



# TRAINING REGISTRATION ONLINE

Before using the online PATCH Training Tracking Database, contact your local PATCH office to be placed into the database. To be able to register for classes online, the following prerequisites are needed:

- Valid email address.
- USER NAME: Call local PATCH office for USER NAME.
- PASSWORD: Generate your own password by following directions below.

Go to: <https://training.naccraware.net/training/>

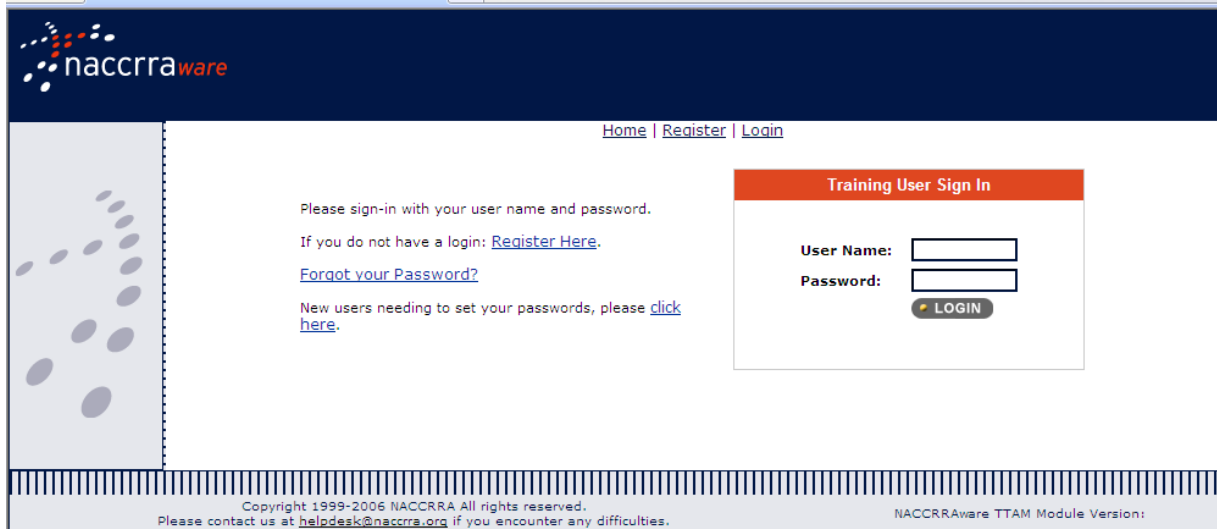
## 1. Click "Login."

- Do not click "Register." Registering again will create duplicate records. If you have a USER NAME, you are registered in the database. If no USER NAME, call PATCH to get you into the database.

The screenshot shows the homepage of the NACCRRAware Training Tracking Training Site. At the top, there is a dark blue header with the "naccraware" logo in white and orange. Below the header, there is a navigation menu with links for "Home", "Register", and "Login". The main content area features the "naccraware" logo again, followed by the text "Welcome to NACCRRAware Training Tracking Training Site for Trainers and Trainees". Below this, there is a red instruction: "Please select an option from the above menu items." At the bottom of the page, there is a footer with copyright information: "Copyright 1999-2006 NACCRRRA All rights reserved. Please contact us at [helpdesk@naccrra.org](mailto:helpdesk@naccrra.org) if you encounter any difficulties." and the version number: "NACCRRAware TTAM Module Version: 1.0.0".

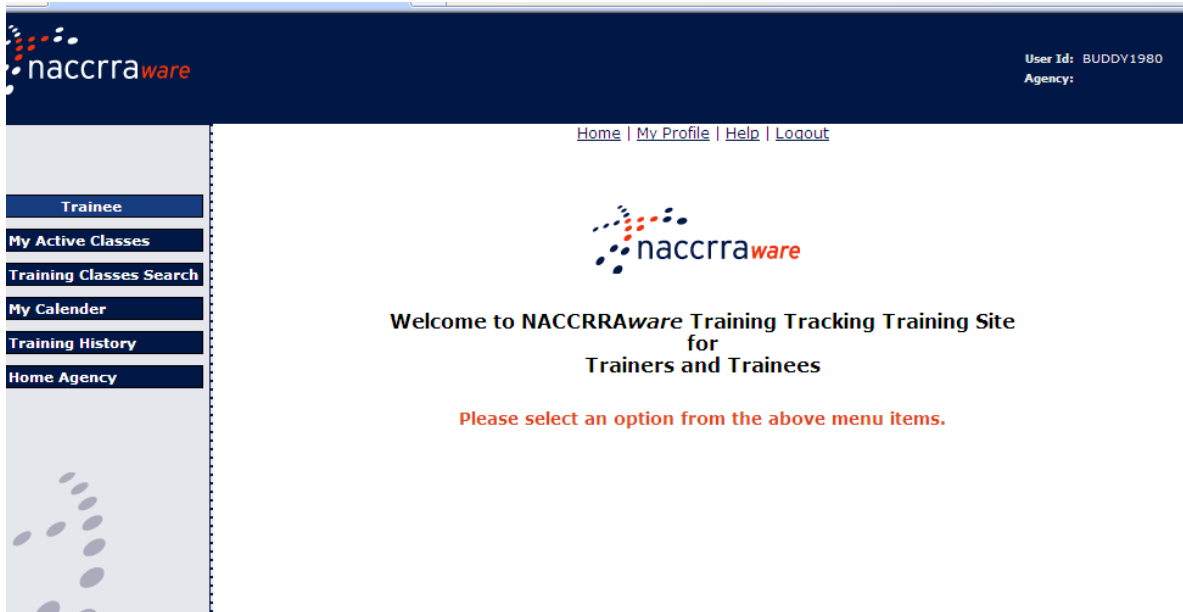
2. Enter your USER NAME and PASSWORD.

- If you don't know your PASSWORD, click "New users needing to set your passwords" and follow the prompts. Instructions to set PASSWORD will be sent to your email.
- If you forgot your PASSWORD, you can reset it. PATCH does not know your password.



The screenshot shows the NACCRRAware website's login interface. At the top left is the NACCRRAware logo. The top navigation bar includes links for Home, Register, and Login. The main content area is split into two columns. The left column contains a decorative graphic of grey dots and text prompts: "Please sign-in with your user name and password.", "If you do not have a login: [Register Here.](#)", "[Forgot your Password?](#)", and "New users needing to set your passwords, please [click here.](#)". The right column features a "Training User Sign In" box with input fields for "User Name:" and "Password:", and a "LOGIN" button. The footer contains copyright information (1999-2006 NACCRRAware) and contact details (helpdesk@naccrra.org).

3. You'll be prompted to Welcome Screen. Navigate to far left column and click on "Training Classes Search."



The screenshot shows the NACCRRAware website's welcome screen after a user login. The top navigation bar includes links for Home, My Profile, Help, and Logout. The user's ID (BUDDY1980) and agency are displayed in the top right. The left sidebar contains a menu with options: Trainee, My Active Classes, Training Classes Search (highlighted), My Calendar, Training History, and Home Agency. The main content area features the NACCRRAware logo, a welcome message: "Welcome to NACCRRAware Training Tracking Training Site for Trainers and Trainees", and a prompt: "Please select an option from the above menu items."

4. Go to the “Training Session Search” column and enter the range of dates in which you are searching for training classes.

- If you know the EXACT name of the training name, you may search by that field too after entering the date range.
- Once the dates are entered, click “Search Training Sessions.”

The screenshot shows the naccrraware website interface. At the top right, it displays 'User Id: BUDDY1980' and 'Agency:'. Below the navigation bar, there are two main sections: 'Training Content Hierarchy' and 'Training Session Search'. The 'Training Content Hierarchy' section lists various categories under 'Child Development and Families', including 'Advancing Children's Cognitive Development - Literacy', 'Advancing Children's Cognitive Development - Numeracy', 'Advancing Children's Cognitive Development - Prescience Skills', 'Advancing Children's Creative Competence - Creative Arts', 'Advancing Children's Creative Competence - Dramatic Play', 'Advancing Children's Physical Competence', 'Child Abuse', 'Establishing Positive and Productive Relationships with Families', 'Health - Mental Health', 'Health - Physical Health', and 'Learning Environments - Playground Design'. The 'Training Session Search' section contains a form with the following fields: 'Training Code' (text input), 'Training Name' (text input with a 'contains' dropdown), 'Start Date between:' (date range input with '(mm/dd/yyyy)' format), 'Training Type' (dropdown), 'Training Content' (dropdown), 'Trainer' (text input), 'State' (dropdown menu showing 'HI - Hawaii'), and 'Display Count' (dropdown menu showing '10'). A red 'Search Training Sessions' button is located at the bottom of the search form.

5. A list of scheduled classes will appear. Choose your class and click on “View.”  
**IMPORTANT: CHECK TRAINING CODE FOR YOUR ISLAND. THE SAME TRAINING MAY BE HELD ON MULTIPLE ISLANDS.**

Training List						
Date	Training Code	Training Name	Content Type	Status	View	Register
11/17/2010	280-OAHU	Talking with Children (236)	Child Development and Families	Active	<a href="#">View</a>	<a href="#">Register</a>
11/13/2010	280-OAHU	CLASSROOM MANAGEMENT AND SUPERVISION (231)	Business and Professional Development	Active	<a href="#">View</a>	<a href="#">Register</a>
11/24/2010	280-OAHU	Curriculum 201- Integrated Curriculum Using Science and Social Studies (426)	Business and Professional Development	Active	<a href="#">View</a>	<a href="#">Register</a>
12/01/2010	280-OAHU	Flowing Through the Day: Classroom Transitions (704)	Business and Professional Development	Active	<a href="#">View</a>	<a href="#">Register</a>
11/18/2010	280-OAHU	ADDRESSING HAWAII'S ENVIRONMENTAL STANDARDS (514)	Business and Professional Development	Active	<a href="#">View</a>	<a href="#">Register</a>
11/20/2010	280-OAHU	CONVERSATIONS WITH PRESCHOOLERS (107)	Business and Professional Development	Active	<a href="#">View</a>	<a href="#">Register</a>
12/02/2010	280-OAHU	Family Child Care Environment (705)	Business and Professional Development	Active	<a href="#">View</a>	<a href="#">Register</a>
12/04/2010	280-OAHU	Communication with Co-workers & Families (006)	Business and Professional Development	Active	<a href="#">View</a>	<a href="#">Register</a>
11/18/2010	250-WEST HAWAII	Conversations with Infants and Toddlers (420)	Child Development and Families	Active	<a href="#">View</a>	<a href="#">Register</a>
12/02/2010	250-WEST HAWAII	Understanding Social & Emotional Development of I/T (110)	Child Development and Families	Active	<a href="#">View</a>	<a href="#">Register</a>

6. Information on the training session will appear.

- If this is the class you want, use browser’s BACK button to return to the class listing and click “Register” for the class.
- If not, use browser’s BACK button to return to the class listing to continue search or you may start a new search by clicking on “Training Classes Search.”

**Training Information**

**Training Code:** 280-OAHU  
**Title:** Communication with Co-workers & Families (006)  
**Description:** Establishing relationships and communication with families and co-workers. (PRO, SA6- 1hr) (WF, SA4-1hr)

**Accreditation Information**

Successfully completing this training provides the following credits:

**Content Area Hours:**  
**College Credits:** 0.00  
**Continuing Education Units (CEUs):** 0.00

**Instructor Information**

**Instructor:** GENE DEMELLO  
**Instructor Bio:**

**Session Schedule/Location**

Date	Time	Topic	Location
12/04/2010	09:00 AM to 11:00		OAHU: THE COLE ACADEMY KAIMUKI

7. Click “Training Purpose” drop down menu to designate reason you are taking this training class. Click “Submit.”

**Training Session Data Entry - Registration Add Form**

**Training Name:** Talking with Children (236)  
**Training Clock Hours:** 0  
**Session Date:** 2010-11-17  
**Training Fee:** \$0

**Training Code:** 280-OAHU  
**Training Development Cost:** \$0  
**Min Enrollment:** 3  
**Max Enrollment:** 25

**Registration Add Form**

Training Purpose:

Motivation 1:

Motivation 2:

Motivation 3:

**SUBMIT**

**Training Registration History**

Date	Training Title	Hours	Session Type	Purpose	Motivation	Status	Actions
12/04/2010	Communication with Co-workers & Families (006)	0	Not Set	Pre-Service Training	Pre-Service Training	Withdrawn	<a href="#">View</a>
11/17/2010	Talking with Children (236)	0	Not Set	Pre-Service Training	Not Set	Pending	<a href="#">View</a>

8. Registration successful.

**Trainee**

- » My Active Classes
- » Training Classes Search
- » My Calendar
- » Training History
- » Home Agency

Training Name: *Talking with Children (236)*  
 Training Clock Hours: 0  
 Session Date: 2010-11-17  
 Training Fee: \$0

Training Code: 280-OAHU  
 Training Development Cost: \$0  
 Min Enrollment: 3  
 Max Enrollment: 25

• Successfully added Registration data with key = 106,125.

**Selected Registration**

Trainee Id: NOAH BUDDY  
 Training Purpose: Pre-Service Training  
 Motivation 1: Not Set  
 Motivation 2: Not Set  
 Motivation 3: Not Set  
 Registration Status: Pending

[EDIT REGISTRATION](#) [WITHDRAW](#)

Date	Training Title	Hours	Session Type	Purpose	Motivation	Status	Actions
12/04/2010	Communication with Co-workers & Families (006)	0	Not Set	Pre-Service Training	Pre-Service Training	Withdrawn	<a href="#">View</a>
11/17/2010	Talking with Children (236)	0	Not Set	Pre-Service Training	Not Set	Pending	<a href="#">View</a>

9. To confirm registration, navigate to far left column and click on “My Active Classes” or “My Calendar.”

My Active Classes:

**naccrraware** User Id: BUDDY1980  
Agency: 20002

[Home](#) | [My Profile](#) | [Help](#) | [Logout](#)

**My Active Classes**

NOAH BUDDY  
 BWATANABE@PATCH-HI.ORG  
 808 961-2020

Individual ID = 80010100000  
 650 IWILEI ROAD  
 HONOLULU, HI

**List of Active Classes**

Date	Training Title	Hours	Content Type	Status	Actions
12/04/2010	Communication with Co-workers & Families (006)		Business and Professional Development	Active	<a href="#">View Session</a>
11/17/2010	Talking with Children (236)		Child Development and Families	Active	<a href="#">View Session</a>

My Calendar:

**Training Class Calendar**

Previous Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 Talking with Children (236) 06:00 PM - 09:00 PM	18	19	20
21	22	23	24	25	26	27

10. To access training history, click on "Training History" on far left column.

**Trainee Training History**

NOAH BUDDY  
BWATANABE@PATCH-HI.ORG  
808 961-2020

Individual ID = 80010100000  
650 IWILEI ROAD  
HONOLULU, HI

**Training History Filter**

Training Name:

Start Date between:  (mm/dd/yyyy) to  (mm/dd/yyyy)

Status:

Display Count: 10

**Filter**

**Training Registration History**

	Date	Training Title	Hours	Session Type	Purpose	Status	Actions
<input type="checkbox"/>	11/17/2010	Talking with Children (236)		Not Set	Pre-Service Training	Pending	<a href="#">View</a>
<input type="checkbox"/>	12/04/2010	Communication with Co-workers & Families (006)		Not Set	Pre-Service Training	Withdrawn	<a href="#">View</a>

1 - 2 of 2

**Generate And Email Transcript**

11. Logout when done.