CONTRA COSTA BEHAVIORAL HEALTH
A Division of Contra Costa Health Services

CANS and ANSA Training Website Instructions

In May 2018, the Praed Foundation upgraded to a new training platform. The below instructions guide you in logging in to this new platform.

1st Time User – How to Register
1. Log in through https://www.schoox.com/academy/CANSAcademy/register
2. To Register: Enter your information, including the primary email you use for **work**
3. Choose a Country (United States of America), Region (California), then Agency (you can start typing in your agency name, and the drop down list should populate with your agency followed by '- Contra Costa County'. i.e., '**Mt. Diablo USD - Contra Costa County' or 'Contra Costa County Behavioral Health – Contra Costa County'**)
4. After entering your information, check the *I'm not a robot* box
5. Click *Sign up Now*
6. REMEMBER YOUR LOGIN INFORMATION!

Signing up for a Training
1. Click on or hover over *Training* tab on the top of the webpage.
2. Click on *Events*
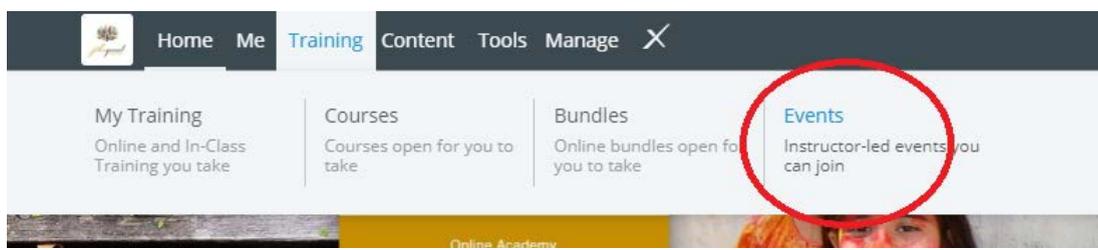
3. You will see a list of trainings appear on the events page. Choose from one of the Contra Costa County Trainings (Either ANSA or CANS).
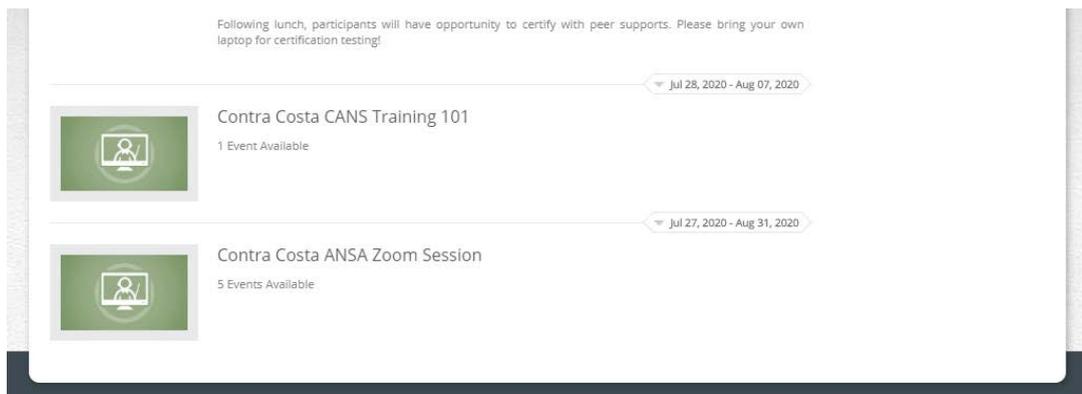
4. After selecting the appropriate training, you will be given a list of dates available. Click on *Register* for date you would like to attend the training.
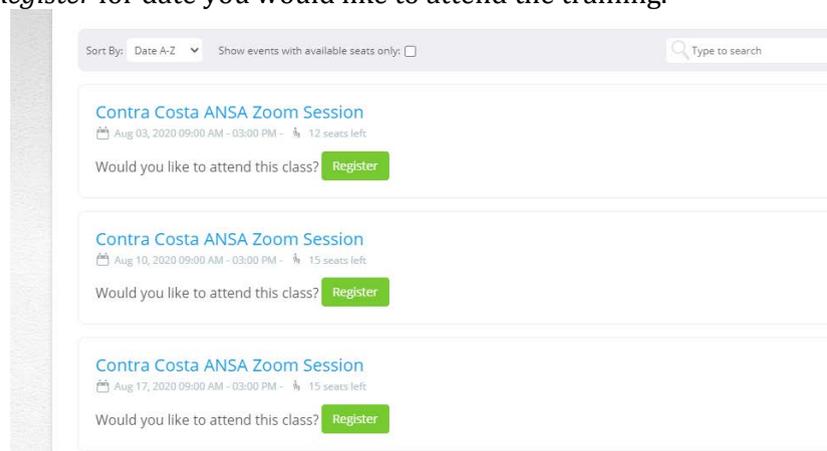
5. Once your registration has been approved, you will receive an email. All registrants will be emailed materials and Zoom instructions the day before the training.

Before Your Training
1. Remember your **login information**, including your username and password, as you will need it to take the certification test after your training.
2. DO NOT purchase any online courses. During your training, you will be given a promo code to access the Contra Costa County CANS and ANSA courses, which include supplemental training materials, practice quizzes and the certification test.

Forgot Password
1. If you have forgotten your password select the *Forgot Password* link and enter the email you used to register.
2. A link to reset your password will be sent to the email associated with the account.
3. Follow emailed instructions.

After Your Training
1. After you have attended the live training, you will log back in to Schoox.com
2. Hover over *Training* and click on *Bundles.*
3. Click on *California, Behavioral Health - Contra Costa County* to access the course bundle with the CANS and ANSA certification exams.
4. Enter the promo code given to you in your training and select *Redeem.*
5. Once the promo code has been processed, the price will change to *Free* and you can select *Enroll.*
6. Click on the Contra Costa CANS or ANSA course.
7. Select *Contra Costa CANS 1.0* or *Contra Costa ANSA 1.0*
8. Once you are in the course, you can scroll down to the last two steps within the course, which are the Practice and Certification Exam.
9. Click on Certification Exam, read the Vignette Assumption, and then click "Start Vignette".
10. Once you have passed the Certification Exam, you will be automatically issued your certificate. This can be viewed under your profile through the steps below:
    a. Hover over the "Me" tab on the top toolbar
    b. Click on "My Certificates"

You will need to use <u>Firefox </u>or <u>Google Chrome</u> as your internet browser or else you will not be able to access the website. Internet Explorer is not compatible with Schoox.com