



Early Intervention Colorado

for Infants, Toddlers & Families

Cornerstone Learning Management System (LMS) & Training User Guide

March 27, 2017



COLORADO

Office of Early Childhood

Division of Community & Family Support

Background

Early Intervention (EI) Colorado is moving training into an online format rather than an in-person training model. This will be a benefit in multiple ways: less travel to attend trainings, ability to do training during the evening which won't interfere with work hours, and training can be timed for Service Coordinators or Providers at times that make sense rather than attending only at times the training is offered.

This instruction manual will go through the process of registering in the Cornerstone Learning Management System (LMS) so you can access the training modules.

You may also access Cornerstone OnDemand from the App Store or the Google Play Store and download the Cornerstone App to access the trainings on your mobile device. Search for Cornerstone OnDemand. The portal is [cdhs-stateco](http://cdhs-stateco.com)

Registering

In order to take the training you must first register on cornerstone. Please use this link to register: <https://Cdhs-stateco.csod.com/selfreg/register.aspx?c=eitp>



Troubleshooting: When working with Cornerstone, please make sure your pop-up blockers are off. If you are not able to access something, double check to make sure pop-up blockers are off. This is a common problem for not being able to access training or components in Cornerstone.

Your e-mail address will become your Username, you will create your own password at the end of the registration process.

Please submit your registration for the Early Intervention Training. Your Username will be your e-mail address.

* First Name:

* Last Name:

* Email Address:

* Username:

*Division: **EARLY INTERVENTION SERVICES**

Phone:

*New password:

*Confirm password:

- * Passwords must contain both upper and lower case letters
- * Passwords must contain alpha and numeric characters
- * Passwords cannot have three or more consecutive same characters
- * Passwords must be 8 - 20 characters
- * Passwords cannot have leading or trailing spaces
- * Passwords cannot be the same as the Username, User ID, or email address
- * Passwords must contain at least one special character

When choosing your Community Centered Board and Primary Role, please check all that apply. You will need to create a password. Make note of the password requirements which are listed below the password creation boxes and confirm it (remember or write your password down) and enter the CAPTCHA information at the bottom of the page in order to complete your registration.



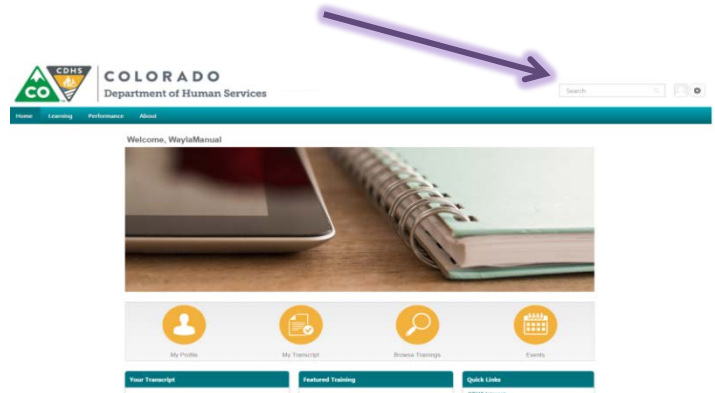
In order to access the training, you will need to wait until your registration is "approved" by EI Colorado. This should happen fairly quickly but it could take up to 2 business days. If you do not receive notice that your registration has been approved within this time, please contact Wayla Murrow for troubleshooting at 303-866-2506 or wayla.murrow@state.co.us You will receive two e-mails. The first e-mail says that your request to register in Cornerstone has been received. When this request is approved, you will receive a 2nd e-mail with a link for logging onto the Learning Management System (LMS). You should check your spam folder in case these e-mails go to spam.

Once your registration is approved

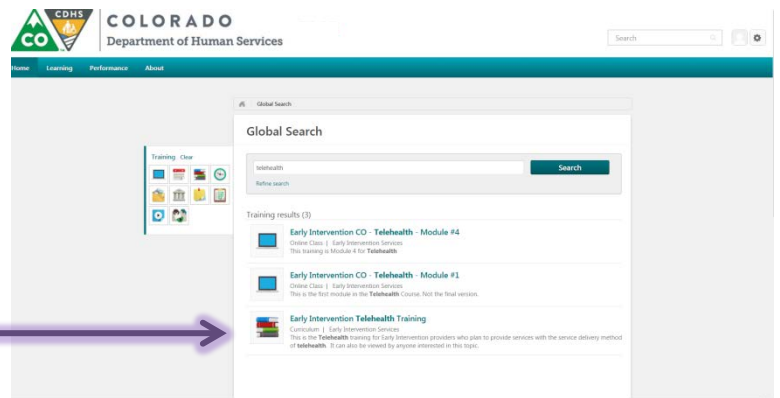
Click on the link in the registration confirmation e-mail to access Cornerstone Login page. Use your e-mail as the username and the password that you created. In case this e-mail gets lost or goes to spam use this link to log in: <https://cdhs-stateco.csod.com>

After you are logged in, you will see the Welcome Page.

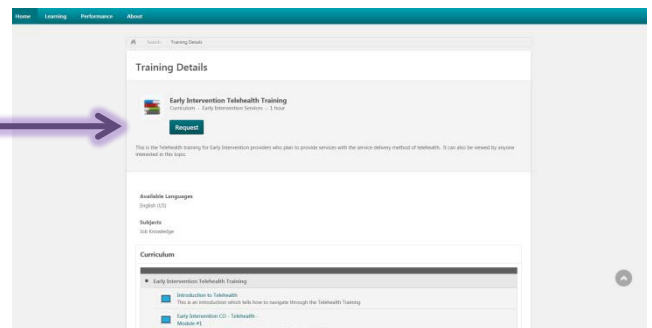
In the search box, search for the training you wish to take. (example: Telehealth)



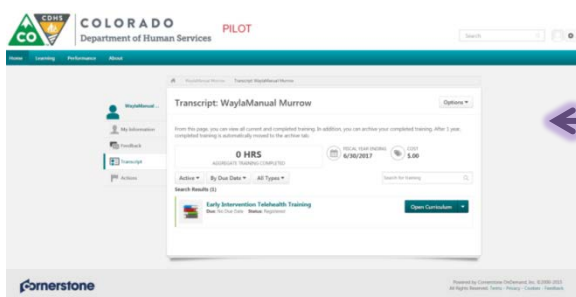
The icon that looks like a stack of books is a "curriculum". Find the curriculum for which you are looking. When you hover over the training title you will be able to click on it in order to go to the training curriculum.



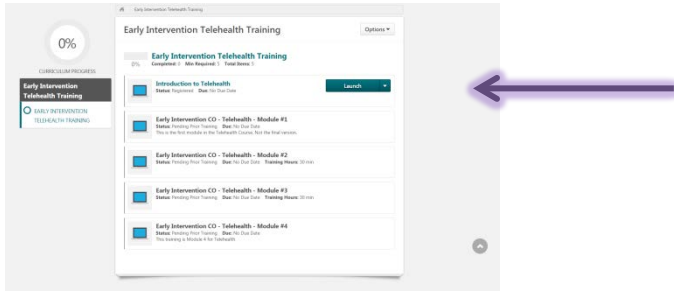
This will bring you to a screen where you can request the training. Go ahead and click on the button to request the training.



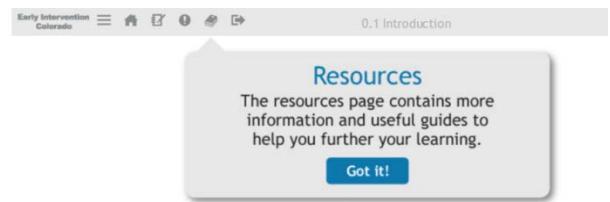
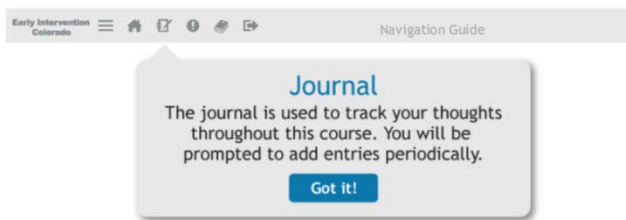
Next you will see a screen where you can open the curriculum. Click on that button.



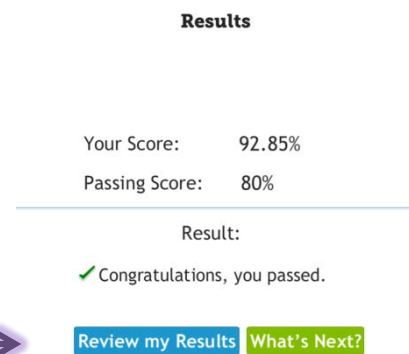
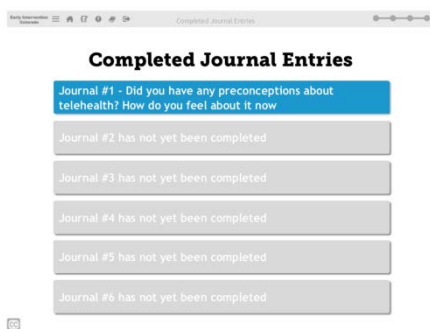
This will show the components of the curriculum. For example, the Early Intervention Telehealth Curriculum has an Introduction and 4 Modules. You must complete the modules in order and you won't be able to go to a module until you have completed the module that is before it. Click on the launch button. This will launch the module. You will need to do this again for each module. The introduction has a tutorial which you can access anytime during the training if you need help navigating through the training. Be sure you have your speakers or headphones available. *(Again, be sure your pop-up blockers are off. If you get a continuous circle that says "loading" this means your pop-up blocker is on. If this happens, turn off your pop-up blocker, refresh your screen or log out and log back in and try again.)*



During the Training you can access your journal and resources using the buttons at the top of the screen:



When accessing your Journal Entries, completed entries are in blue and incomplete entries are in gray. If you would like to save your journal entries, click on the journal entry and print or take a screen shot of the answer that you gave.

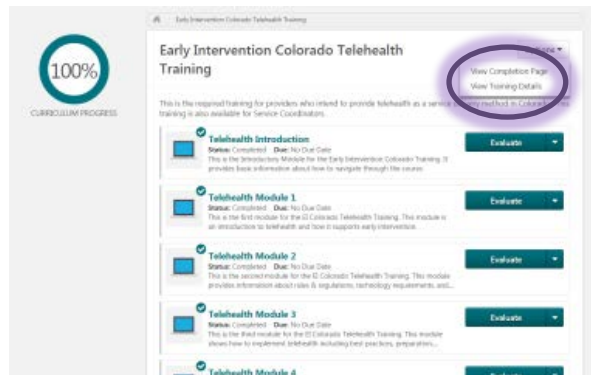


At the end of each quiz, you can review your results to see what questions you missed or which ones you got correct.

If you stop the training and leave Cornerstone, use this link to get back to the Login page (same as above): <https://cdhs-stateco.csod.com> Use your username (which is the e-mail you used when registering) and password that you created to log in. This will go to the Welcome Page. You can get back to the curriculum in two different ways. 1) Click on "My Transcript" or 2) in the "Your Transcript" box click on "Open Curriculum".



When you have completed the training, click on the Options box for a dropdown menu. This will bring you to a page with the training details. On this page is a place where you can also print the certificate.



Please print or save your certificate as documentation of your completion of the Telehealth Training and upload it to the Provider Database. In order for Community Centered Boards to search for qualified providers of telehealth please mark the box under "Service Model" and "Years of Experience and Specialty Areas".



After you have completed the Telehealth Training, El Colorado will deactivate your account in Cornerstone in order to allow others to use our licenses for completing training. If you need to take other trainings in the future, please contact Wayla Murrow, El Colorado Technical Assistance and Outreach Coordinator, to have your account reactivated. Any trainings you have taken in Cornerstone will remain as a part of your record. Remember your username and password to access your account after it has been reactivated.

For questions or comments, please contact Wayla Murrow, El Colorado Technical Assistance and Outreach Coordinator, at 303-866-2506 or Wayla.Murrow@state.co.us