

**Instructions for *Existing* Users (who were previously certified on the former CANS training site)
to Access the CANS Training and Certification Site and “Virginia Public” Courses on SchooX
Effective July 1, 2018-Updated February 5, 2019**



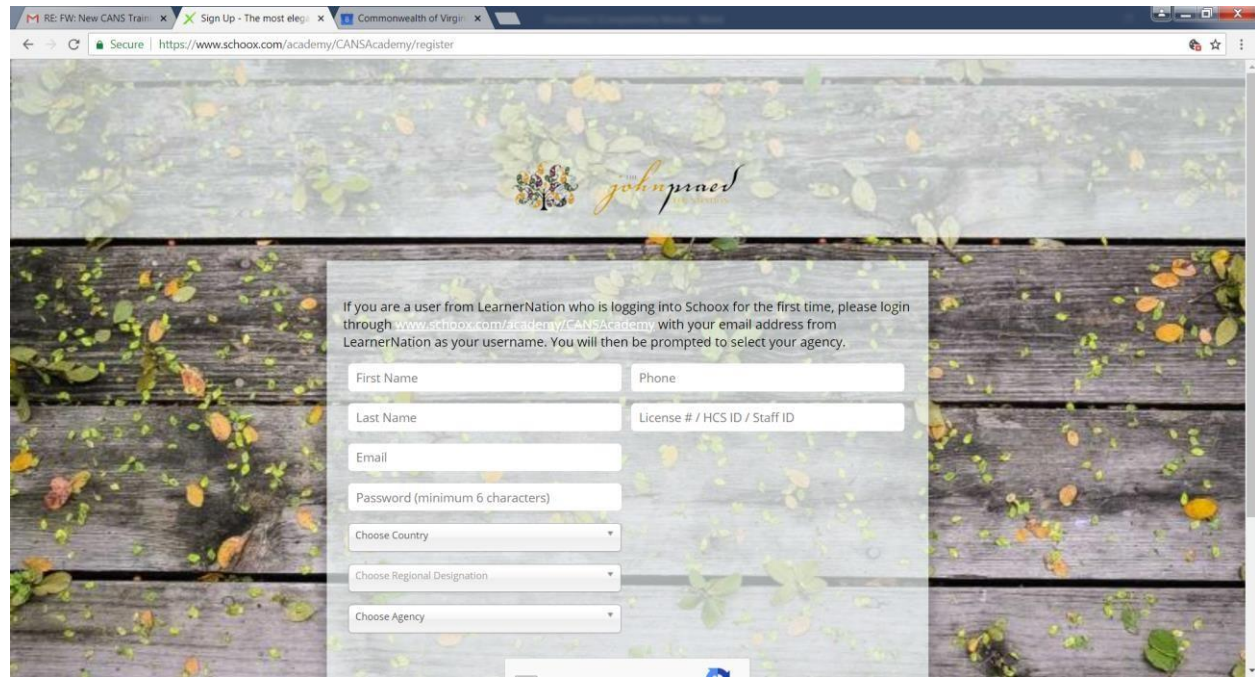
First time logging into SCX (*SchooX*) for users who previously certified on CANS

- For the first time logging in to the new training site, Please go to:
- <https://www.schoox.com/academy/CANSAcademy/home/> or www.canstraining.com and you will be re-directed to the new training site
- To log in:
- Username: email address you used in Learner Nation (previous training site)
- Temporary Password: password (yes, the password really is ‘password’)
- You will be prompted to reset your password after completing steps 1 and 2

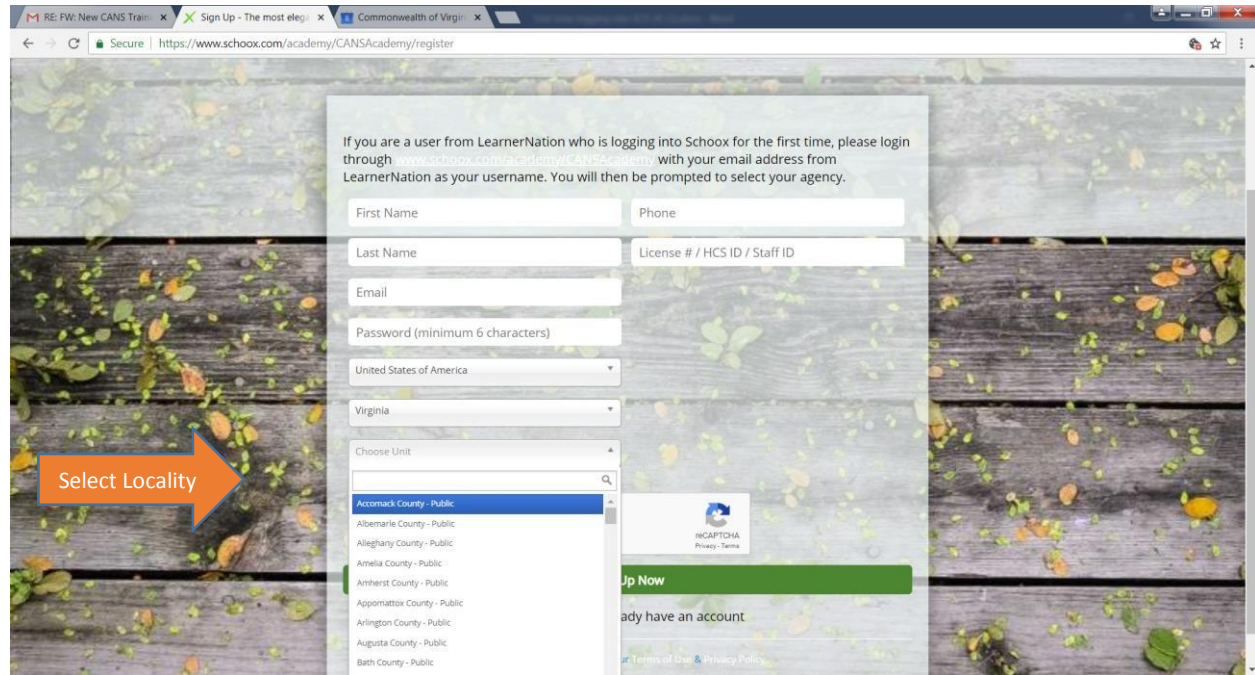
- Must be 6 alphanumeric characters
- You will be prompted to select your agency by using the following filters:
- Country United States of America
- Regional Designation (Virginia-Public)
- Unit (agency-start typing your locality name and it will auto populate or select from the drop down box)

Provide the following information as seen in the screenshot below. Create a password and select United States of America as “Country”, Virginia as “Regional Designation” and your locality under “Choose Agency”. Choose your **locality** as your “**agency**”. If you work in multiple localities, select the one where you most often work. **CSB staff, please do NOT select “Community Service Board-Private.”** This pertains to a CSB with a separate private contract for CANS and ANSA. You are logging into the Virginia-Public domain.

Leave the “License #...” field blank. The second screen shot below shows the locality drop down box.

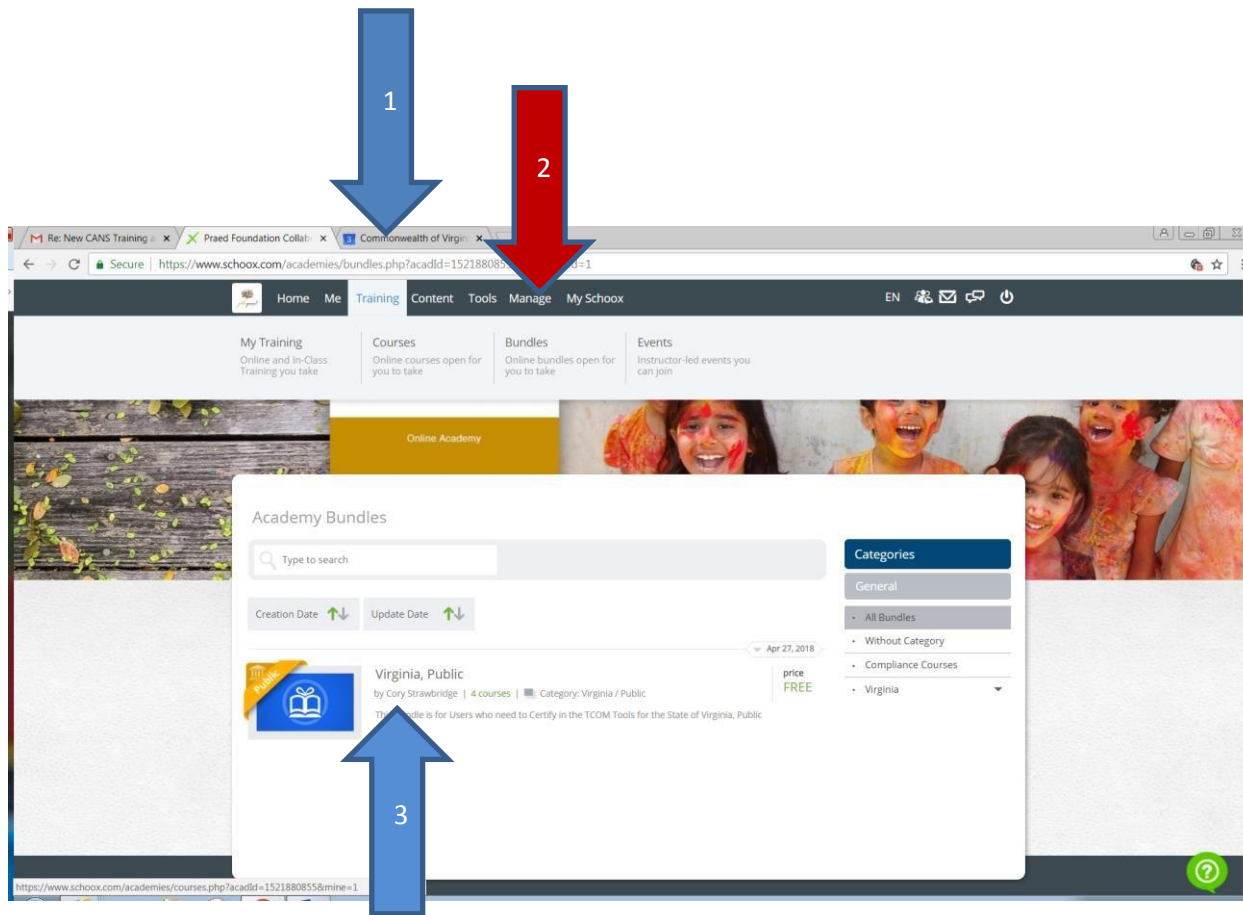


Registration Page



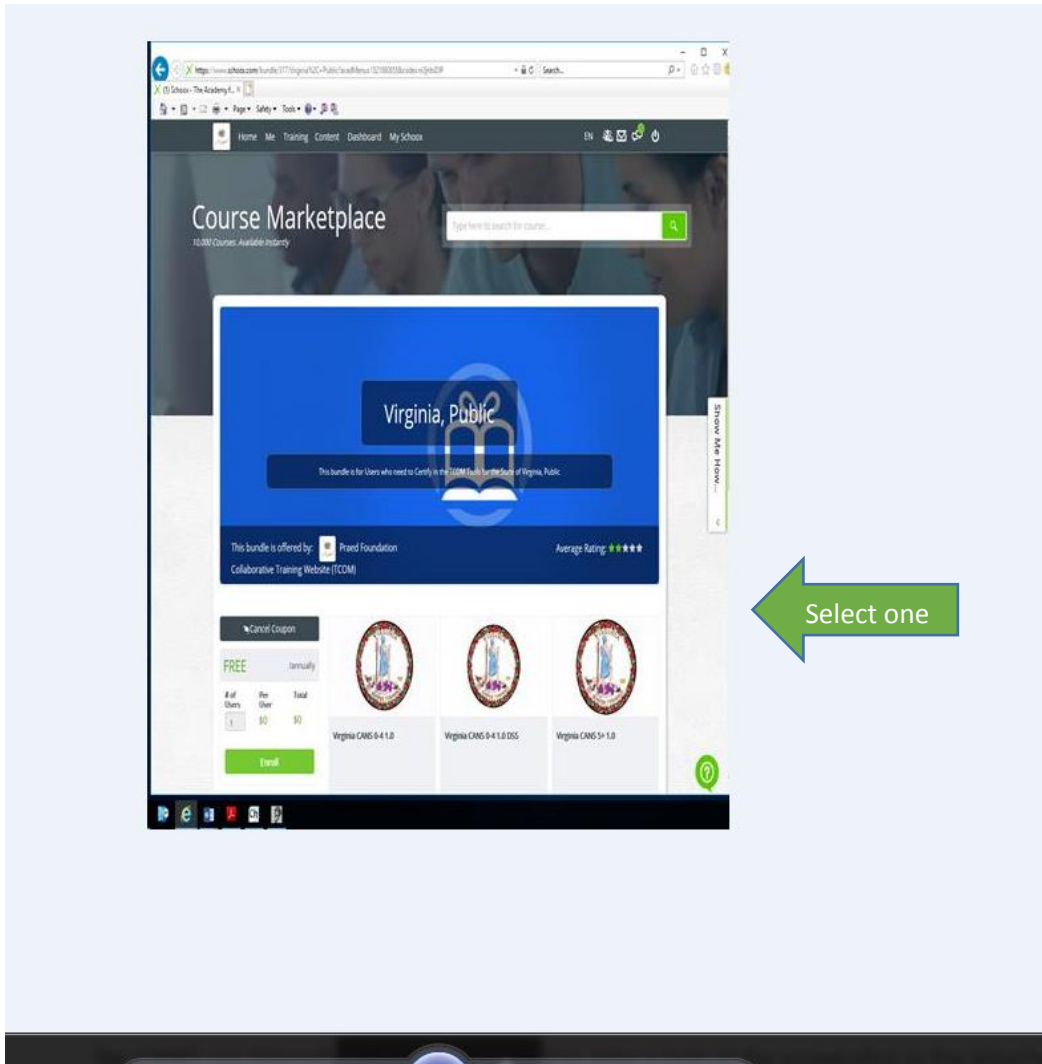
Locality Drop Down Box

Follow steps 1-3 in screenshot below i.e., once logged in, click on “Training” (1) then “Bundles” (2) then “Virginia Public” icon or wording (3).

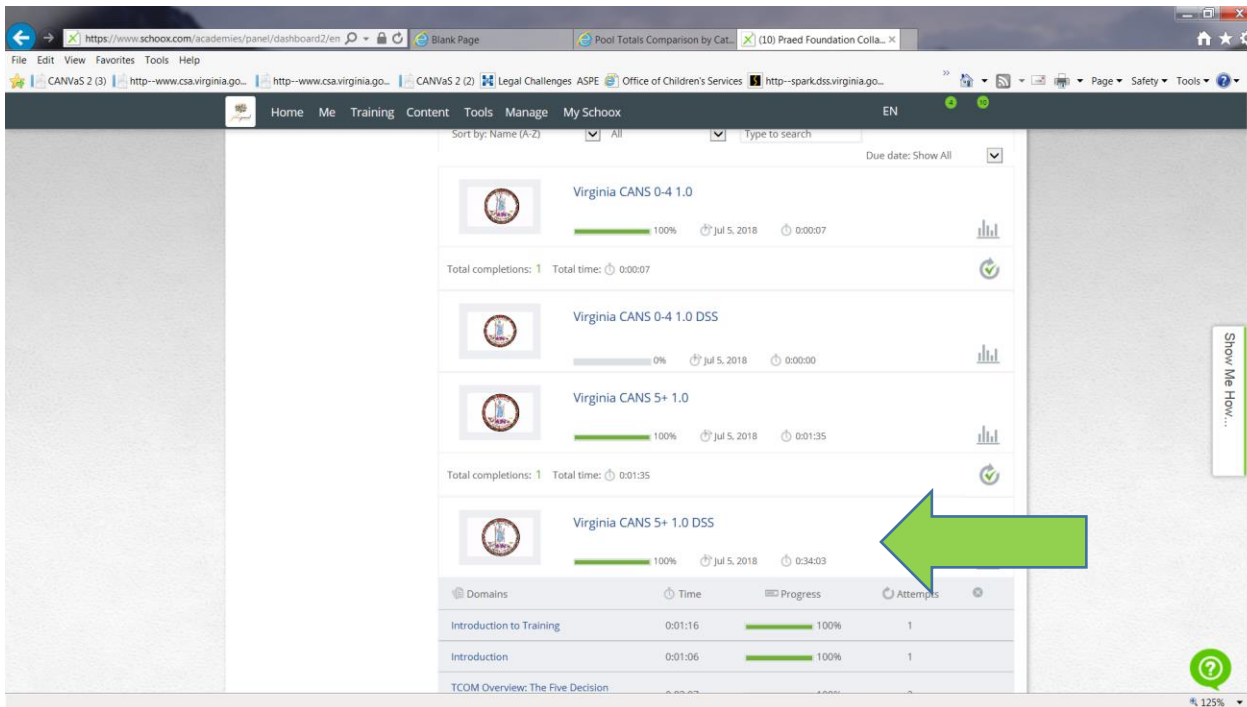


You will next see a page listing all four Virginia Courses (Birth to Four Standard, Birth to Four Ages 5+, DSS Birth to Four and DSS Ages 5+). (screenshot on following page) Select whichever course you want to take. DSS staff

should certify on one of the DSS versions. Staff of the Court Services Unit, Community Services Board and schools should certify on the Standard version. Click on the box of the course you wish to take.



You will see either a list of the courses or the specific course you have chosen. (see screenshot below)



Scroll down to see the training “steps”. Each step provides instruction on the topic listed. **If you have been certified before, you do not need to re-take the training.** In the screenshot below, the user has completed the steps as indicated by the green line.

Virginia CANS 5+ 1.0

100%

🕒 Jul 5, 2018
🕒 0:01:35

Total completions: 1
Total time: 🕒 0:01:35

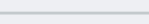
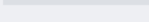
Virginia CANS 5+ 1.0 DSS

100%

🕒 Jul 5, 2018
🕒 0:34:03

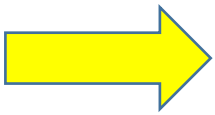
📄 Domains	🕒 Time	📊 Progress	🔄 Attempts	✖
Introduction to Training	0:01:16	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%);"></div> 100%	1	
Introduction	0:01:06	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%);"></div> 100%	1	
TCOM Overview: The Five Decision Points of Care	0:03:07	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%);"></div> 100%	2	
TCOM Framework for Care Planning: Overview	0:01:06	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%);"></div> 100%	1	
Six Key Characteristics of TCOM Tools	0:02:44	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%);"></div> 100%	1	
Action Levels for Needs Items	0:06:25	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%);"></div> 100%	1	
Action Levels for Strengths Items	0:07:49	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%);"></div> 100%	1	
Life Functioning Domain Overview Video	0:01:51	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%);"></div> 100%	1	

If steps are not completed, the screen looks like this:

School Domain Overview Video	0:00:00	 0%	0
School Domain	0:00:00	 0%	0
Child Behavioral/Emotional Needs Domain Overview Video	0:00:00	 0%	0
Child Behavioral/Emotional Needs Domain	0:00:00	 0%	0
Child Risk Behaviors Domain Overview Video	0:00:00	 0%	0
Child Risk Behaviors Domain	0:00:00	 0%	0
Parent/Guardian/Caregiver Needs & Strengths Domain Overview Video	0:00:00	 0%	0
Parent/Guardian/Caregiver Needs & Strengths Domain	0:00:00	 0%	0

Once you have completed all the steps (only if certifying for the first time or re-taking the training), scroll all the way down to “Practice Exam” and “Certification Exam.” If you wish, click on and take a “Practice Exam”. The Practice Exam will allow you to receive feedback on your ratings.

When you are ready to take the test, click on “Certification Exam.” (yellow arrow below) Be sure to read the “Vignette Assumption” and any other tips provided.



Quiz	No attempts			
Placement Module Summary Practice Quiz	No attempts			
Child Welfare Module Summary Practice Quiz	No attempts			
Vignettes	Attempts	Best Attempt	Score	Status
Certification Exam	3	August 24, 2017	0.79	Passed
Practice Exam	No attempts			

Site support may be reached at any time by clicking on the “Need help? Contact Us” on the log in page or by clicking on the green question mark in the lower right hand corner of the screen on any page (green arrow) in following screenshot.

