Using the RHNTC Website to Track Your Program Network's Training Completion

RHNTC
REPRODUCTIVE HEALTH
NATIONAL TRAINING CENTER

This resource provides an overview of how the RHNTC Training Tracking System on rhntc.org can support grantees to create, implement, and track completion of professional development and training plans for their organization, implementation partners, or networks.

RHNTC TRAINING TRACKING SYSTEM FEATURES

The following features are available to two types of registered users on rhntc.org.

ACCOUNT TYPE	TRAINING TRACKING FEATURES	WHO CAN REQUEST THIS ACCOUNT TYPE?
TRAINING ADMINISTRATORS Staff that are responsible for creating, implementing, and/or tracking completion of professional development and training plans.	✓ Create and share customized Training Lists with your network ✓ Track completion of RHNTC and non-RHNTC resources shared via Training Lists ✓ Download completion reports	Anyone who is responsible for administering and tracking training at their organization may request a RHNTC Training Administrator account.
TRAINING PARTICIPANTS Staff who are responsible for completing assigned training.	✓ Accept assigned Training Lists ✓ Quickly register for eLearning courses ✓ View registered and completed trainings ✓ Save resources to access later	Anyone may create a training account on rhntc.org.

HOW TO REQUEST A TRAINING ADMINISTRATOR ACCOUNT:

1. Follow the steps to Create an Account on rhntc.org (or log in if you already have an account).
2. Select "Manage Account & Training" in the upper right hand corner of the window.
3. Select the "My Training Lists" tab.
4. Select "Contact Us."
5. Wait for a confirmation email that you have been given Training Administrator account permissions.

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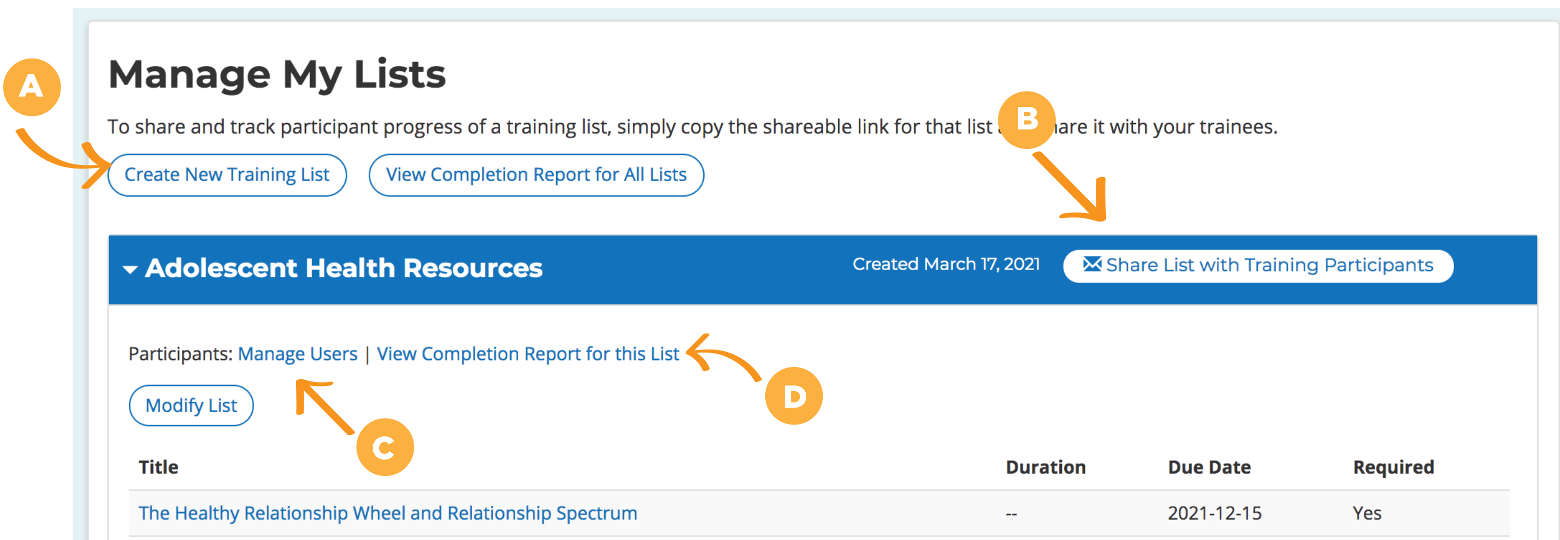
TRAINING TRACKING SYSTEM FEATURES FOR **TRAINING ADMINISTRATORS**

A. How to Create a Training List:

1. Select "Manage Account & Training" in the upper right hand corner of the window.
2. Select the "My Training Lists" tab.
3. Select "Create New Training List" button.
4. Scroll down and select "Add Training." **You can also add non-RHNTC resources here.**
5. Set appropriate selections for whether the training is required and due date of training. (Note: You must set a due date to reassign a training annually.)
6. Select "Save" button.

B. How to Share a Training List:

1. Select "Share List with Training Participants."
2. Copy the Training List link (press "Control + C" on your keyboard).
3. Use email or another sharing mechanism to paste (press "Control + V" on your keyboard) and share the list with your staff.



C. How to See Who Has Accepted a Training List:

1. Navigate to the "My Training Lists" tab.
2. Select the "Manage Users" link next to the "Participants" label under the Training List description.

Note: At this time, the system only displays users that have accepted the list.

D. How to Track Training List Completion:

1. Navigate to the "My Training Lists" tab.
2. To see a completion report for a single list:
   - Select the "View Completion Report for This List" button under the Training List description. View the report onscreen, or select the "Download Spreadsheet" list to download an Excel Spreadsheet.
3. To see a combined report for all of your lists:
   - Select "View Completion Report for All Lists" under "Manage My Lists."