Using the Learning Management System (LMS)

1. To register for the LMS, go to https://odplms.tovuti.io/ and click on the "*Register*" button in the navigation bar.

2. On the next page, choose your registration type (General or Grantee) and click the "*Register*" button.
    1. If your organization is a current recipient of the PFS or SABG funds, use the "*Grantee Registration*" option. All others will use the "*General Registration*" option.
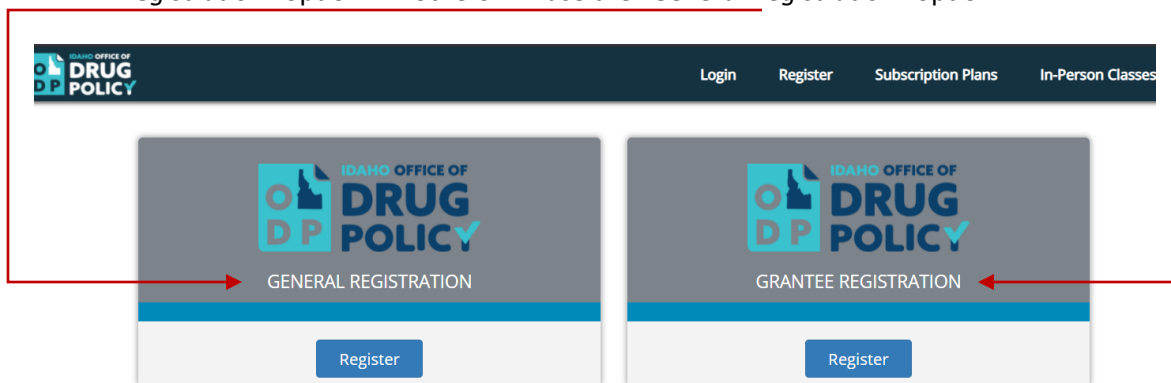
3. Next, complete the General Registration form to create your account, then click the "*Register*" button. The registration page will redirect you to the Learner Dashboard.

General Registration

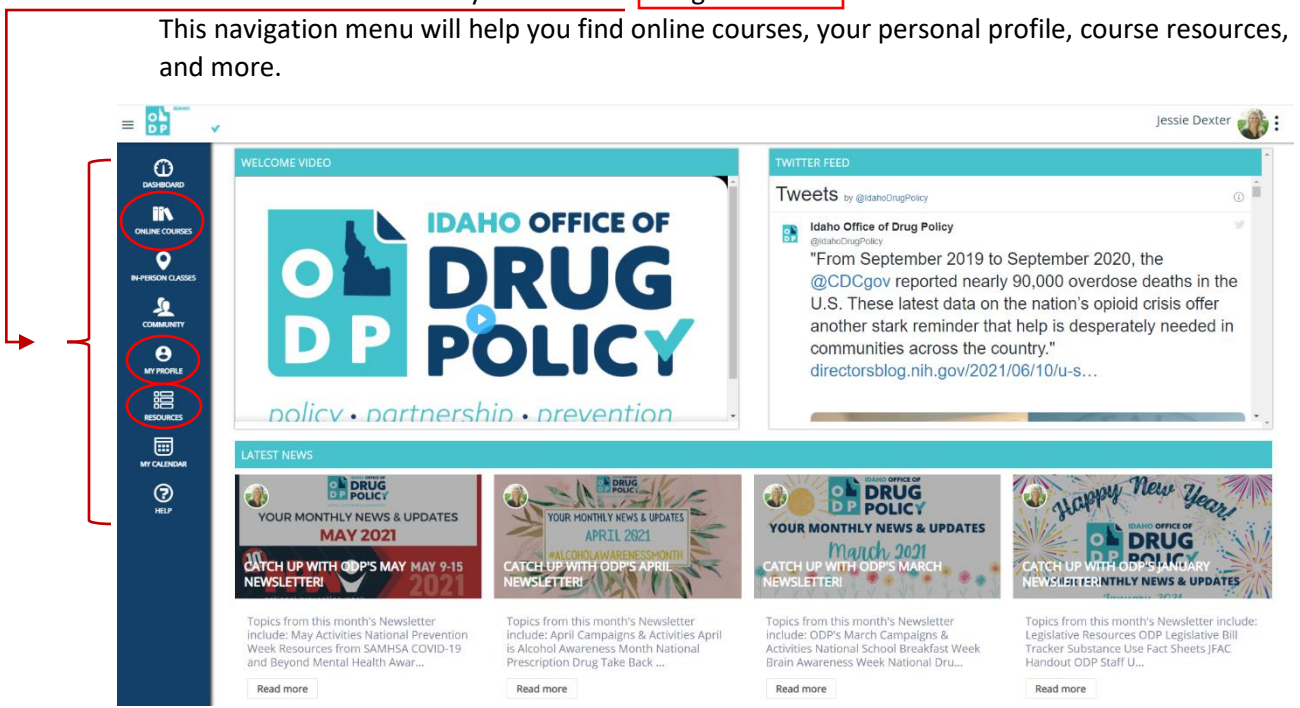Account Information

|	
First Name *	
Last Name *	
Email *	
Username *	
Password *	
Confirm password *	
What organization do you belong to? *	

Register

4. In the Learner Dashboard you will find a navigation menu on the lefthand side of the screen. This navigation menu will help you find online courses, your personal profile, course resources, and more.


5. To view available online courses, click the "*Online Courses*" option on the lefthand navigation menu.
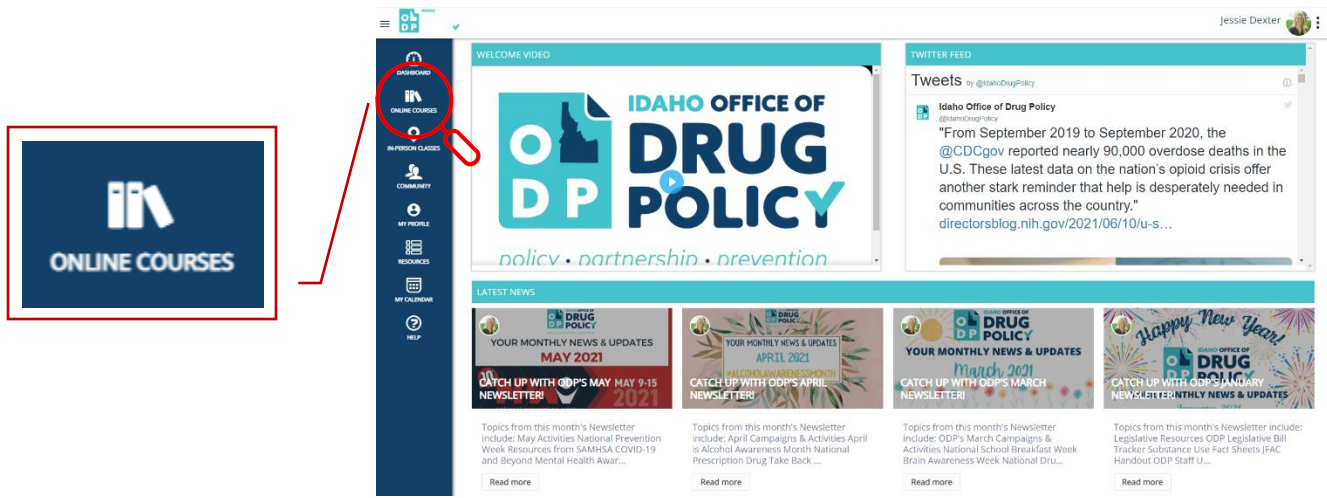
6. The courses **DO NOT** need to be completed in order, you can complete any course at any time. However, once you select a course to complete, the modules within that course **DO** need to be completed in order. To learn more about a course, or to select a course, click on "*Explore this Course*"
    1. ODP has maintained two, free, self-paced courses for registered participants on *Substance Abuse Prevention Ethics (4 hours)* and *Fundamentals of Prevention (5 hours)*.
    2. As of June 2021, ODP has launched eight additional CPS and Strategic Prevention Framework focused courses:
        i. *The Strategic Prevention Framework: A Practical Application (3 hours)*
        ii. *Planning and Evaluation (4 hours)*
        iii. *Identifying Evidence-Based Policies, Programs, and Environmental Strategies (3 hours)*
        iv. *Implementing Direct Service Programs with Fidelity (3 hours)*
        v. *Principles of Community Organization for the Prevention Specialist (6 hours)*
        vi. *Principles of the Environmental Approach to the Prevention Specialist (3 hours)*
        vii. *Capacity and Readiness for Prevention with Special Populations (3 hours)*
        viii. *Sustainability and the Prevention Profession (4 hours)*
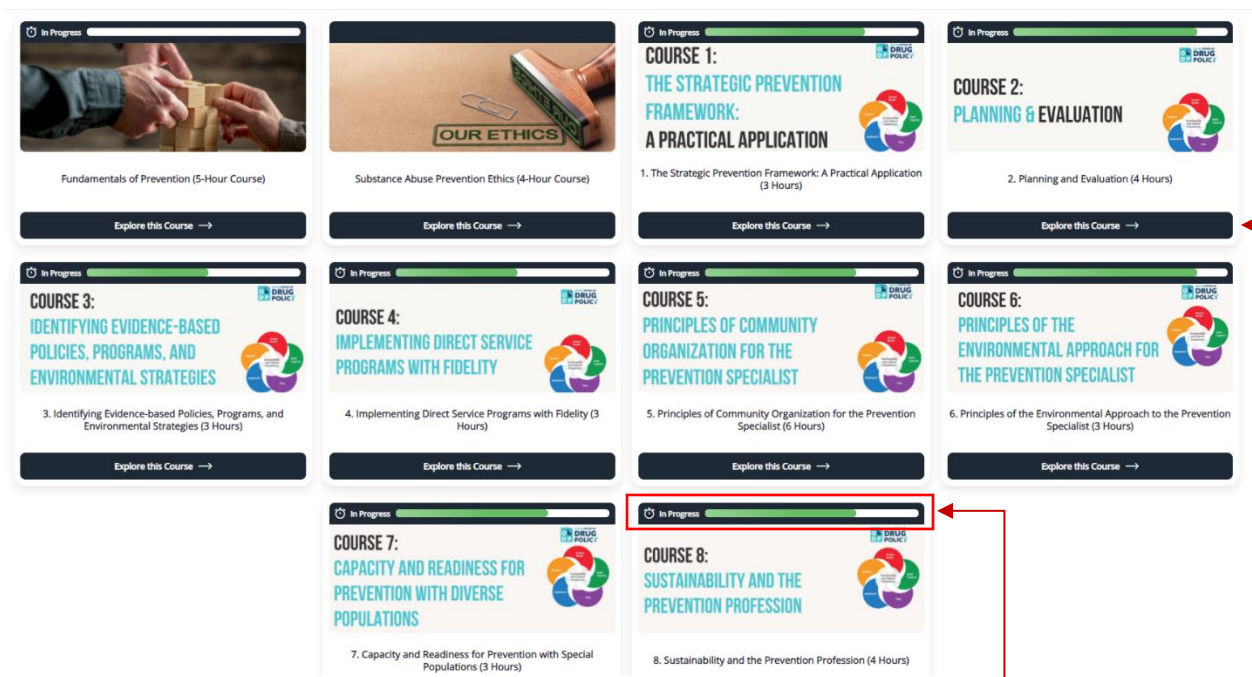
7. Your progress for each course is tracked in multiple locations, including:
    1. The LMS Dashboard;
    2. On the right-hand side of the screen within each individual course.
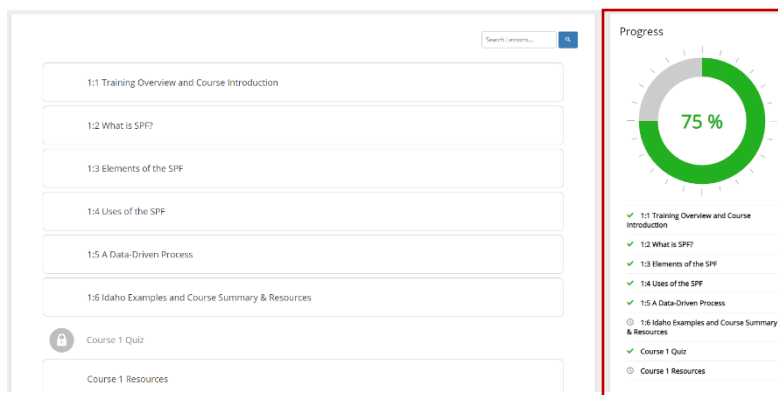
5. Once you complete all of modules in a course and successfully complete the course quiz, your *Certificate of Completion* will appear under the "*Certificates*" section of your profile.

6. To download your *Certificate of Completion*, click on the image of the certificate and then click "*Download Certificate*" and follow the prompts to save it to your computer. Congratulations!