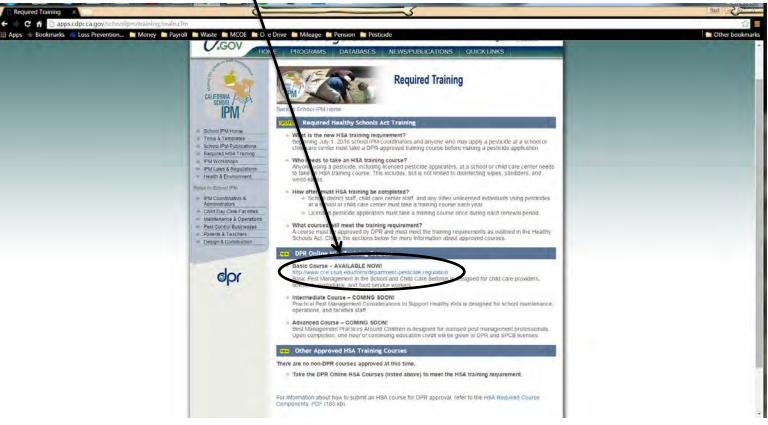
Go to <a href="www.cdpr.ca.gov">www.cdpr.ca.gov</a> . Roll the mouse over Programs and choose Schools from the drop down menu.



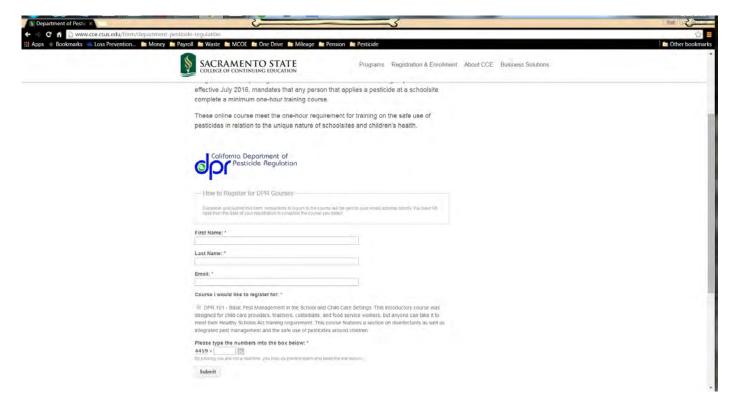
Once the page opens, choose "Required HSA Training



Click on the link for the Basic DPR Course -



Once the course registration page opens, complete the blanks with your first name, last name, and email address. Choose the Course – DPR 101 by clicking on the circle. Fill in the number shown and then click Submit.



You will receive an email with a username and password, along with a link to access the course

#### **Terri Prichard**

From: Morgan Murphy <morgan.murphy@csus.edu>
Sent: Wednesday, February 03, 2016 4:12 PM

**To:** tprichard@sbcglobal.net

**Subject:** DPR101 Basic Pest Management in the School and Child Care Settings

Dear Terri Prichard,

Your account has been set up for the following course:

#### DPR101 - Basic Pest Management in the School and Child Care Settings

To access this course, please go to http://online.cce.csus.edu/ and enter your user ID and password.

Your User ID is: terri.prichard

Your Password is: changeme

When you first log in, you will be prompted to change your password.

After you have successfully logged in, click on the title of your course and you will be taken to the course home page.

#### **Technical Assistance**

If you experience technical difficulties, please request assistance from the **Online Services** team at <a href="mailto:ccelearn@csus.edu">ccelearn@csus.edu</a> or by phone at (916) 278-2740. You will receive a reply either by phone or email within 24 hours of receipt.

Sincerely,

#### **Online Services Staff**

College of Continuing Education Sacramento State University Email: ccelearn@csus.edu Phone: (916) 278-3879

Morgan

#### Murphy | E-

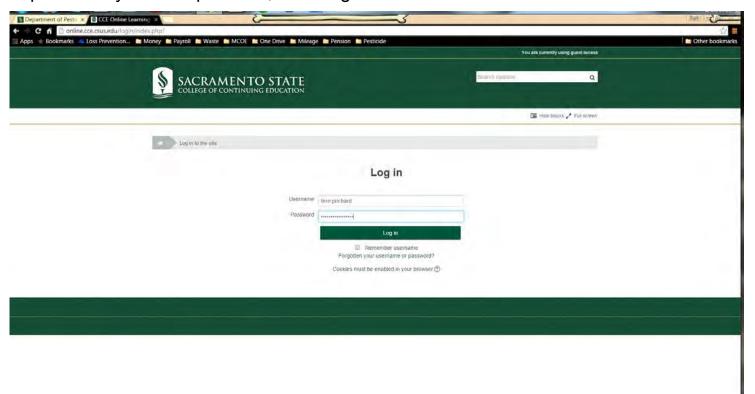
LearningDeveloper

College of Continuing Education, California State University, Sacramento

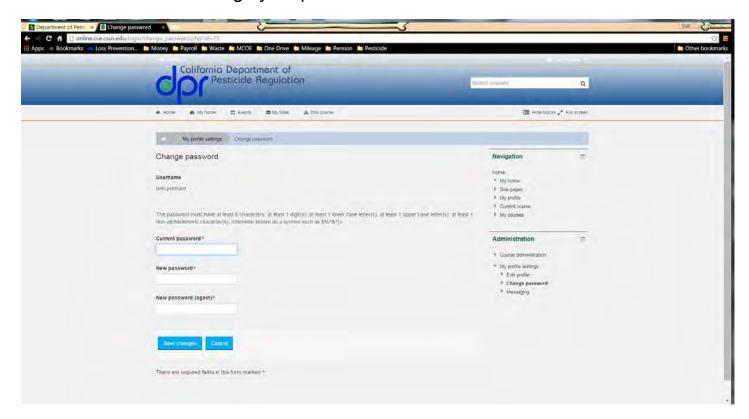
ccehelpdesk.cce.csus.edu • www.cce.csus.edu

916.278.2483

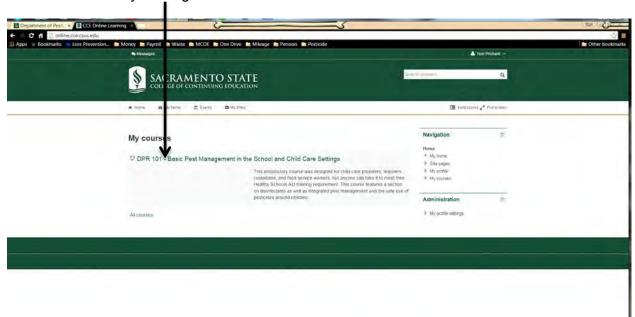
<u>http://online.cce.csus.edu</u> Once you access the page, enter the username and password you were provided, click Log In.



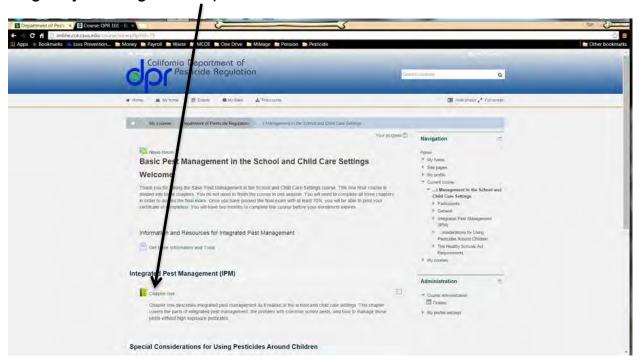
You will be asked to change your password.



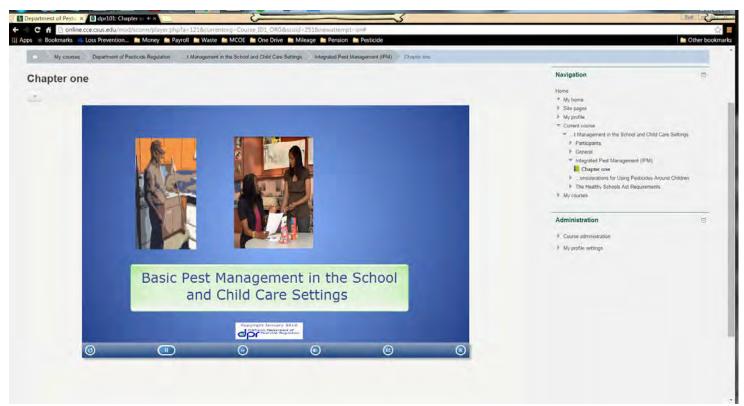
Once you change your password, you may need to Log In again and then click Continue. Choose the DPR 101 Course by clicking on the course title.



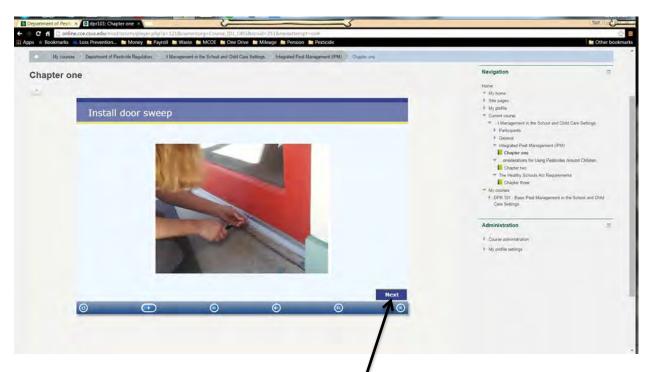
Begin by clicking on Chapter One



The course content will begin. You must complete all of Chapter One before progressing onto Chapter two. Once you have completed Chapter two- you will then be able to complete Chapter 3.

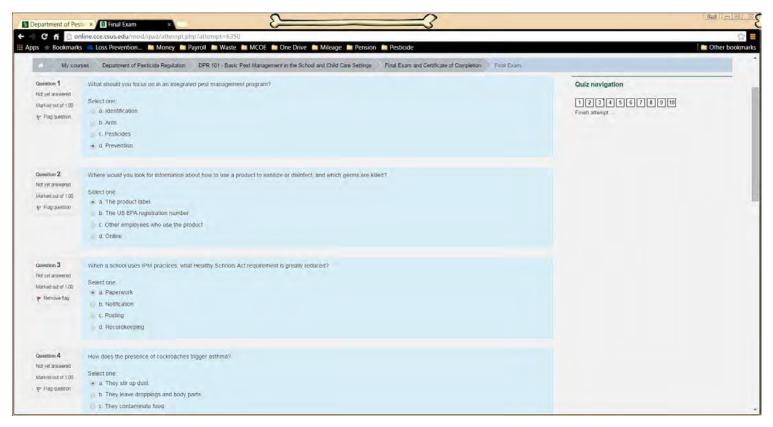


There is audio – so, be sure to turn your speakers up so that you can hear the narration.

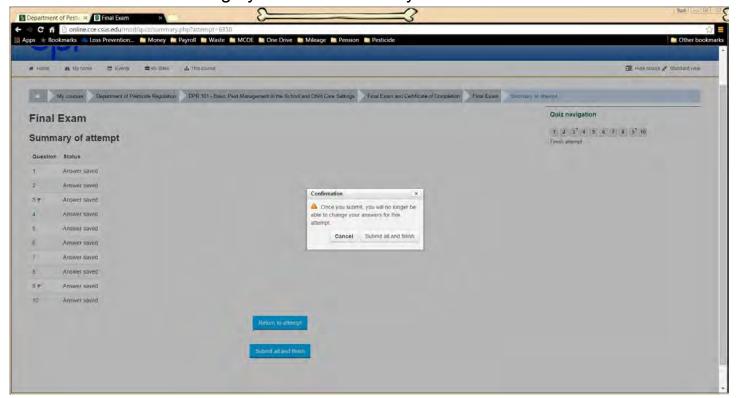


You can pause, rewind, or go back to the beginning using the bar at the bottom. You can also adjust volume and choose close Captioning. With CC – the narration will appear at the bottom of the screen. There are several places in the course where you will need to click "Next" to continue,

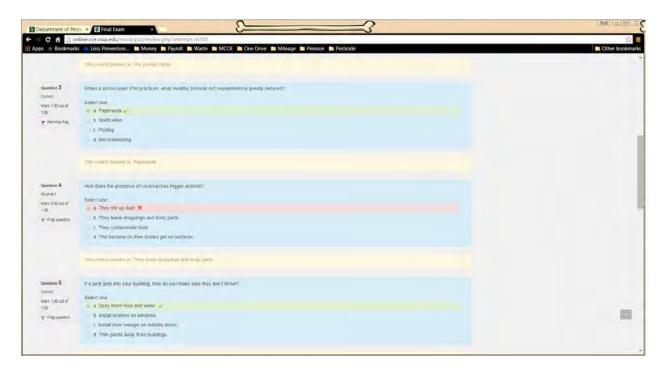
Once you have completed all three chapters, you will then be able to take the quiz. The quiz is 10 questions that are in a multiple choice format.

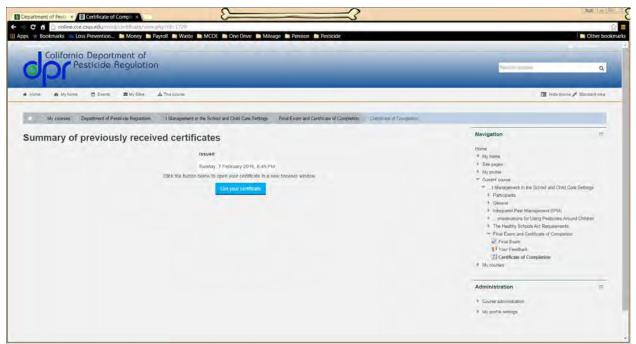


After you answer the question, you will be prompted to Submit All and Finish. You will not be able to change your answers after you click Submit.



Questions that you marked correctly will be marked with a green check mark. Questions that you did not choose the correct answer, will be marked with a red X. You must get 7 out of 10 correct.





Once you complete the quiz, you will be able to print your certificate of completion. You should save/print the certificate and provide a copy to your Supervisor.





## **CERTIFICATE OF COMPLETION**

is awarded to

# **Terri Prichard**

For successful completion

### Basic Pest Management in the School and Child Care Settings

This course meets the training requirement of the Healthy Schools Act.

February 7, 2016

The entire course will take about an hour to complete. You may pause and return to the course content at any time. Be sure to bookmark the page so that you can easily get back to it. You will have 60 days from the date of registration to complete the course. There are help options and a site map to the right of the content.