



## How to create an account

Open an internet browser, go to the link below and complete the SIGN UP section.

<https://collaboration.net/login/childcareaware>

**ChildCare Aware**

### Welcome to Learning 2.0

The Child Care Aware Collaborative Learning Environment® provides an interactive peer-to-peer learning environment to allow you to communicate, spread ideas, share resources, discuss topics and learn in a safe environment.

- Access interactive training such as individual courses, instructor-led classes, and specialized webinars with complete results reporting
- Interact with like-minded professionals as you learn together in team-based projects
- Organizations can create their own private networks and give their staff access to unique training opportunities

#### LOG IN

Email

Password

[Forgot your password or email?](#)

**Enter**

#### SIGN UP

If you do not already have an account on CollaborNation.net, you can create one by providing the following information and clicking Create Account. All fields are required.

First Name

Last Name

Email Address

Confirm Email Address

Password

Password strength: Weak

Confirm password

To make your password stronger:  
Make it at least 6 characters  
Add lowercase letters  
Add uppercase letters  
Add numbers  
Add punctuation

Your email address and password will be used to log in to your account. Your email will also be used for any notifications.

Passwords are required to be at least 5 characters in length and are case sensitive.

I'm not a robot

reCAPTCHA  
[Privacy](#) - [Terms](#)

By clicking Create Account, you agree to our [Terms](#) and that you have read our [Privacy Policy](#).

**Create Account**

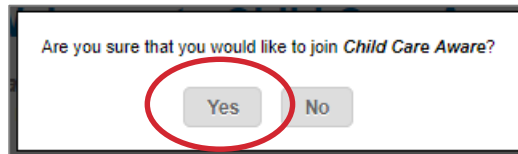


## Confirm your registration

Select the Join (FREE) option on the next screen:



And then select Yes:



Select Enter to be taken into your account at the My Courses page:





## Check your computer's programs

**Before you begin to take a course**, please visit the System Requirements link to see if your computer's programs need to be updated to ensure the best environment for a smooth-running course.

Either copy this link into your browser address bar:  
<https://collabornation.net/system-requirements>

Or click on the link at the very bottom of the screen after logging in:

[Contact Us](#) [Privacy Policy](#) [Terms & Conditions](#) [System Requirements](#) [Support](#)



Here is what the System Requirements page looks like. If anything is highlighted in yellow or red it is a signal to update a program.

Requirement	Status
Browser	Chrome 61.0.3163.100
JavaScript	Enabled
Adobe Flash	27.0.0

To ensure the best user experience, please click on the "Test Bandwidth" button to launch a sample course. Click through the course to ensure that your bandwidth is appropriate for viewing courses.

[Test Bandwidth](#)

**Browser:** We support Mozilla Firefox, Google Chrome, and Internet Explorer 10 and higher.

- Download the latest version of Mozilla Firefox at <http://www.mozilla.org/en-US/firefox/new/>
- Download the latest version of Google Chrome at <http://www.google.com/chrome/browser/desktop/>
- Download the latest version of Internet Explorer at <http://windows.microsoft.com/en-us/internet-explorer/products/ie/home>

**JavaScript:** JavaScript must be enabled in your browser.

- If JavaScript is disabled, you can find instructions to enable it on <http://enable-javascript.com/>

**Adobe Flash:** Must be Flash Player 8 or higher.

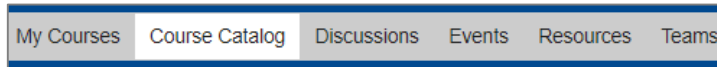
- Download the latest version of Adobe Flash Player at <http://get.adobe.com/flashplayer/>

**Adobe Reader:** Courses may contain attachments to view or fill out outside the course. You need a PDF reader to view them

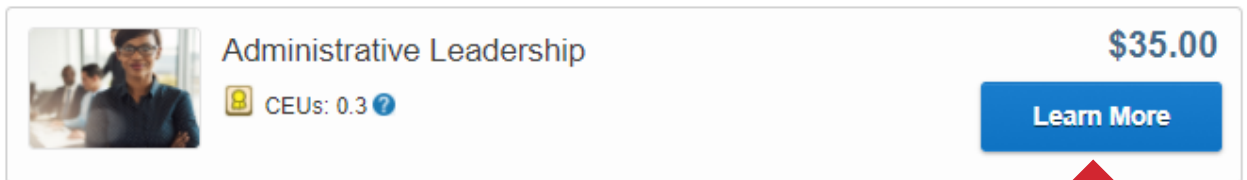
- Download the latest version of Adobe Reader at <http://get.adobe.com/reader/>

## Course Catalog

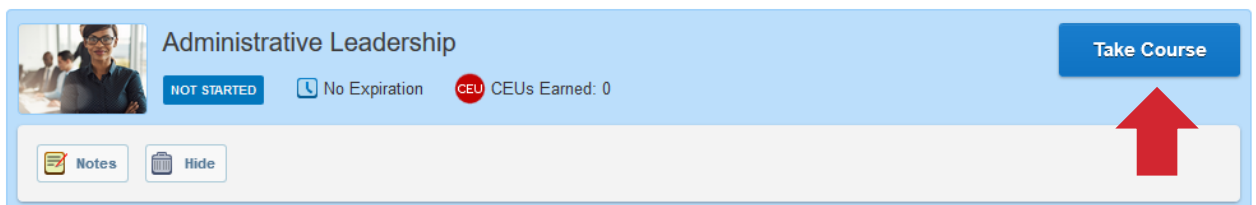
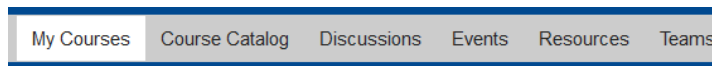
Open the course catalog by selecting the Course Catalog tab - top menu bar.



The Learn More button will take you to a short description. To continue, select Add to My Courses and complete a shopping cart process to purchase a course.



Once purchased, you will find the course in your My Courses section. Begin a course by selecting the Take Course button.





## Support Hub

Visit our Support Hub to access other information or submit a ticket if you cannot reach us directly: [support.cypherworx.com](http://support.cypherworx.com)

The screenshot shows the CYPHERWORX Support Hub interface. At the top left is the CYPHERWORX logo and 'Support Hub' text. On the top right, it says 'Welcome Login Sign up'. Below this is a navigation bar with 'Home', 'Solutions', and 'Forums'. A red arrow points to a '+ New support ticket' button in the top right corner. Below the navigation bar is a search section titled 'How can we help you today?' with a search input field and a 'SEARCH' button. To the right of the search field are links for 'Check ticket status' and the phone number '888-685-4440'. The main content area is divided into two columns. The left column is titled 'Knowledge base' and has a 'General' sub-section. It lists several FAQ items: 'FAQ (5)', 'Private Sites Best Practices Guide (1)', 'Pop Up Blocker message when downloading...', 'System requirements for loading courses', 'What version of the browser am I running?', 'If a course expires, do I lose the notes I wrote?', and 'Test speed of computer'. The right column is titled 'Community forums' and shows 'Showing recent updates' and 'Start a new topic'. Below this is a section for 'CypherWorx Forums' with 'Announcements (5)', including 'Users Group Meeting January 20, 2015' and 'Users Group Meeting Oct. 15, 2014'.

## Change your password and/or email address

