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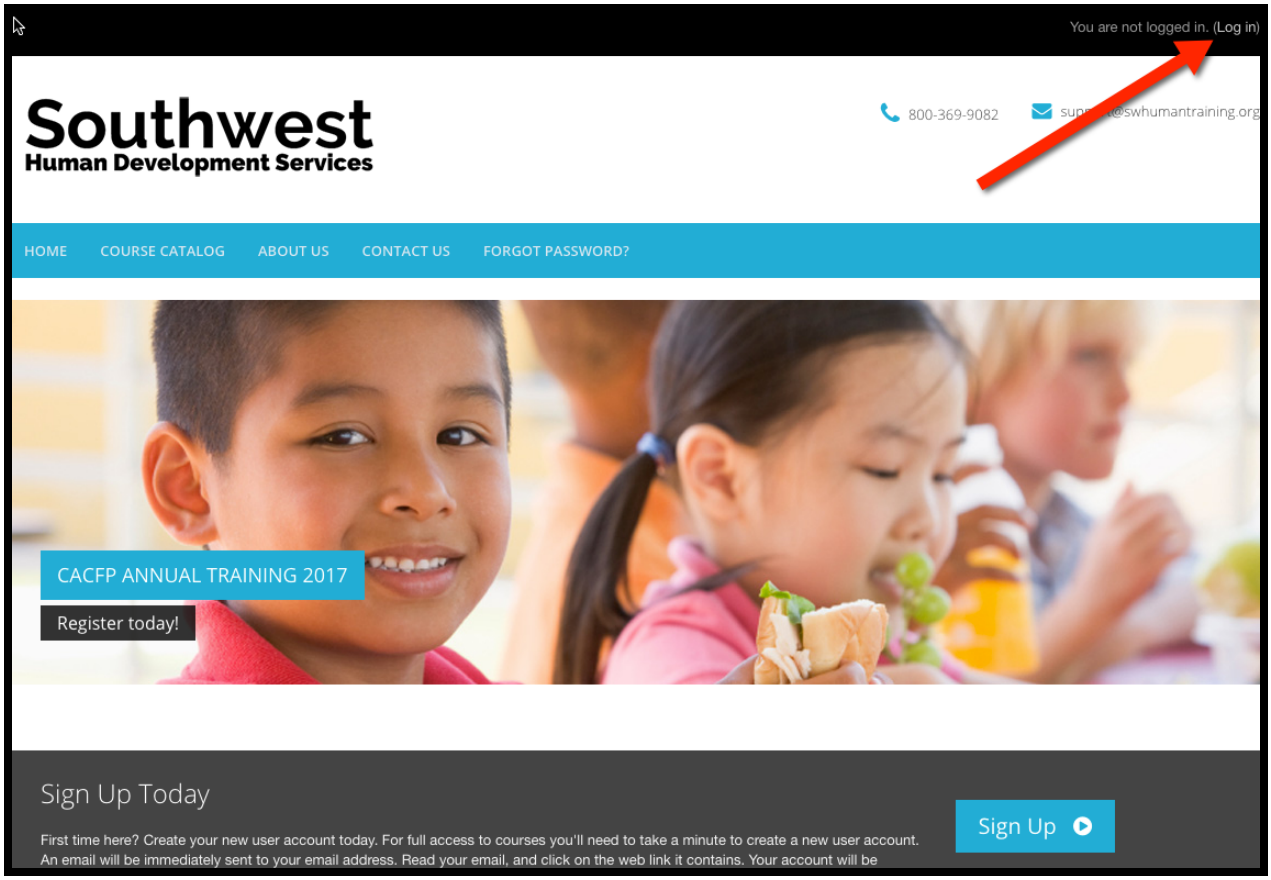
TUTORIAL

How to Register for the Online CACFP Training

1. Open up a web browser such as Google Chrome
2. Go to: http://swhumantraining.org/
3. Click **Login** in the top right



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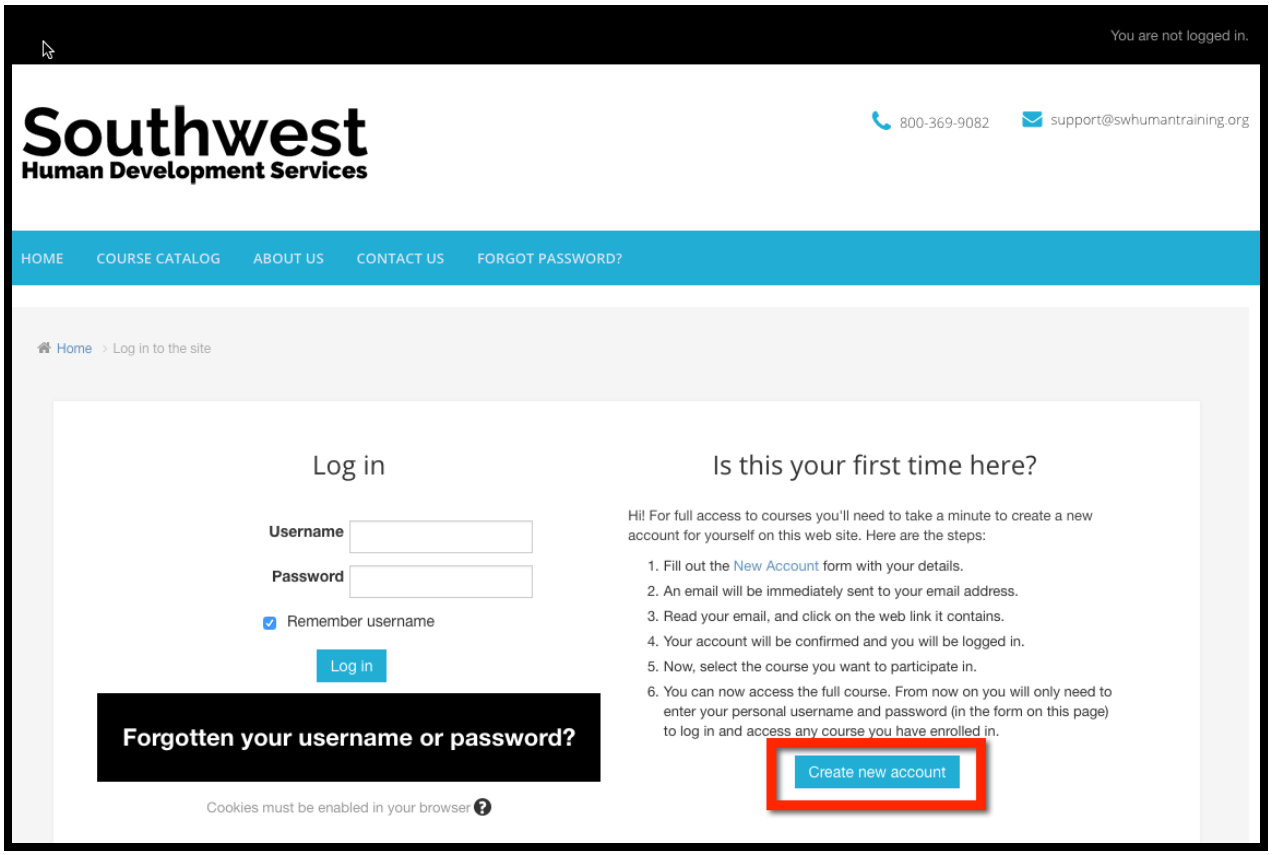
4. If you already have a user account, then login.

If you do not have a user account, then click button labeled **Create New Account** in order to create your new user account.



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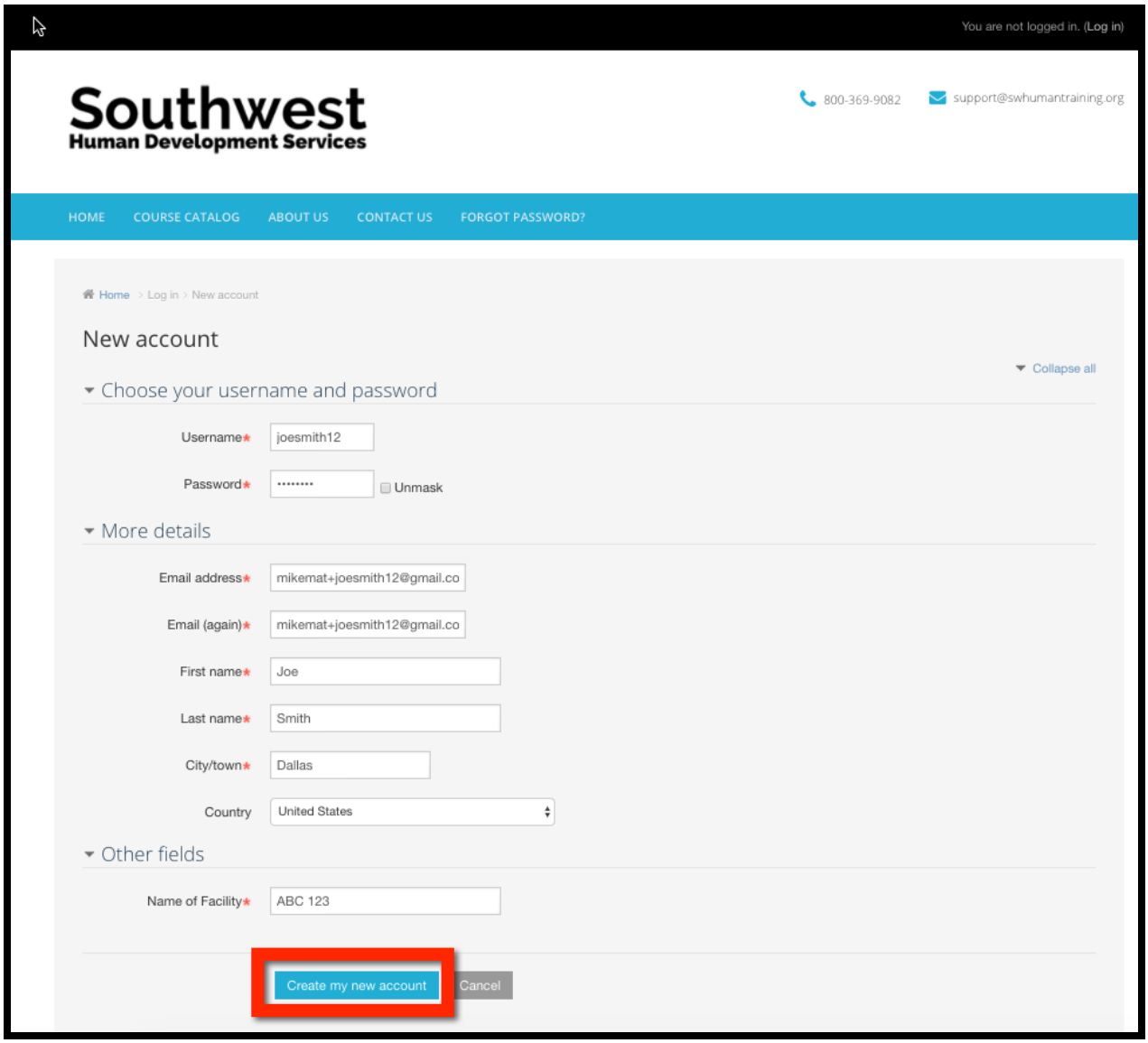
5. Complete the form to create your user account. Click the **Create my new account** button.



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6. Next, click **Login** in top right in order to login with your new user account.

7. You will now be logged into the system. Click **Course Catalog** in the main navigation menu in order to view a listing of the courses you can register for.

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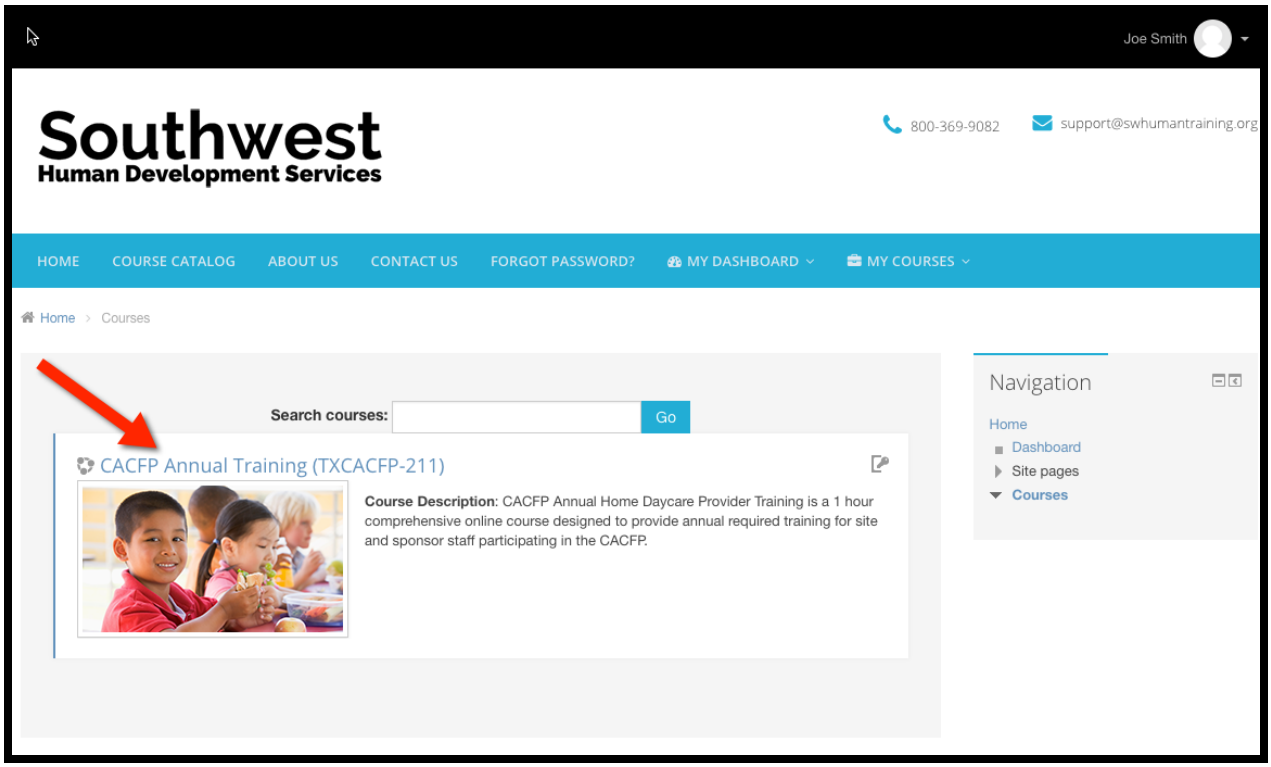
8. Click the Course Title you wish to register for.



9. In the **Enrollment key** field, enter the following Enrollment key:

swcacfp

Next, click the **Enroll Me** button to be enrolled in the course.

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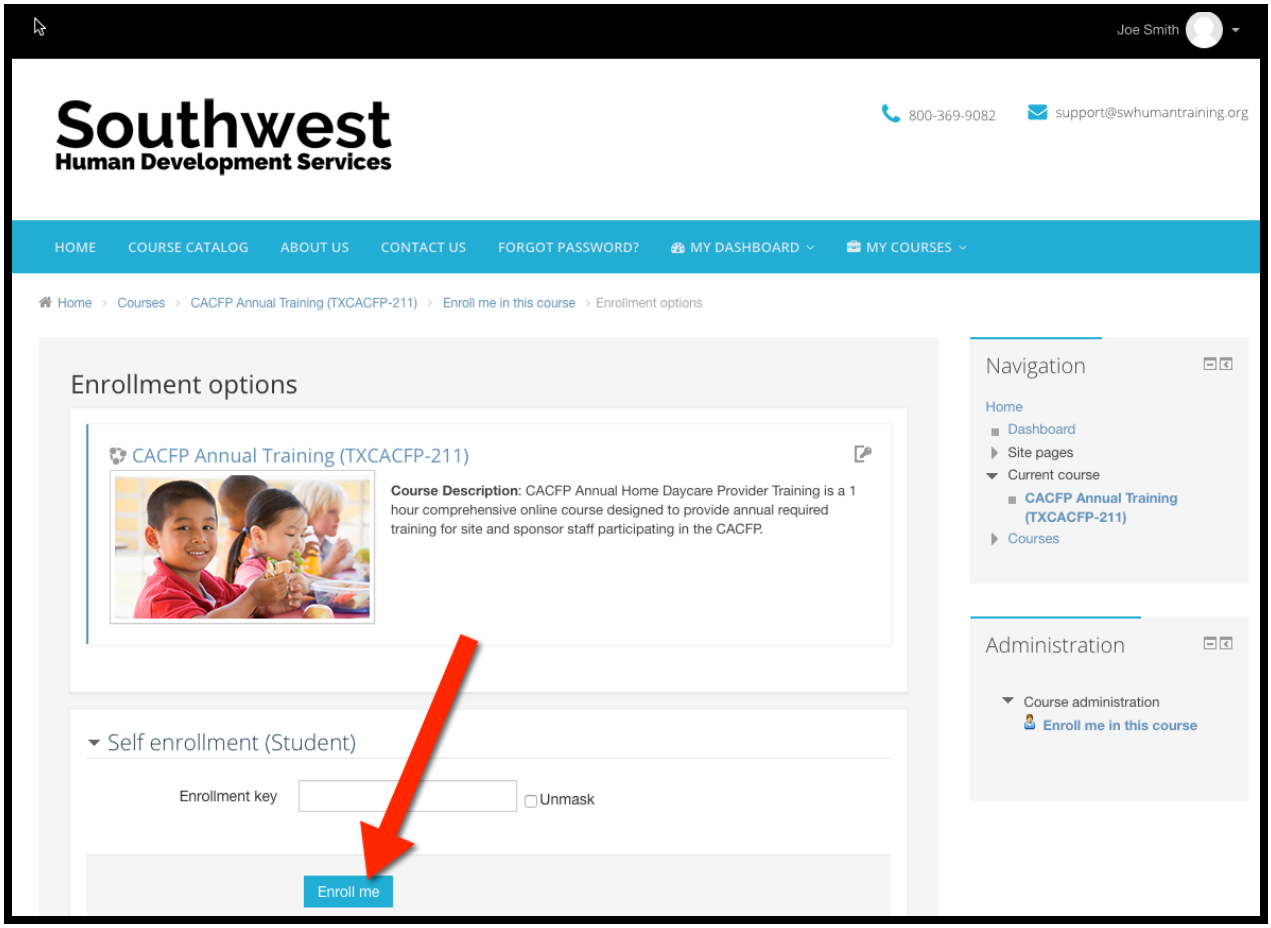

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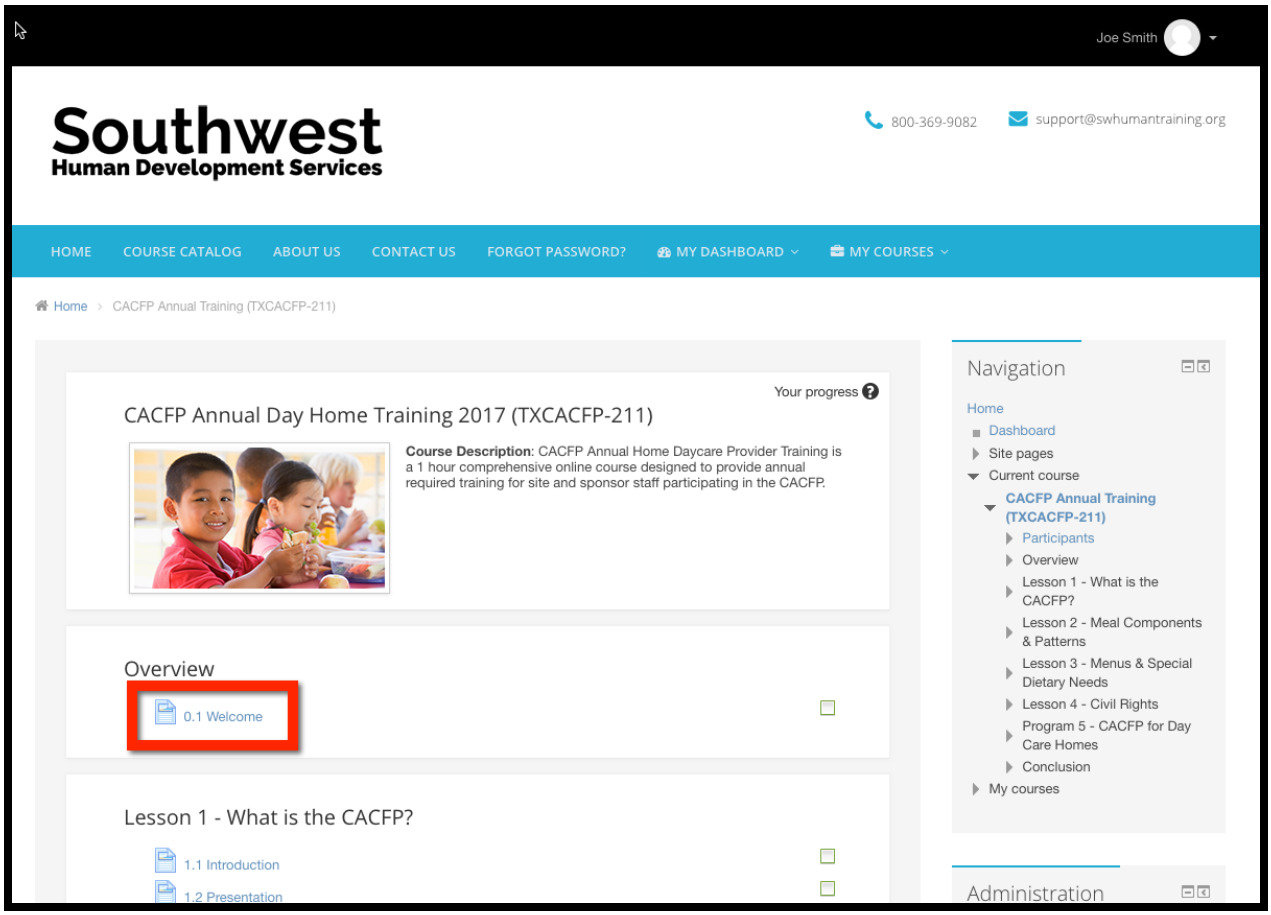
10. You can begin taking the course! Start by clicking on the links in the course outline.



12. After you have completed each lesson you will be asked to complete a quiz for the lesson's assessment. You will need to score an 80% or higher on the quizzes.

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13. After you have completed all of the course activities and passed all of the quizzes, you will be able to generate the Certificate of Training.

Below is an example of what the PDF version of the certificate looks like:

Certificate of Training

This is to certify that

Joe Smith

Location: Dallas

has completed the course

CACFP Annual Training (TXCACFP-211)

August 11, 2017

Credit Hours: 1

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Joe Smith
User's Electronic Signature

Administrator's Electronic Signature

Congratulations, you have successfully completed the 1 hour CACFP Annual Training online course. CACFP Topics covered in this training: Program Meal Pattern, Meal Counts, Claims Submission, Claims Review Procedures, Recordkeeping Requirements, Reimbursement System, and Civil Rights.

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