



Instructions to Complete Online Child Protection Course

NOTE: Texas A&M System employees are to complete the training via the Single Sign On system. Texas 4-H volunteers are to complete the training via the 4-H Online system.

All other individuals serving as Chaperones in the dormitories of the Texas 4-H Conference Center are to complete the Child Protection Training as follows:

To view the course:

1. Go to: <https://apps1.system.tamus.edu/TrainTraq/web/External/ExternalGatewayLogon.aspx>
2. You will be prompted to type in your email address and a password. *Please NOTE: the system will not allow underscores in the email address.
3. Use the following current password is dRimis2dEqFrOP
4. You will see a list of courses. Find course 2111652: *Child Protection Training (Approval #CPM12-0066)*. Click **Start**.
5. You will be prompted to provide some information about yourself, such as your name, employer, TAMUS Member, and how you heard about the course. The information you provide is what is displayed on your completion certificate. Five fields are required, please input your personal data in the first three and use the information as printed below to complete the other two highlighted fields.
 - *First Name -- required*
 - *Last Name -- required*
 - *Employer -- required*
 - *TAMUS Member – scroll down to choose 'X' Texas A&M AgriLife Extension Service*
 - *Work Address*
 - *Work City*
 - *Work State*
 - *Work Phone*
 - *How did you hear about this course – Texas 4-H Conference Center Camp Chaperone*
6. Click **Save and the data will be processed**
7. Click **Start Course**.

You should receive a Certificate of Completion. PLEASE **UPLOAD THE CERTIFICATE** on the National WHEP Contest online registration form for **Child Protection Training Documentation**. It is recommended to take a hard copy of your training certificate of completion along with other hard copy forms with you to the Contest.