

Praesidium Academy University of California Mandated Reporter Online Training for Gluck Fellows

The **University of California Mandated Reporter** training covers sensitive material, including sexual and physical abuse. If you find the content disturbing, please discuss your concerns with your supervisor before your enrollment. Thank you for your commitment to protecting those in your care.

TO ENROLL FOR PRAESIDIUM ACADEMY

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Fill in your contact information including First Name, Last Name, Email Address, and desired Password.
3. Enter the **registration code: reg-ucriverside-951-gluckfellowshipucr**
4. Click Validate to confirm registration code.
5. Click the checkbox to agree to the Terms & Conditions.
6. Click Redeem.
7. Write down your user login and password for future reference.
8. Answer the three Registration Questions about your status and role within the organization.
 1. You are a **Volunteer** for this purpose
 2. You are **Part-Time**
 3. **Program Volunteer** best describes your role
9. Click Save & Continue.
10. To begin taking training immediately, scroll down and click a course to start the content. You are only obligated to take the **University of California Mandated Reporter** (ENG) or (ES)

TO LOGIN FOR TRAINING

1. Go to **Praesidium Academy**. <https://www.praesidiumacademy.com/learn>
2. Enter your user login and password. (The login and password you created during self-enrollment.) You DO NOT need to enter your code again.
3. Click on the title of the course you want to begin. Gluck Fellows are only obligated to take **University of California Mandated Reporter – ENG or ES** (should take about 20 minutes)
4. Once the course starts, click the Orange Continue button and 'next' arrows to advance the frames.

AFTER TRAINING

Press EXIT to return to the Main Menu. You have an opportunity to leave some feedback.

Your Dashboard should have a list of Completed courses and Certificates available on tabs.

Once you are at your certificate, download to save your certificate as a .PDF to your computer. Keep this with your other certificates and licenses, as other UCR departments also use this training and you can submit this certificate to them without needing to retake the course.

They will also send you an email.

Email the PDF of your **University of California Mandated Reporter** Certificate or jpeg/screenshot to Gluckprogram@ucr.edu

YOU DO NOT NEED TO COMPLETE THIS TRAINING AGAIN IF YOU ARE A REPEAT FELLOW and can provide your Certificate of Completion (going forward trainings must be re-done annually)

If you have previously completed this training with another UCR department, or as a prior Gluck Fellow, please email your Certificate of Completion to us.