

Accessing the Online GAIN Short Screener Training Course

Username: See information included in e-mail

Password: See information included in e-mail

Important Notes: Read Before Beginning Course:

- **Recommended Browser/Adobe Flash Player Needed:**
 - The recommended browsers for this course are either Firefox or Google Chrome. Additionally, Adobe Flash Player is required to use the features of this course. If you do not have these services downloaded on your computer, please see instructions included at the end of this packet.
- **Course Contains Audio:**
 - Please turn up your speakers or plug in your headphones prior to beginning the course.

STEP-BY-STEP Process

1. Step One: Click Link and Login

- Using Firefox or Google Chrome, go to: <http://training.gaincc.org>. You'll see the screen below:
- Your username and password have been provided in an e-mail.



The screenshot shows the website for Chestnut Health Systems. At the top left is the logo with three trees and the text "Chestnut Health Systems". To the right of the logo is the tagline "Making a Difference: Improving quality of life through excellence in service." and a "You are not logged in. (Login)" link. Below the tagline is a navigation bar with links for "Home", "About", "Course Categories", and "Contact". The main content area is divided into three columns. The left column contains a "Navigation" menu with "Home", "Site news", and "Courses", a "Latest news" section with "(No news has been posted yet)", and a "Calendar" for May 2012. The middle column features a large banner image of four people smiling, with the text "Welcome to the GAIN Coordinating Center Online Training Center and A-CRA/ACC Online Training Center" overlaid in green. The right column contains a "Login" form with "Username" and "Password" input fields, a "Login" button circled in red, and links for "Create new account" and "Lost password?". Below the form is a welcome message: "Welcome to the GAIN Coordinating Center's Online Training Center!".

2. Step Two: Access Course (Left Navigation Menu)

- In the Left Navigation Menu, click on “My Courses.”
- From here, a list of your courses will appear underneath “My Courses” in the navigation menu. Click on “**GAIN Short Screener Training – Version 3**”

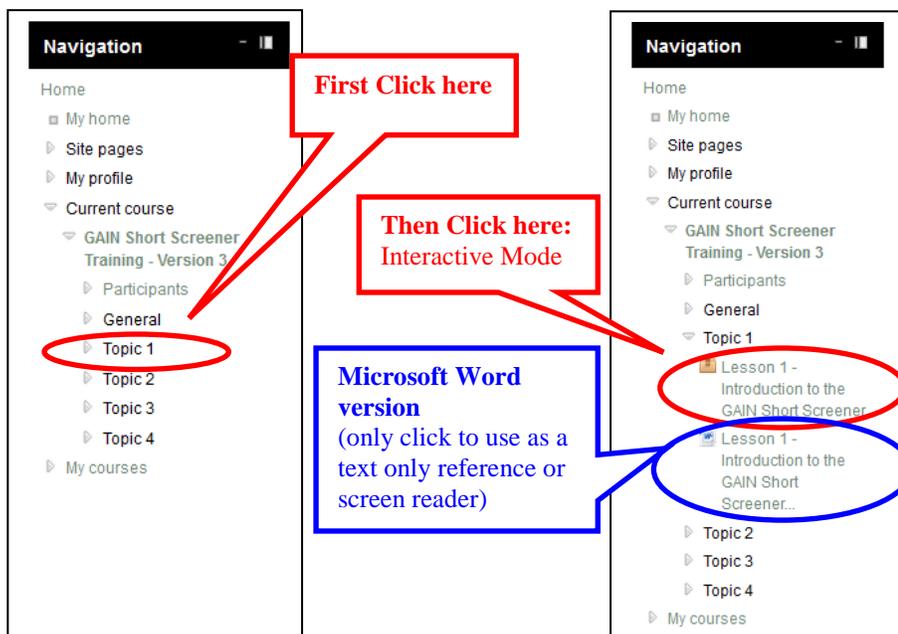


3. Step Three: Welcome Page for Course

- Read the welcome message. Follow the Left Navigation Menu to access the lessons (the lessons can also be viewed by scrolling down on the homepage).

4. Step Four: Click “Topic 1” then open Lesson 1

- To access the first lesson, click on Topic 1 in the Left Navigation Menu.
- From here, click on the link next to the brown file folders (See Lesson 1 circled in red below). The second link in each lesson is a Microsoft Word version of the lesson content that you can download as a reference or use with a screen reader.



5. Step Five: Click Enter

Course Extras

- **Topic 4 (Course Evaluation):** Your responses are confidential and will be used to improve our online coursework.

Thank you for taking the GAIN Short Screener Training online course!

Instructions for Downloading Recommended Browser:

Firefox

- To download Firefox, go to <http://www.mozilla.com/en-US/firefox/ie.html> and click on the “Free Download” button. Follow the instructions that pop up.

Google Chrome

- To download Google Chrome, go to <https://www.google.com/intl/en/chrome/browser/> and click “Download Chrome.” Follow the instructions that pop up.

Instructions for Downloading Adobe Flash Player

Adobe Flash Player

- To download Adobe Flash Player, go to <http://www.adobe.com/> and click on the “Get Adobe Flash Player” button. Follow the instructions that pop up.

Please contact your local MIS department with any questions about installation.

Once you have installed a recommended browser (Firefox or Google Chrome) as well as Adobe Flash Player on your computer, follow the instructions above to access the online course and complete the lessons.