Act 101 Overview – Steps for Registrants

Act 101 Overview training **must be completed** in order to attend the two-day *Act 101 of 2010 Training Program for Court and Agency Appointed Authorized Representatives*. You must first register with the Child Welfare Resource Center (CWRC) in order to complete the Act 101 Overview training online. Since this is an online course, we recommend that you register and complete the course **at least one week** prior to the Authorized Representative training. The following information is provided as instruction on how to register:

- Go to the CWRC website at www.pacwrc.pitt.edu and select Training and Curriculum from the topics along the top of the page.

- From the drop down, select Online Trainings (E-LEARN).

- Ensure or install the required software/plug-ins as noted, then:

    o From the list on the right hand side of the page under the **Login to E-LEARN.PITT.EDU** button, select the Child Welfare Professional **Online** Demographics Form, complete it – making sure you select YES at the bottom of the form stating "Send me my ELEARN username and password to the email listed above."

        ▪ **Please keep in mind that user names and passwords are generated manually so no log in credentials will be issued by CWRC over the weekend.**

- If you experience technical difficulties:

    o If you have technical difficulties, please email helpcwtp@pitt.edu with your name, county, and the issue you are experiencing.

- You will receive a username and password via email along with instructions on *"How to Access Online Trainings."*

- If you experience user id and password difficulties:

    o If you have user id and password difficulties, please email mcm141@pitt.edu or dial 717-795-9048, and ask for Melissa Moore.

- Upon completing the training, please be sure to choose the option to **print your certificate** as proof of completion. You will need to bring the certificate to the Authorized Representative training.