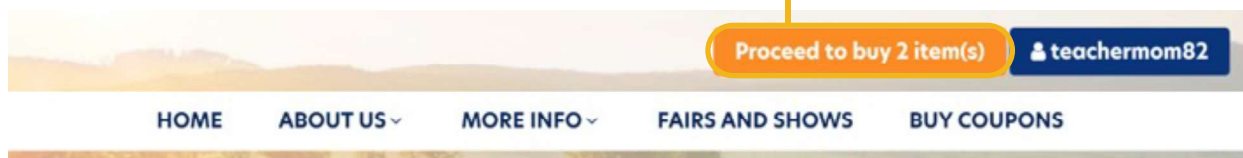
Go to the Home page and select a course. Select "Add to Cart."

Multiple courses may be added to cart, and multiple licenses of one training can be purchased.



STEP 2

When ready, select "Proceed to Buy."



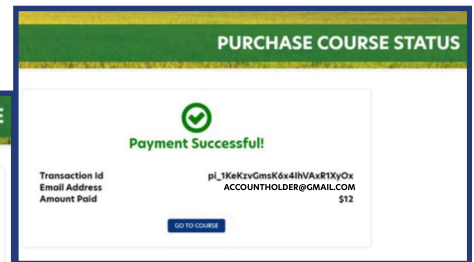
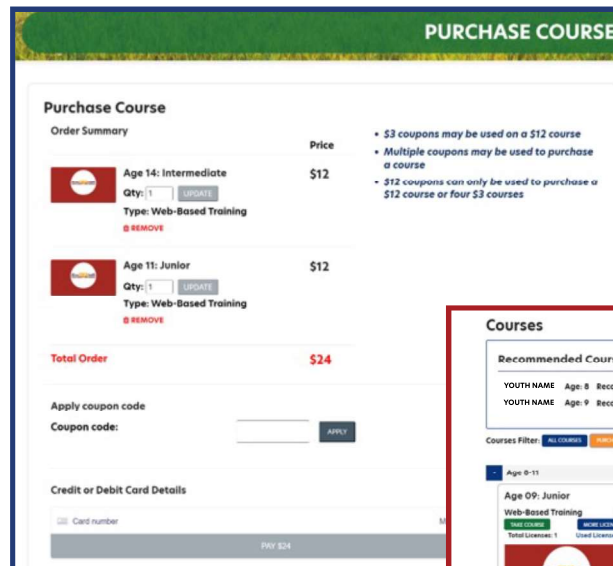
STEP 3

Enter coupon code or credit/debit card details.

STEP 4

To view purchased trainings, select "Purchased Courses."

Here you'll see a listing of the courses that have been purchased, along with the test-out option courses, and instructor course (if owner of the account in an instructor)



Courses

Recommended Courses for Your Child/Children

YOUTH NAME Age: 8 Recommended course under AGE 8
YOUTH NAME Age: 9 Recommended course under AGE 9

Courses Filter: ALL COURSES PURCHASED COURSES

- Collapse all

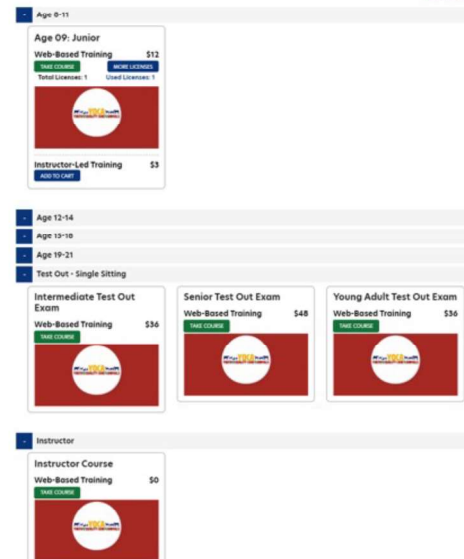
Courses

Recommended Courses for Your Child/Children

YOUTH NAME Age: 8 Recommended course under AGE 8
YOUTH NAME Age: 9 Recommended course under AGE 9

Courses Filter: ALL COURSES PURCHASED COURSES

- Collapse all



COMPLETING A WEB-BASED TRAINING

STEP 1

Return to the home page and select "Take Course."

STEP 2

Select user to take course.

Please select in the dropdown which children taking this course:

Choose...

STEP 3

Before launching course, take pre-course survey.

Age 09: Junior

Web-Based Training \$12

Total Licenses: 1 Used Licenses: 1

Instructor-Led Training \$3

NOTE:

Users must pass three quizzes to achieve certification: Animal Well-Being, Food Safety, and Life Skills. Select a Knowledge Builder and Skills Lab to gain knowledge and test skill. User status will show throughout to track progress.

STEP 4

Select "Exit Activity", "Jump To", or the arrows under the module to return to menu page to select another Knowledge Builder, Skills Lab, or Quiz.

Age 09: Junior

Your progress

- Animal Well Being
 - AWB: Knowledge Builder
 - AWB: Skills Lab
 - AWB: Quiz
- Food Safety
 - FS: Knowledge Builder
 - FS: Skills Lab
 - FS: Quiz
- Life Skills
 - LS: Knowledge Builder
 - LS: Skills Lab
 - LS: Quiz

AGE 12: INTERMEDIATE: FS: KNOWLEDGE BUILDER

Age 12: Intermediate

FS: Knowledge Builder

Let's get started already!

STEP 5

Once all quizzes have been passed, sign out.

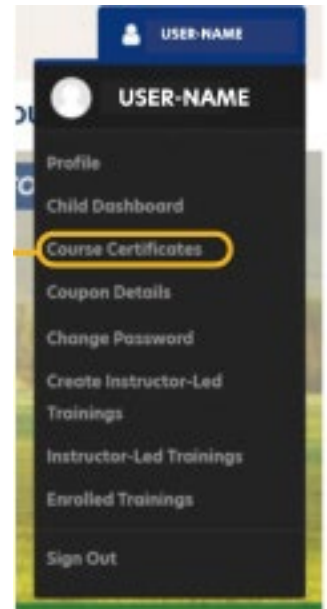
STEP 6

Log back in to take post-course survey and access certificate.

COMPLETING A WEB-BASED TRAINING

STEP 7

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



STEP 8

Select the blue button under “Download Certificates” to download certificate.

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

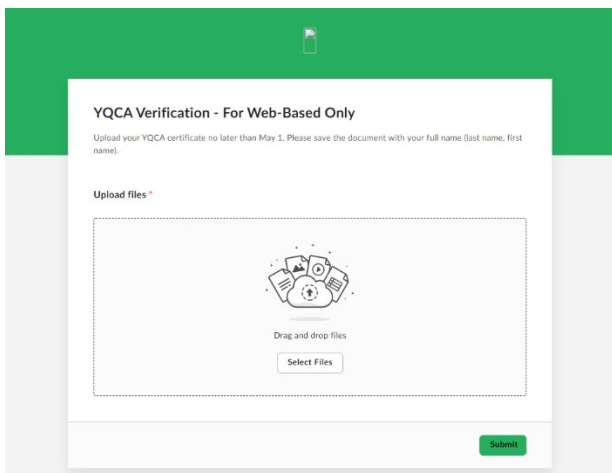
On an iPhone, you will have the option to save your downloaded PDF to your photos, files, or other applications you have on your phone.

STEP 9

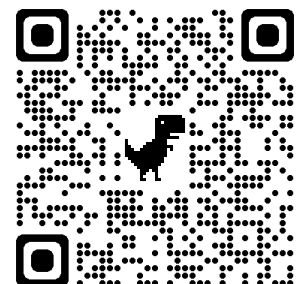
Rename the certificate with the member’s full name (last name, first name) and save.

Scan the QR code or type in the website (below) and upload the save certificate.

Can upload multiple files at once.



go.illinois.edu/uploadYQCAcertificate



SUBMITTING CURRENT YQCA CERTIFICATION

STEP 1

If you have a current and valid YQCA certification from the previous site, email help@yqcaprogram.org with the following information:

- Name on Account (Parent name if parent account that has added children)
- Name of Youth(s)
- Copy of current and valid YQCA certification as PDF or image file

STEP 2

YQCA will verify the certification and process the request. Check back at yqcaprogram.org under "Course Certificates" for a new certificate.

COURSE CERTIFICATES

Web-Based Training Certificates

Completed Courses Download Certificate

Cara White Completed Courses	+
Child Maggie White Completed Courses	+
Child Haddie White Completed Courses	+
Child Lily Wiese Completed Courses	+

Web-Based Training Certificates (Manual)

Completed Courses Download Certificate

Child Maggie White Completed Courses	-
Age 09: Junior	⬆
Child Lily Wiese Completed Courses	-
Age 08: Junior	⬆

Instructor-Led Training Certificates

Completed Courses Download Certificate

USER-NAME

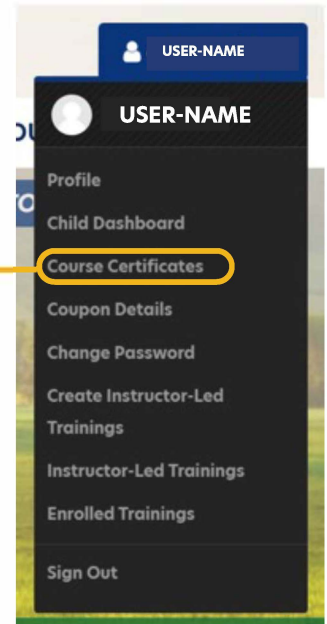
USER-NAME

- Profile
- Child Dashboard
- Course Certificates**
- Coupon Details
- Change Password
- Create Instructor-Led Trainings
- Instructor-Led Trainings
- Enrolled Trainings
- Sign Out

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

Completed Courses	Download Certificate
Marie Meis Completed Courses	
Age 19: Young Adult	

Instructor-Led Training Certificates

Completed Courses	Download Certificate
No Courses Completed yet.	

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.