



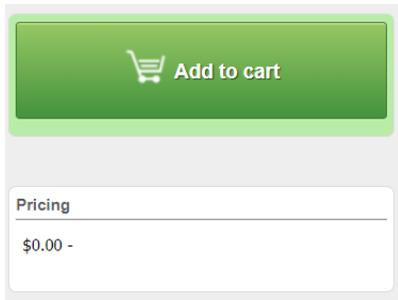
Healthy Child Care Arkansas Online Courses: How to Register and Access

WELCOME! To enroll in Healthy Child Care Arkansas training courses for early care and education providers, you will first need to register with UAMS GoSignMeUp and set up your Username and Password. You will then enter this Username and Password to access our training courses on the UAMS Blackboard course site.

Please follow the steps below. If you have any questions, please contact us during business hours at (501) 526-8737 or hccar@uams.edu.

Steps:

1. Click this link: <https://uams.gosignmeup.com/public/Course/browse?courseid=2796>.
2. If you get a message about Accepting Cookies, click “yes”.
3. The course page displays. Click the green **Add to cart** button.



4. The home page will display. On the course list, expand the Child Care category so you see the course. Click on the course title. Then click the green **Checkout** button.

The screenshot shows a sidebar menu on the left with categories: Child Care, Healthy Child Care Arkansas (highlighted with a mouse cursor), Health Professions, Medicine, Nursing, Pharmacy, Public Health, Research, and TRI. The main content area displays the course details for 'Healthy Child Care Arkansas'. The details include a description: 'This community holds online self-paced courses for early care and education providers and others statewide in Arkansas,...'. It also lists: Starts: 5/22/2019 7:30 AM, Pricing: \$0.00, and Location: Online at <https://uams.blackboard.com>. A green 'Checkout' button is visible at the bottom of the course detail panel.



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5. You're probably a new user, so click on the **Create account** button on the right side.

If you are a new user, click below to create a new account.

[Create account](#)

6. On the **User Registration** screen, complete the fields. Please do **not** use the “&” symbol. **Your email address will be your username.** Be sure to write down your username and password. You will need these to log into the UAMS Blackboard course site.

Please enter information required.

Identity

First Name * :

Last Name * :

E-Mail Address * :

Confirm E-Mail Address :

Username: (Your email address will be your username)

Password :

Confirm Password * :

Zip Code * :

Profession * :

Organization/Employer:

Degree * :

City:

State:

7. Click the green **Create account** button at the bottom of the screen.

[Create account](#)

8. A “**Thank You!**” message will display. Click **Continue**.

Thank you!

Your account has been created and you can now log in by using your username and password.
If you were in the middle of a checkout, you will be taken back to the checkout screen.

[Continue](#)



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9. On the **Review Order** page, click the **Proceed to Next Step** button at the bottom of the screen.

The screenshot shows a progress bar with four steps: 1. Log In/ Create Account, 2. Review, 3. Payments, and 4. Receipt & Confirmation. The 'Review' step is currently active. Below the progress bar, there is a table titled 'Review your current order' with columns for Course Name, Date(s), Time(s), and Price. The table lists one course: 'Healthy Child Care Arkansas Test Course - 2775' with dates 4/10/2018 and 12/31/2018, and times 7:30 AM - 6:00 PM and 8:30 AM - 10:00 PM. The price is \$0.00. To the right of the table, there is a 'Sub-total: \$0.00' and a 'Total: \$0.00' section. A 'Proceed to Next Step' button is located at the bottom right of the form.

10. The **Order Receipt** screen displays. You can print it if you like. You have now enrolled in the course.

The screenshot shows the 'Order Receipt' page. It includes a 'Thank you for enrolling!' message. The page is divided into several sections: 'Enrollment Details' (Date: 4/16/2018, Registration number: COLR.JNBQ7432576, Username: lgferris@uams.edu), 'Participant Information' (Name: Lisa Ferris, ID: 72223, Email: lgferris@uams.edu), and 'Payment Details'. Below these sections is a table titled 'Order Details' with columns for Course name, Dates, Status, and Price. The table lists one course: 'Healthy Child Care Arkansas Test Course' with dates 'Online from 4/10/2018 7:30 AM until 12/31/2018 8:30 AM', status 'Enrolled', and price '\$0.00'. To the right of the table, there is a summary of costs: Total: \$0.00, Discount: \$0.00, and Total Amount Paid: \$0.00. At the bottom of the page, there are three buttons: 'Print Receipt', 'Continue Shopping for Courses', and 'Back To User Home'.

11. Wait a few minutes and then check your email for a **Course Enrollment Confirmation**.



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12. Click on the link in your email <https://uams.blackboard.com> to sign into your course. Your username is the email address you set up. If you are unable to sign in, please try again in a few minutes.

UAMS
University of Arkansas for Medical Sciences

Login Here

[Change Text Size](#) | [High Contrast Setting](#)

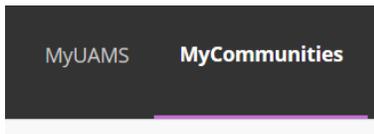
You are not logged in
By logging in you agree to comply with FERPA and HIPAA regulations.

USERNAME

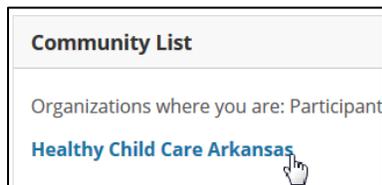
PASSWORD

[Forgot Your Password?](#)

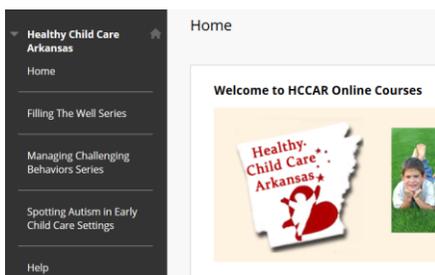
13. Click on the **My Communities** tab.



The Healthy Child Care Arkansas course will be listed in the middle of the page. Click on its title to enter the course.



You're in the course!



Remember, **TO OBTAIN PDR CREDIT**: You MUST enter your name and PDR number on the PDR Credit Form at the end of each training module or course.