



**GETTING YOUR YQCA CERTIFICATION
HELP DOCUMENT**

CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

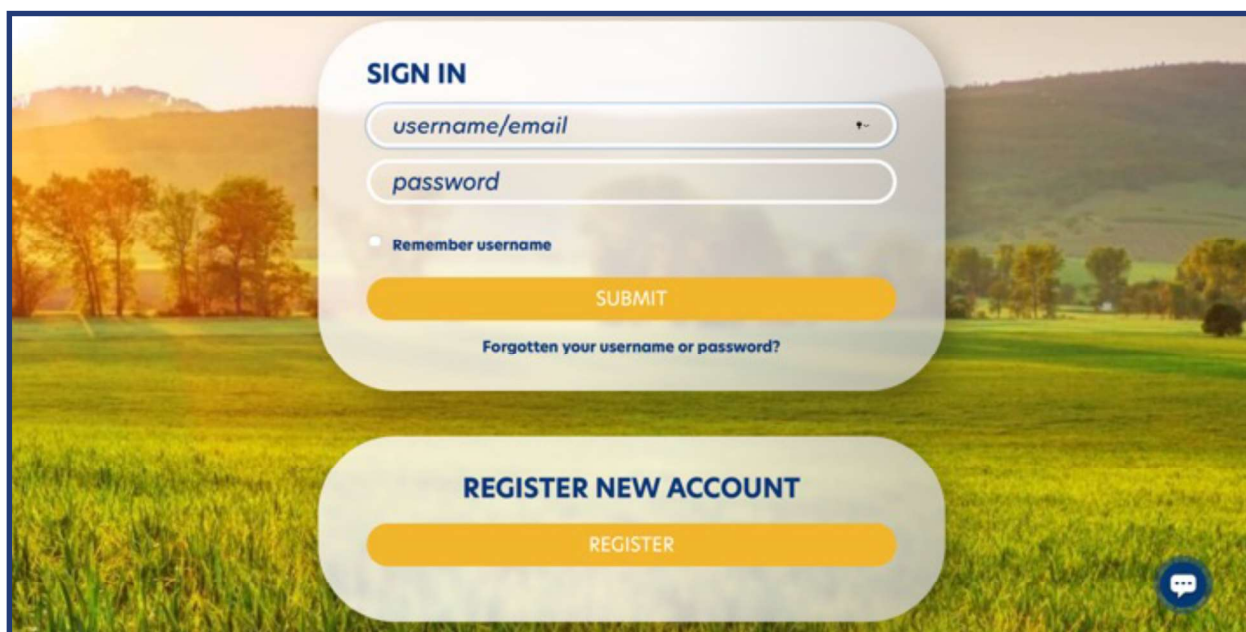
STEP 1

Create and login to a YQCA account. Go to yqcaprogram.org and select “Login & Register” from the menu.



STEP 2

If registering a new account, select “Register.” If logging in to a pre-existing account, enter your username and password and select “Submit” to login.



STEP 3

When registering a new account, enter your birthdate. If you are an age protected under COPPA, a parent must create the account.

A screenshot of a registration form. At the top, there is a "SUBMIT" button. Below it, a date picker is open, showing the month of March 2022. The date 03/01/2022 is selected. Below the date picker, there is a text input field for "mm/dd/yyyy" and a "SUBMIT" button. The form is titled "NEW ACCOUNT".

A screenshot of a registration form titled "REGISTER NEW ACCOUNT". It shows a "Select Date of Birth:" field with the date 03/01/2022 and a "SUBMIT" button. Below the submit button, a red error message is displayed: "You are ineligible to create your own account. Please have your parent/guardian create an account on your behalf."

STEP 4

REGISTRATION

Complete registration information for the owner of the account.

The image on this page is of the youth registration. The parent registration is captured on the next page.

A screenshot of a "Registration" form for youth. The form includes the following fields and options:

- Username**: Text input field.
- Password**: Text input field. Below it, a note states: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #".
- Email Address**: Text input field.
- Email (Again)**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- State**: Dropdown menu with "Select" as the current option.
- County of Participation**: Dropdown menu with "Select" as the current option.
- Organization Affiliation**: A list box containing "Youth", "4-H Member", "FFA Member", and "Grange Member". Below the list box, a note states: "Hold down the Ctrl (windows) or Command (Mac) button to select multiple options."
- Grade/Level of Education**: Dropdown menu with "2nd and below" as the current option.
- Birthdate**: Three dropdown menus for day (1), month (March), and year (2008), followed by an "Enable" checkbox.
- Gender**: Dropdown menu with "Female" as the current option.
- Race**: Dropdown menu with "American Indian or Alaskan Native" as the current option.
- Residence**: Dropdown menu with "Rural" as the current option.
- Phone (XXX) XXX-XXXX**: Text input field.
- Please indicate which livestock project(s) you/your child is/are enrolled in. Select all that apply.**: A list box containing "Beef", "Dairy cattle", "Dairy goats", and "Meat Goats". Below the list box, a note states: "Hold down the Ctrl (windows) or Command (Mac) button to select multiple options."
- Security Question**: Text input field.

At the bottom of the form, there is an error message: "ERROR for site owner: Invalid domain for site key". Below the error message, there is a "CREATE MY NEW ACCOUNT" button and a "CANCEL" button. At the very bottom, a note states: "There are required fields in this form marked [red dot icon]."

PARENT REGISTRATION

The image on this page is of the parent registration.

Adult/Parent Registration

Username

Password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Email Address

Email (Again)

First Name

Last Name

State

County of Participation

Organization Affiliation
Parent
Extension Professional
Agriculture Teacher

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Grade/Level of Education


Birthdate ☐ Enable

Gender

Race

Residence

Phone (XXX) XXX-XXXX

Security Question ☐ I'm not a robot 

There are required fields in this form marked ❗.

STEP 5

Retrieve email to validate registration and complete parental consent.

Hi Sammy Student,

A new 'YQCA' account has been requested using your email address.

To confirm your new account, go to this web address:

<https://yqcaprogram.org/login/confirm.php?data=E5GmoKQ64KSvPtE/sample2>

In most mail programs, this should appear as a blue link. If that is not the case, copy and paste the address into the address line at the top of your web browser window.

For assistance, contact the site administrator.

Validate your account registration.

CONFIRM YOUR ACCOUNT

Validate Registration

Please visit the email address provided during account set-up to validate your account as well as provide parental consent for sharing your child/children's details with third parties (state 4-H/FFA contacts, national species organization representatives, and fair and show managers). Until you validate your account using the YQCA email notification email, your account will not be activated.

If you have provided a mobile number during the account set-up, you will receive alerts concerning your parental consent whenever your account is accessed or whenever a course is launched or completed.

For your information, once a course is launched—and through its completion—access to the main navigation will remain inactive so as to prevent your child who is taking the course from gaining access to your account settings. After the course completion, to gain access to the account, you will have to login again.

We recommend:

- You do not share the account credentials with your children or others who should not be having access to your account and the settings.
- You always provide a mobile number during the account set-up or from your account settings at all times so that you are alerted on your mobile device whenever your account is accessed.
- You add YQCA email address and mobile number to your safe list so that they are not marked as spam, which may result in you missing important notifications & alerts.

You can revoke the parental consent at any time by updating the same through your account settings.

[CONTINUE](#)

REGISTRATION CONFIRMATION YOU HAVE JUST VALIDATED YOUR ACCOUNT SET-UP BY CLICKING ON THE 'VALIDATE MY ACCOUNT' LINK FROM THE ACCOUNT VALIDATION EMAIL. IF YOU WANT TO CHANGE ANYTHING, YOU CAN DO SO THROUGH THE ACCOUNT SETTINGS.

Registration Confirmation

You have just validated your account set-up by clicking on the 'Validate My Account' link from the account validation email.
If you want to change anything, you can do so through the account settings.

[RETURN TO HOMEPAGE](#)

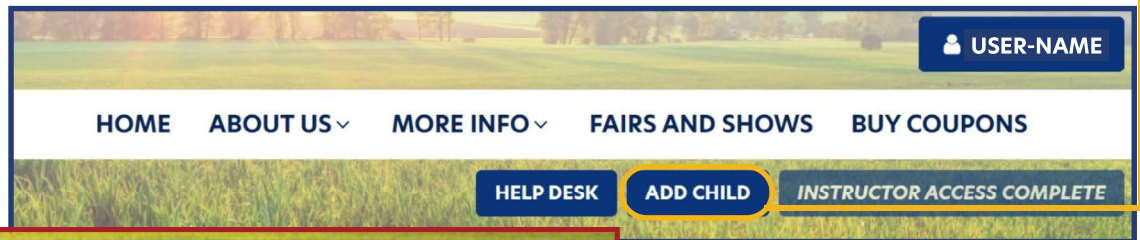
[PURCHASE A COURSE](#)



ADD A CHILD

STEP 1

Once an account has been created, children can be added. Select "Add Child."



STEP 2

Complete the registration for your child. Select "Submit" to move on or "Submit and Add Another Child" to add additional children.

A screenshot of the 'CHILD REGISTRATION' form. The form has a green header with the title 'CHILD REGISTRATION'. Below the header is a red box with a message: 'We have auto-populated some of your child's information based on your inputs in the earlier screen. Please update them here for your child as needed.' The form contains several input fields: First Name, Last Name (pre-filled with 'YOUTH NAME'), Relationship to This Child, State (pre-filled with 'Nebraska'), County of Participation, Grade/Level of Education, Birthdate (format mm/dd/yyyy), Gender, Race (pre-filled with 'White'), and Residence (pre-filled with 'Rural'). There are two sections for selecting livestock projects and species, each with a dropdown menu. At the bottom are four buttons: RESET, SUBMIT, SUBMIT AND ADD ANOTHER CHILD, and CANCEL.A screenshot of the 'CHILD REGISTRATION' form showing the 'Data Sharing Consent' section. The form has a green header with the title 'CHILD REGISTRATION'. Below the header is a section titled 'Data Sharing Consent' with a text box explaining the consent process. Below the text box are two radio buttons: 'Yes, I want to share this child's information with third parties.' and 'No, I do not want to share this child's information with third parties.' Below the radio buttons are two sets of input fields: First Name, Last Name, Age, and Gender. The first set is pre-filled with 'YOUTH NAME', 'YOUTH NAME', '9 years 10 months', and 'Female'. The second set is pre-filled with 'YOUTH NAME', 'YOUTH NAME', '8 years 4 months', and 'Female'. At the bottom are two buttons: RESET and SUBMIT (highlighted with a yellow border).

STEP 3

Complete "Data Sharing Consent." If parents do not provide data sharing consent, YQCA will not be able to verify their certification with the listed third parties.

A screenshot of the 'CHILD DASHBOARD'. The dashboard has a green header with the title 'CHILD DASHBOARD'. Below the header is a section titled 'Child Dashboard' with a table. The table has three columns: 'Name As Seen On Certificate', 'Name As Seen In Shared Reports', and 'Actions'. The table lists two children: CHILD 1 NAME and CHILD 2 NAME. Below the table are three buttons: EDIT, DELETE, and ADD CHILD (highlighted with a yellow border).

STEP 4

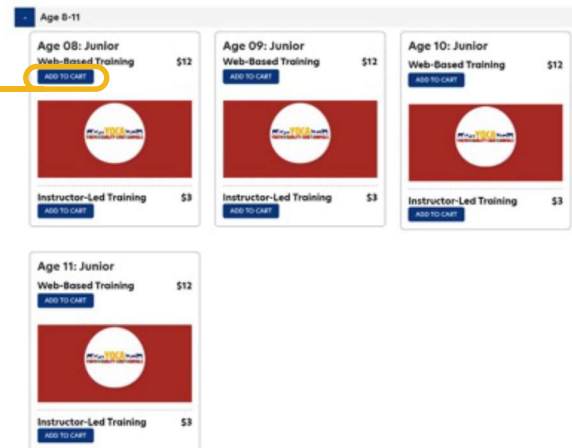
View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

PURCHASING A WEB-BASED TRAINING

STEP 1

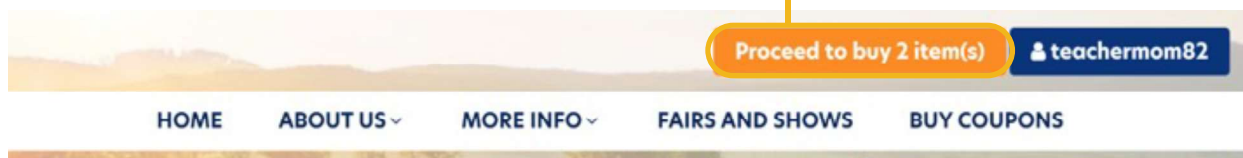
Go to the Home page and select a course. Select "Add to Cart."

Multiple courses may be added to cart, and multiple licenses of one training can be purchased.



STEP 2

When ready, select "Proceed to Buy."



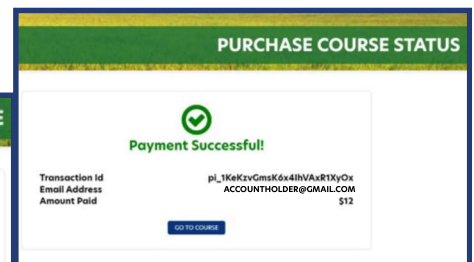
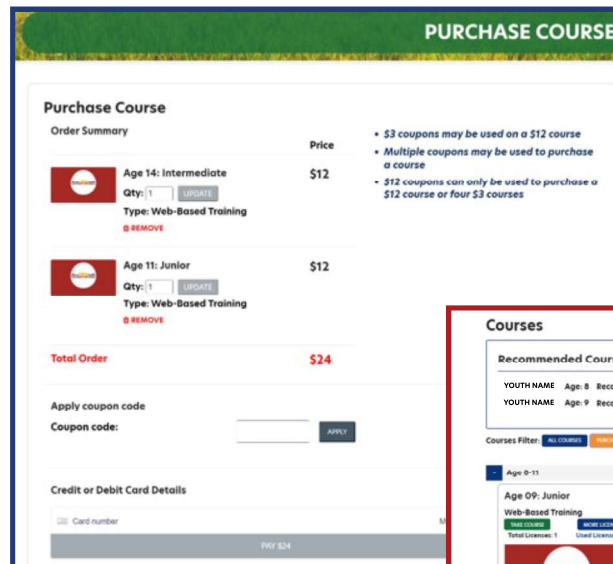
STEP 3

Enter coupon code or credit/debit card details.

STEP 4

To view purchased trainings, select "Purchased Courses."

Here you'll see a listing of the courses that have been purchased, along with the test-out option courses, and instructor course (if owner of the account in an instructor)



Courses

Recommended Courses for Your Child/Children

YOUTH NAME Age: 8 Recommended course under AGE 8
YOUTH NAME Age: 9 Recommended course under AGE 9

Courses Filter: ALL COURSES PURCHASED COURSES

- Collapse all

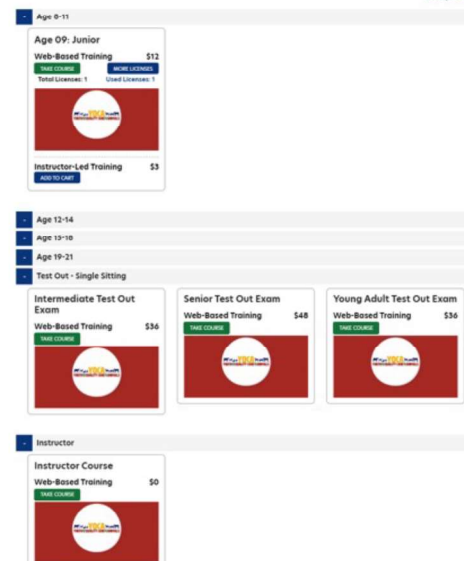
Courses

Recommended Courses for Your Child/Children

YOUTH NAME Age: 8 Recommended course under AGE 8
YOUTH NAME Age: 9 Recommended course under AGE 9

Courses Filter: ALL COURSES PURCHASED COURSES

- Collapse all



COMPLETING A WEB-BASED TRAINING

STEP 1

Return to the home page and select "Take Course."

STEP 2

Select user to take course.

Please select in the dropdown which children taking this course:

Choose...

STEP 3

Before launching course, take pre-course survey.

Age 09: Junior

Web-Based Training **\$12**

TAKE COURSE **MORE LICENSES**

Total Licenses: 1 Used Licenses: 1

Instructor-Led Training **\$3**

ADD TO CART

NOTE:

Users must pass three quizzes to achieve certification: Animal Well-Being, Food Safety, and Life Skills. Select a Knowledge Builder and Skills Lab to gain knowledge and test skill. User status will show throughout to track progress.

STEP 4

Select "Exit Activity", "Jump To", or the arrows under the module to return to menu page to select another Knowledge Builder, Skills Lab, or Quiz.

Age 09: Junior

Your progress

Animal Well Being

- AWB: Knowledge Builder
- AWB: Skills Lab
- AWB: Quiz

Food Safety

- FS: Knowledge Builder
- FS: Skills Lab
- FS: Quiz

Life Skills

- LS: Knowledge Builder
- LS: Skills Lab
- LS: Quiz

AGE 12: INTERMEDIATE: FS: KNOWLEDGE BUILDER

Age 12: Intermediate

EXIT ACTIVITY

FS: Knowledge Builder

Let's get started already!

AWB: Quiz **Jump to...** **FS: Skills Lab**

STEP 5

Once all quizzes have been passed, sign out.

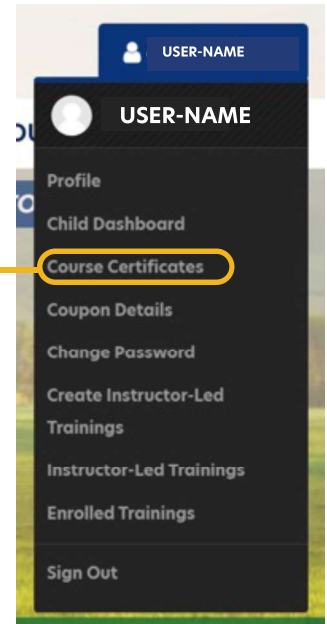
STEP 6

Log back in to take post-course survey and access certificate.

PRINTING CERTIFICATION

STEP 1

Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.



STEP 2

Select the blue button to download certificate.

Web-Based Training Certificates

Completed Courses	Download Certificate
Marie Meis Completed Courses	
Age 19: Young Adult	

Instructor-Led Training Certificates

Completed Courses	Download Certificate
No Courses Completed yet.	

STEP 3

On a PC computer, the downloaded PDF will be available in the upper right-hand corner of the screen and in the "Downloads" folder.

On a Mac computer, the downloaded PDF will be available in your browser downloads at the bottom of the window and in the "Downloads" folder.

On a smart phone, the downloaded PDF will be in "My Files" and "Downloads".

On an iPhone, you will have the option to save your downloaded PDF to your photos, files, or other applications you have on your phone.

STEP 4

Rename and/or move the file to a location that is easily accessible for future use.

To print PDF, select printer icon and send to local printer.