



**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](http://yqcaprogram.org) and select “Login & Register” from the menu.



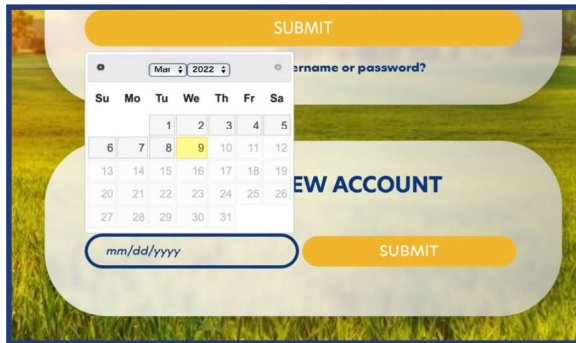
## STEP 2

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.

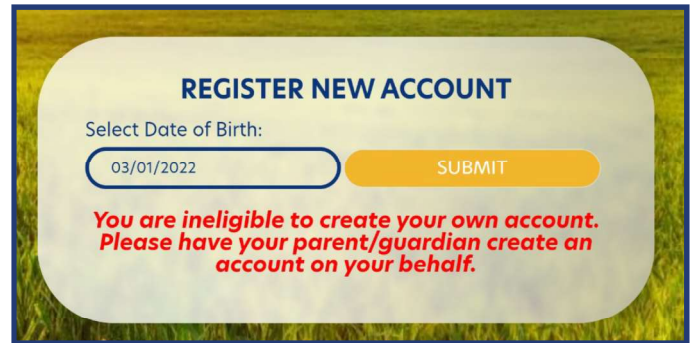
A screenshot of the YQCA login and registration form. The form is overlaid on the same scenic background as the previous image. It features a 'SIGN IN' section with two input fields for 'username/email' and 'password', a 'Remember username' checkbox, a yellow 'SUBMIT' button, and a link for 'Forgotten your username or password?'. Below this is a 'REGISTER NEW ACCOUNT' section with a yellow 'REGISTER' button. A small blue chat icon is visible in the bottom right corner.

## 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 another "SUBMIT" button. The form is titled "NEW ACCOUNT".



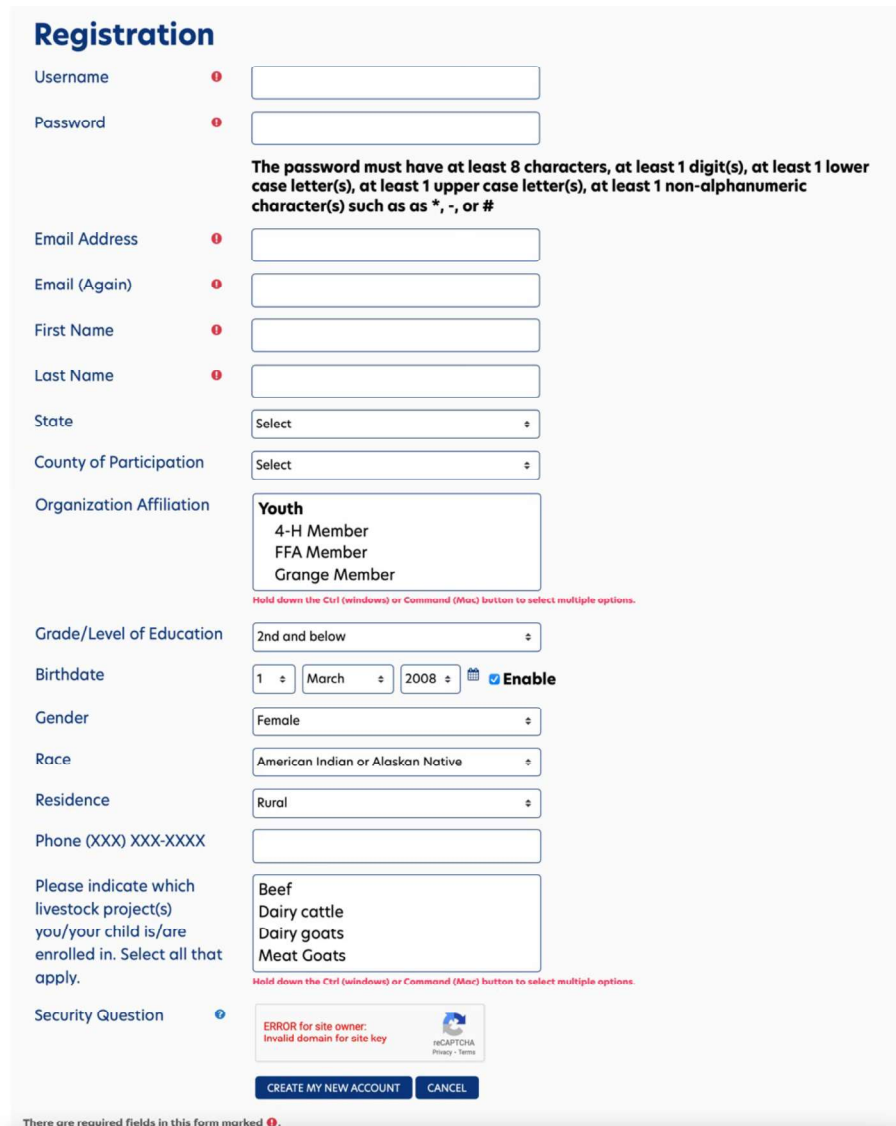
A screenshot of a registration form titled "REGISTER NEW ACCOUNT". It asks for the "Select Date of Birth:" and shows "03/01/2022" entered. A "SUBMIT" button is next to it. Below the button, a red message states: "You are ineligible to create your own account. Please have your parent/guardian create an 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 fields for Username, Password, Email Address, Email (Again), First Name, Last Name, State, County of Participation, Organization Affiliation (Youth, 4-H Member, FFA Member, Grange Member), Grade/Level of Education, Birthdate (1, March, 2008), Gender (Female), Race (American Indian or Alaskan Native), Residence (Rural), Phone (XXX) XXX-XXXX, and Security Question. A red error message at the bottom states: "ERROR for site owner: Invalid domain for site key". A "CREATE MY NEW ACCOUNT" button is at the bottom. A footer note says: "There are required fields in this form marked with a red circle icon." A chat bubble icon is in the bottom right corner.

## 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

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.

### 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.

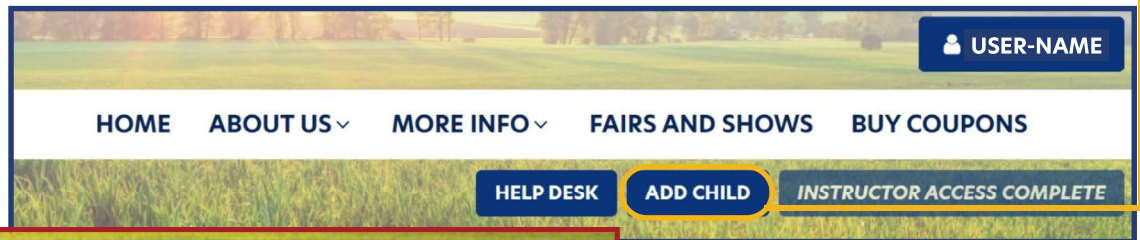




# ADD A CHILD

## 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.

### CHILD REGISTRATION

#### Child Registration

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.

First Name

Last Name

Relationship to This Child

State

County of Participation

Grade/Level of Education

Birthdate

Gender

Race

Residence

Please indicate which livestock project(s) you (the youth) are enrolled in. Select all that apply.

☐ Beef  
☐ Dairy cattle  
☐ Dairy goats  
☐ Meat goats

Please indicate which livestock species your family raises? Select all that apply.

☐ Beef  
☐ Dairy cattle  
☐ Dairy goats  
☐ Meat goats

### CHILD REGISTRATION

#### Data Sharing Consent

You have added Maggie, Haddie to your account. Once Maggie, Haddie has earned their YQCA certification, with consent, YQCA can verify their certification information with state contacts, species representatives (i.e., National Pork Board, National Cattlemen's Beef Association), and fair and show managers. Information that will be shared for Maggie, Haddie is Cara Child 1, Cara Child 2, certification number, certification expiration, state, county, age, and type of training completed.

If you would like YQCA to share this information with those parties so your child's certification can be validated, you will need to give your parental consent. You can revoke the parental consent at any time by updating the same through your Child Dashboard or Data Sharing Consent settings.

First Name

Last Name

Age

Gender

☐ Yes, I want to share this child's information with third parties.  
☐ No, I do not want to share this child's information with third parties.

First Name

Last Name

Age

Gender

☐ Yes, I want to share this child's information with third parties.  
☐ No, I do not want to share this child's information with third parties.

## 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.

### CHILD DASHBOARD

#### Child Dashboard

Name As Seen On Certificate	Name As Seen In Shared Reports	Actions
CHILD 1 NAME	CHILD 1 NAME	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
CHILD 2 NAME	CHILD 2 NAME	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
		<input type="button" value="ADD CHILD"/>

## STEP 4

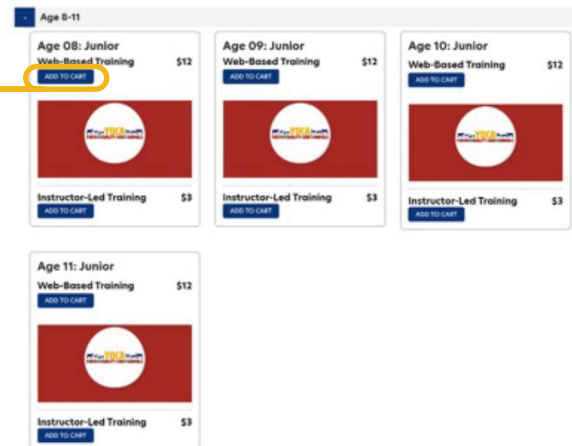
View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

# PURCHASING A WEB-BASED TRAINING

## STEP 1

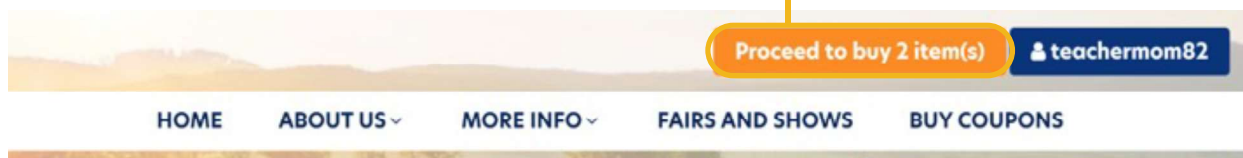
Go to the Home page and select a course. Select "Add to Cart."

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



## STEP 2

When ready, select "Proceed to Buy."



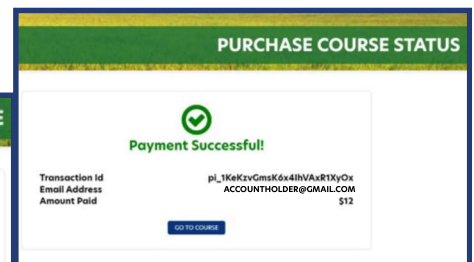
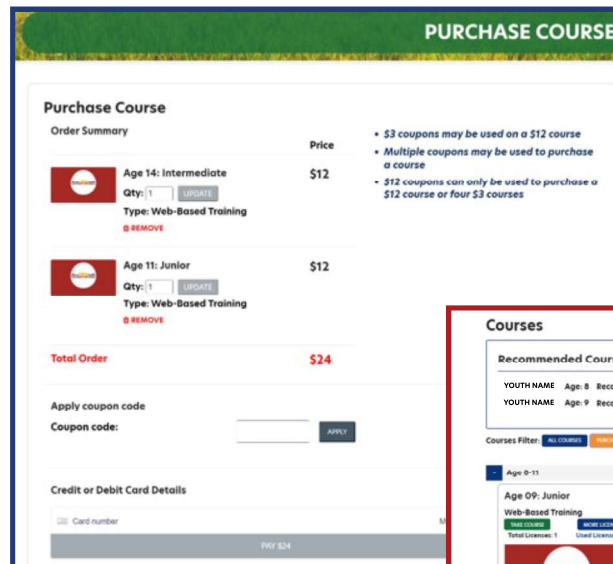
## STEP 3

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

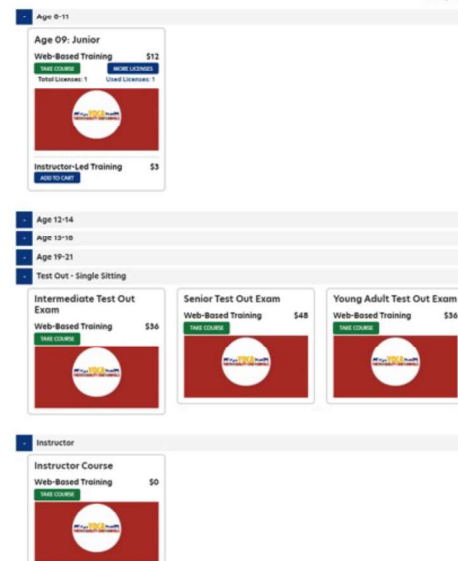
### Courses

#### 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



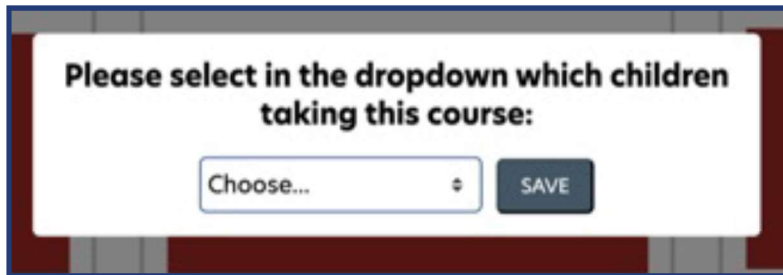
# COMPLETING A WEB-BASED TRAINING

## 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

**YQCA**  
YOUTH QUALITY CARE 4 ANIMALS

**Instructor-Led Training** **\$3**

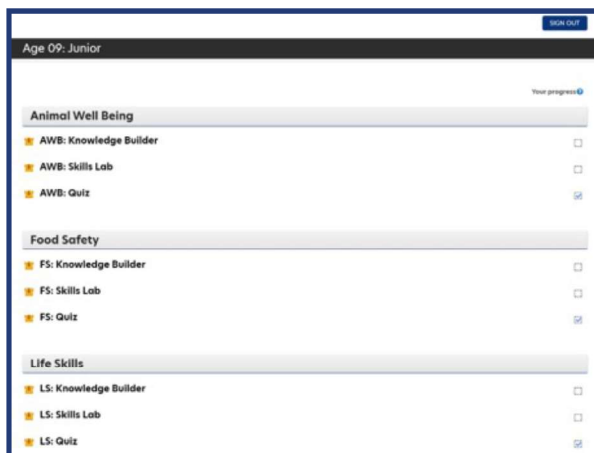
**ADD TO CART**

## 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**

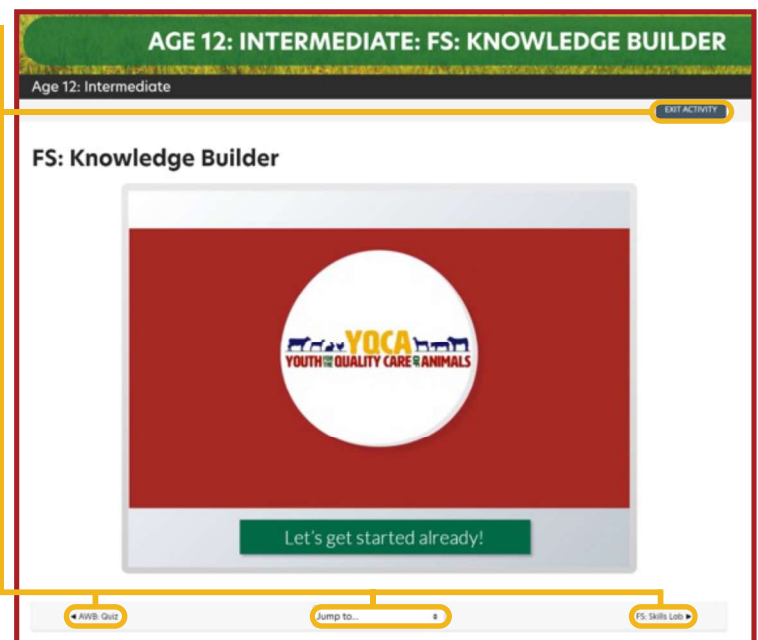
- AWB: Knowledge Builder
- AWB: Skills Lab
- AWB: Quiz

**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

**FS: Knowledge Builder**

**YQCA**  
YOUTH QUALITY CARE 4 ANIMALS

Let's get started already!

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

## STEP 5

Once all quizzes have been passed, sign out.

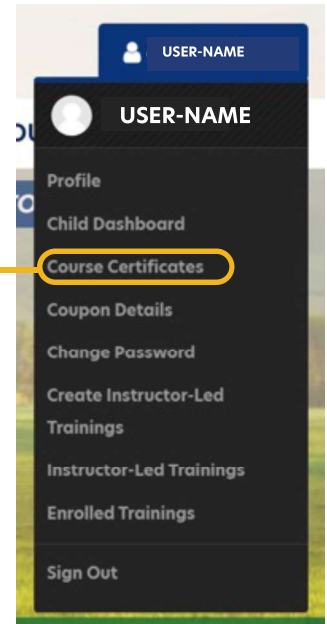
## STEP 6

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.