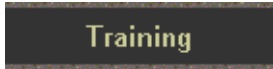



E-training Instructions

1. Go to www.mopsohio.com.
2. On the left-hand side of the page click on  .
3. Click on the top item of the list entitled E-training.
4. For a new user click on the Register button located on the right-hand side of the page.
5. Please fill in the following information:
 - a. Login Name – Use your first and last name
 - b. Password must followed the predefined criteria listed
 - c. Repeat the password
 - d. The email address can be an email address of your choice or you can use the following as default firstname.lastname@mopsohio.local (The first and last name should be yours)
 - e. Also fill in your first and last name in the lower section, the rest of this section is optional.
6. Scroll to the bottom and click SAVE.
7. You should then be returned to the login screen, or you can click login from the toolbar at the top of the page.
8. Type in your new login and password and then click Login.
9. Click on Browse Courses located next to My Courses towards the top of the page.
10. Then scroll down to find the course you wish to complete.
11. Click Enter Course located in each courses box.
12. Click on Enroll Me at the top of the course page.
13. Click the Yes/Enroll Me
14. Click on the course title to the left.
15. You can now navigate the training using the arrow buttons on the page  or by using the global menu at the right hand side of the page.
16. After you have completed the reading you may click on My Tests & Surveys located towards the top of the page.
17. Scroll to the bottom of the list and click on My Tests & Surveys.
18. Click on the title of the quiz you are planning to take.
19. After completing the quiz, click Submit
20. Repeat these instructions from 7-19 until all trainings and tests are complete.

Support Staff Members Must Complete all trainings except for Treatment Planning.
Clinical Staff Members Must Complete all trainings.

Note: You only need to complete one of the cultural trainings.

If you forget your password, please contact the Administrative or MIS Coordinator.