

Self-enrollment instructions for the 2019 CACFP Comprehensive Online Training

The CACFP online training is located on the Canvas Learning Management System. You will self-enroll in the training after first registering and creating an account with Canvas.

To enroll in the CACFP online training:

Go to:

<https://canvas.instructure.com/enroll/RNBHTR>

If you're new to Canvas:

- You'll be asked for your email address. After you enter it, click next to "I am a new user."
- Enter your name and click to agree to the terms of use.
- Click on the blue box marked "Enroll in Course."

Important: You will receive an email from Instructure Canvas. Click on the link in the email to finish the registration process. You'll be taken to the Canvas website and asked to create a password for your account. You must complete this step so that you can get back into the course again if you log out before completing all the modules and the final quiz. The link at the top of these instructions can only be used when you first go to Canvas to register for the course.

If you have already taken a course through Canvas

- You'll be asked for your email address. After you enter it, click next to "I already have a Free for Teachers login." You'll be asked for the password you used in the past when logging in to Canvas.
- Click on the blue box marked "Enroll in Course."

After you have self-enrolled:

Click on the box marked "Go to the Course" to begin the course. Follow the instructions on the home page.

IMPORTANT NOTE: The entire online training must be fully completed (all video sections must be viewed). NH DOE will monitor your progress through the training. Certificates will not be awarded until the training is completed in its entirety.

Please print these instructions for returning to the training after logging out:

- To return to the CACFP course, go to: <https://canvas.instructure.com/login>
- Log in with your email address and the password you created when you registered.
- Click on "Courses" at the top of the page.
- Click on "NH CACFP Comprehensive Training 2019."
- Click on "Modules" on the left side of the page to find the place where you left off.

CACFP Online Training Frequently Asked Questions

How long does it take to complete the online training?

Approximately two hours.

What do I need in order to take this training?

You'll need a computer such as a laptop or desktop computer, or a mobile device like a tablet or iPad. The training will work on a smart phone, but this is not ideal. You'll need to be connected to the internet, and have the sound turned on.

Once I enroll in the training, do I need to complete it in one sitting?

No. You may go in and out of the training as many times as needed in order to complete it. See the next question for information about logging back into the training.

I enrolled in the training but didn't complete it in one sitting. When I tried to go back, the link you gave me didn't work. How do I get back into the training?

To return to the CACFP training, go to: <https://canvas.instructure.com/login>

- Log in with your email address and the password you created when you registered.
- Click on "Courses" at the top of the page.
- Click on "NH CACFP Comprehensive Training 2019."
- Click on "Modules" on the left side of the page to find the place where you left off.

I took another course on Canvas in the past, but I can't remember my password. Now I can't get into this training—what do I do?

The easiest thing to do is register with a new email address, if possible. If that's not possible, email the instructional designer at larnold@keene.edu

You'll be manually added to the training and you'll receive an invitation to the course from Canvas in your email. Click on the link in the email, and then click on "accept invitation" when you're taken to the Canvas page. When you accept the invitation, you'll be asked to log in, and will then be given a "forgot your password" link to click on. That will generate an email allowing you to reset your Canvas password.

Some of the information in the training doesn't apply to my job—do I still have to complete those sections of the training?

Yes. The training material is regulatory and required for all CACFP key staff, just as it would be in an in-person CACFP training.

I finished the training—when will I get my certificate?

Certificates will be emailed once a month to those who have completed the training during the previous month. When you complete the training, you'll be given instructions about whom to contact to receive your certificate.

I finished the training more than a month ago—where's my certificate?

A delay in receiving the certificate is usually the result of not properly completing and submitting the final questionnaire. Log into the training and click on “modules” on the left side of the page. Then click on “To receive your certificate of completion” near the bottom of the page. Look for the blue box marked “Take the survey” and click on it. Answer all of the questions in the survey, and be sure to click the box marked “Submit quiz” at the bottom of the page. This step must be completed in order for the certificate to be issued.

I have other questions—whom do I contact?

For technical questions about the training or Canvas, contact Lynn Arnold at larnold@keene.edu

Please specify that you are inquiring about the CACFP training.

For questions about CACFP or about training certificates, contact Carole Dennis at carole.dennis@doe.nh.gov
(603) 271-3883