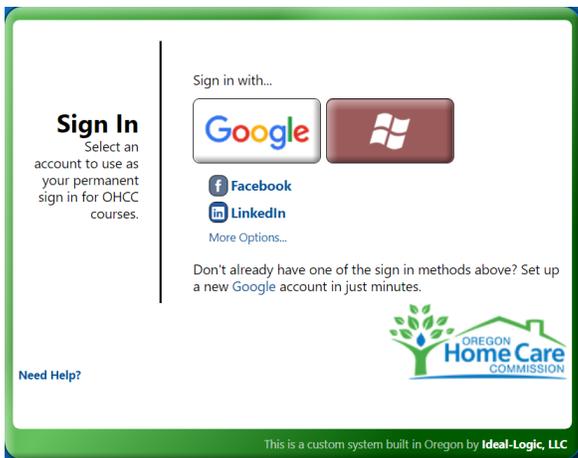




## How to View Upcoming Training and Register - 4 Easy Steps

After your training account request has been approved by Oregon Home Care Commission (you'll receive an email to let you know this):

1. Visit <https://apps.ideal-logic.com/ohcc> and **and log in** (using the same option you used for your account request). You can also get here from the OHCC PACE website.



2. Once logged in, click on **Register for a Course** (as highlighted below).



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- Next, you'll see list of upcoming classes (and on-demand options) with dates. You can "filter" the list by selecting your preferred language (near the top)

The screenshot shows a web browser at the URL https://apps.ideal-logic.com/ohcc. The page header includes the Oregon Home Care Commission logo and a 'Home' link. The main content area is titled 'New Registration' and contains a sidebar with '1. Registration' and '2. Review' tabs. The main panel displays a list of classes with the following filters: Webinar (37), Arabic (4), English (32), Russian (5), Somali (4), and Spanish (6). The class list includes:

Item	Status
Bathing and Grooming (Webinar - Spanish) Aug 2, 2022	Open Until 8/2 6a 2/35 Registered
Keeping It Professional (Webinar - English) Aug 2, 2022	Open Until 8/2 6a 1/35 Registered
Medication Safety (In Person - English) Aug 4, 2022	Open Until 8/4 6a 0/35 + Select
Helping Caregivers Fight Fraud and Abuse (Webinar - English) Aug 4, 2022	Open Until 8/4 6a 0/35 + Select
Caring for Yourself While Caring for Others (Webinar - Spanish) Aug 4, 2022	Open Until 8/4 6a 0/35 + Select

Buttons for 'Cancel Registration' and 'Next >' are visible at the bottom of the list.

To see additional detail, such as event time, click on the name of the event in the list. Click Done to close.

This screenshot shows the same 'New Registration' page, but with a detailed view of the 'Bathing and Grooming Webinar - Spanish' class. The details include:

- Oregon Home Care Commission Course
- Bathing and Grooming Webinar - Spanish**
- Class Aug 2, 2022 9:00am-12:30pm
- Bathing and Grooming class is taught in Spanish; HCW, PSW and PCA may attend. Earn PDC elective credits.
- 3.5 Hours

A 'Done' button is visible in the bottom right corner of the detail view, and a 'Next >' button is at the bottom of the page.

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- When you're ready, click **Select for the trainings you want** from the list and then **click the big Next button below**.

The screenshot shows a 'New Registration' page with a green header. On the left, there are two tabs: '1. Registration' (active) and '2. Review'. The main content is a table with columns for 'Item' and 'Status'. The table lists several training items, each with a '+ Select' button. The first item, 'Medication Safety (In Person - English)', has its '+ Select' button circled in red. At the bottom of the table, there is a 'Cancel Registration' button on the left and a large green 'Next >' button on the right, also circled in red.

Item	Status
Medication Safety (In Person - English) Aug 4, 2022	Open Until 8/4 6a 0/35 + Select
Helping Caregivers Fight Fraud and Abuse (Webinar - English) Aug 4, 2022	Open Until 8/4 6a 0/35 + Select
Caring for Yourself While Caring for Others (Webinar - English) Aug 4, 2022	Open Until 8/4 6a 0/35 + Select
Diabetes by the Numbers (In Person - English) Aug 4, 2022	Open Until 8/4 6a 0/35 + Select
Introduction to Cultural Competency (Webinar - English) Aug 4, 2022	Open Until 8/4 6a 0/35 + Select
Nutrition Basics (Webinar - Russian) Aug 5, 2022	Open Until 8/5 6a 0/35 + Select
Respiratory Care (Webinar - English) Aug 5, 2022	Open Until 8/5 6a 0/35 + Select
Helping Caregivers Fight Fraud and Abuse (In Person - English) Aug 5, 2022	Open Until 8/5 6a 0/35 + Select

- On the next screen, just **click Submit Registration** button.

The screenshot shows the 'New Registration' page with a blue header. The left sidebar has two tabs: '1. Registration' and '2. Participant' (active). The main content area is titled 'Participant Information' and contains a form with the following fields: 'Participant Details - John Buzzard0725', 'Name: John Buzzard0725', and 'Email Address: johnbuzzard0725@outlook.com Edit or Add'. At the bottom of the form, there are three buttons: 'Cancel Registration', '< Previous', and 'Save for Later'. A large green 'Submit Registration' button is circled in red.

That's it! We'll send an email confirmation and any other details you might need.