INDIANA UNIVERSITY

Training Portal – User Manual

Prevention Insights & IPGAP Training Portal

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1. Getting Started

CREATING AN ACCOUNT

You must have an account to register for any course. To create one:

1. Go to the Training Portal home page and click **"View Prevention Insights trainings"** or **"View IPGAP (Problem Gambling) trainings"**
2. Click any course to view its details
3. Click **"Need an account? Register here."**
4. Fill in the registration form:
   - **Name** *(required)*
   - **Email Address** *(required — this becomes your username)*
   - **Organization** — your workplace or school *(required)*
   - **Title/Position** — your role at your organization *(required)*

- **Indiana County** — select the county where you live, or "I do not live in Indiana" *(required)*

5. Click **"Create Account"**
6. Check your email for a link to set your password
7. Follow the link to set your password, then log in

> **Note:** If an account already exists with your email address, you will see an error. Use "Forgot Password" on the login page to recover your account.

LOGGING IN

1. Go to the Training Portal and click **"Log In"**
2. Enter your **Email Address** and **Password**
3. Click **"Log In"**

If you enter the wrong password too many times, your account will be locked. Use the **"Forgot Password"** link to reset it.

RESETTING YOUR PASSWORD

1. On the login page, click **"Forgot Password"**
2. Enter your email address and click **"Send password reset email"**
3. Check your email for the reset link
4. Click the link and enter a new password (8–24 characters)
5. Log in with your new password

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2. Browsing Courses

The portal has two separate course listings:

- **Prevention Insights (PI)** — covers drug education, SBIRT, public health, and related topics
- **IPGAP** — covers problem gambling topics

You can switch between them using the toggle link at the top right of the listing page.

FILTERING & SEARCHING

Use the controls at the top of the listing page to narrow down courses:

CONTROL	WHAT IT DOES
Search box	Filters by course title (type to search)
Training Format	Filter by In-Person, Online Learning, Live Webinar, Recorded Webinar, or Other
Subject Matter	Filter by topic area

Click any **column header** to sort the list. Results are paginated — use the navigation at the bottom to browse pages.

COURSE DETAIL PAGE

Click any course title to view its full details. You will see:

- **When is the training?** — date and time for live events, or "self-paced" for online courses
- **Training format** — how the course is delivered
- **Seats available** — shown only for courses with a capacity limit
- **How to access** — instructions for accessing the course content
- **Full course description** — learning objectives, requirements, and other details

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3. Registering for a Course

STANDARD REGISTRATION

1. Navigate to the course detail page
2. If you are logged in and a seat is available, click **"Enroll Now"**
3. You will be redirected to a confirmation page with access instructions
4. A confirmation email will be sent to your email address

AFTER ENROLLING

What you see after enrolling depends on the course type:

COURSE TYPE	WHAT YOU SEE
In-Person	Event information and instructions (also emailed to you)
Live Webinar	A "Join the Webinar" button with the Zoom or meeting link
Online / Recorded	A "Go to the Course" button with the course link
Link not yet posted	A message that the link will be available soon — check My Courses later

REGISTRATION STATUSES

STATUS	WHAT IT MEANS
Enroll Now	Seats are available — you can register
This course is currently full	No seats available — you can join the waitlist
Registration is closed	Admin has manually closed registration
Course Registered!	You are already enrolled

4. My Courses Dashboard

Access your registered courses any time by clicking **"My Courses"** in the navigation menu.

WHAT YOU'LL SEE

Each row in the table represents a course you've registered for:

COLUMN	DESCRIPTION
Course Title	Click to go to the course details page
Link	Button to access the course, or "In-Person" / "Course Unavailable"
Completion Status	"Incomplete" or "Complete" with a certificate link
Date Registered	When you registered
Drop Course	Button to unenroll from the course

FILTERING YOUR COURSES

Use the search box and dropdowns to filter by:

- Course title
- Training format
- Subject matter
- Completion status (Incomplete / Complete)

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5. Completing a Course & Getting Your Certificate

HOW COMPLETION IS RECORDED

Course completion can be recorded in two ways:

1. **Automatic (online courses):** When you finish an online course hosted on the portal, you will be directed to a completion page. If you are logged in and registered, your completion is recorded automatically.
2. **Manual (by admin):** For in-person events and live webinars, an administrator marks you as complete after the session.

DOWNLOADING YOUR CERTIFICATE

Once your course is marked complete:

1. Go to **My Courses**
2. Find the completed course — it will show **"Complete"** with a **"View Certificate"** link
3. Click **"View Certificate"** to download a PDF certificate

Your certificate includes:

- Your name
- Course title
- Training date
- Number of hours
- CEU information (if applicable)

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6. CEUs

COURSES THAT GIVE CEUS

Some courses grant **Continuing Education Units (CEUs)** directly. If a course gives CEUs, your certificate will state the number of CEUs awarded.

COURSES THAT DO NOT GIVE CEUS DIRECTLY

Some courses offer training hours but not direct CEUs. For these courses, you may be able to purchase CEUs through **IU Expand** or another external provider. A link will be included on your certificate if this option is available.

> If you have questions about CEUs for a specific course, contact the appropriate support team (see Help & Contact).

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7. Managing Your Account

UPDATING YOUR PROFILE

1. Click your name or **"Profile"** in the navigation menu
2. Update any of the following fields:
   - Name
   - Email Address
   - Organization
   - Title/Position
   - Indiana County
3. Click **"Update Profile"** to save

CHANGING YOUR PASSWORD

On the same profile page:

1. Scroll down to the **"Change Password"** section
2. Enter your new password (8–24 characters)
3. Confirm the new password

4. Click **"Update Password"**

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8. Waitlists

If a course is full, you can join the waitlist:

1. On the course detail page, click **"Join Waitlist"**
2. You will see your position in the waitlist (e.g., "You are #3 on the waitlist")
3. If someone drops the course, you will **automatically be registered** and receive a confirmation email

To leave a waitlist, click **"Leave Waitlist"** on the course detail page.

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9. Dropping a Course

To unenroll from a course:

1. Go to **My Courses**
2. Click the **"Drop"** button next to the course
3. Confirm the action in the dialog box

> **Note:** Dropping a course is permanent. If you drop an in-person or live webinar course, someone on the waitlist will automatically take your spot.

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10. Help & Contact

CONTACT US

PROGRAM	EMAIL
Prevention Insights (PI) courses	TrainPI@iu.edu
IPGAP (problem gambling) courses	IPGAP@iu.edu

We generally respond within 1–2 business days.

FREQUENTLY ASKED QUESTIONS

How long does each online module take?
Modules typically take about 1 hour to complete, though this varies.

How much do courses cost?
All courses are FREE.

Do I need any prior knowledge or materials?
No textbooks are required. Each course includes resources and links for additional learning.

Do I need to install any software?
Some older modules may require audio equipment and a browser with media support. No special software installations are typically needed.

Will my email or personal information be shared?
No. Your information will not be shared with third parties.

How do I get CEUs?
You must complete the course and pass with at least 80% (for applicable courses). After completion, CEUs can be purchased through IU Expand or another listed provider, or are granted directly depending on the course.

For technical issues with the portal itself, or to request edits to this document, please contact your development team.