CANS 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
- Log in through https://www.schoox.com/academy/CANSAcademy/register
- To Register: Enter your information, 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., Fred Finch Youth Center - Contra Costa County’)
- After entering your information, check the I'm not a robot box
- Click Sign up Now

Returning User
- If you already have an account you can go straight to the login site at: https://www.schoox.com/login.php
- Enter your User Name and Password
- Select Login
- See instructions for 1st Time User above for how to register.

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

Signing up for a Training
- Go to Home page and there will be a calendar; choose Location (Martinez) and scheduled trainings will appear starting on the July 2018 calendar.
- Select training and a pop-up box will tell you the Title, Description, Location, and Duration. Click Details for more information.
- You will see a list of trainings to choose from.
- Click Register for your preferred date.
  -- OR --
- Click on or hover over Training tab on the top of the webpage.
- Click on Events.
- Choose from one of the Contra Costa County Trainings (one link will take you to Monday only trainings and the other will take you to Friday only).
- Click Register for your preferred date.

*Further instructions will be sent out once the Contra Costa County CANS certification course is uploaded onto the website. DO NOT PURCHASE ANY COURSES BUNDLES AT THIS TIME.

Participants MUST register in the course before their in-person training through the training website.