

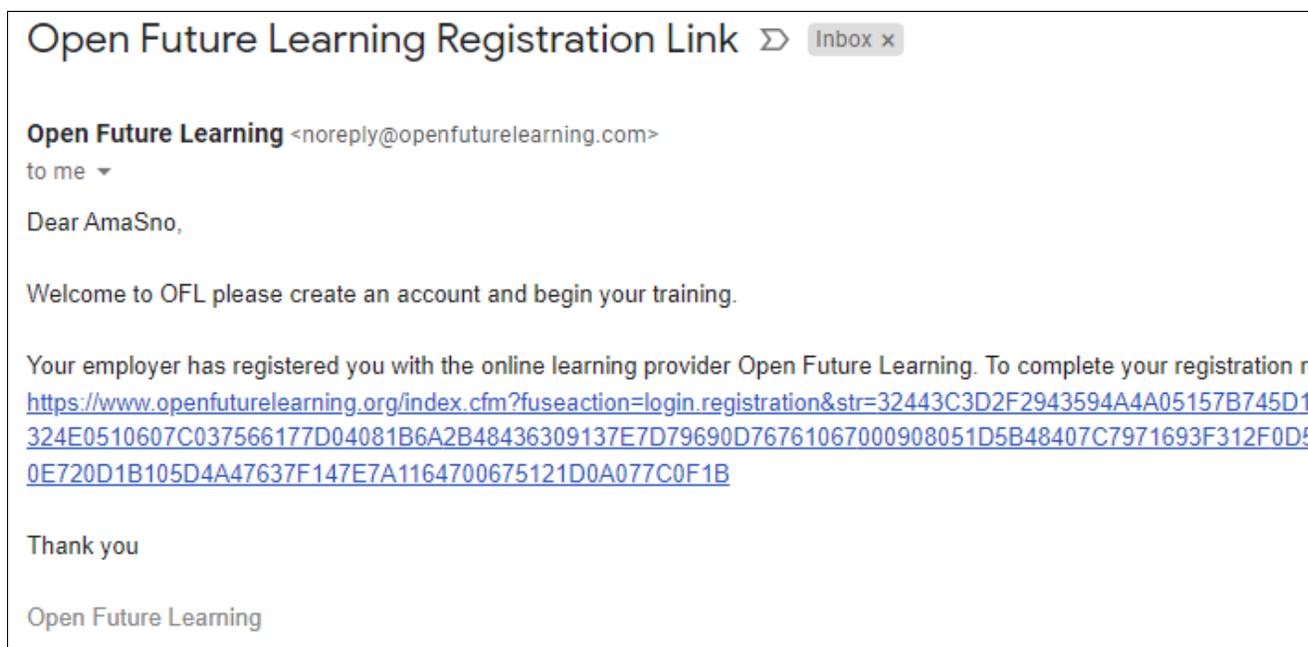
Welcome to our new training platform, Open Future Learning!

We are excited to partner with a company that specifically focuses on training for the developmental disability workforce.

Getting started:

Account set up:

Once we have added you to the open future platform you will receive an email with a registration link directly from Open Future. **PLEASE CHECK YOUR SPAM FOLDER IF YOU DO NOT RECEIVE THE EMAIL.** The sample email from open future is below.



After you click on the link you will be directed to the Open Future website where you will complete your account registration by creating a password. Once you have entered your password and confirmed your password your registration will be complete.

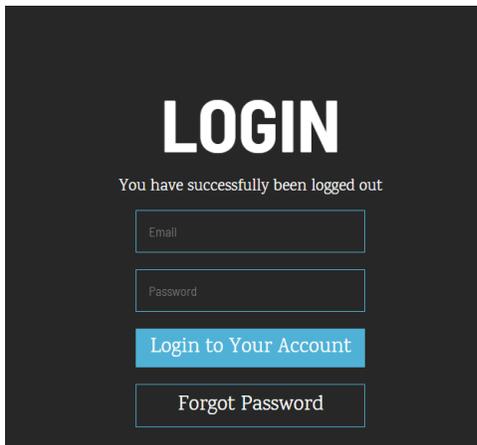
The image shows a registration form on a dark background. The title is "Registration". Below the title, it says "Welcome to Open Future Learning. To get started you will first need to create your own password:". There are two input fields: "Create Password:" and "Confirm Password:". At the bottom, there is a "SUBMIT" button.

LOGGING IN:

After successfully creating an account you will use the link below to login into your account.

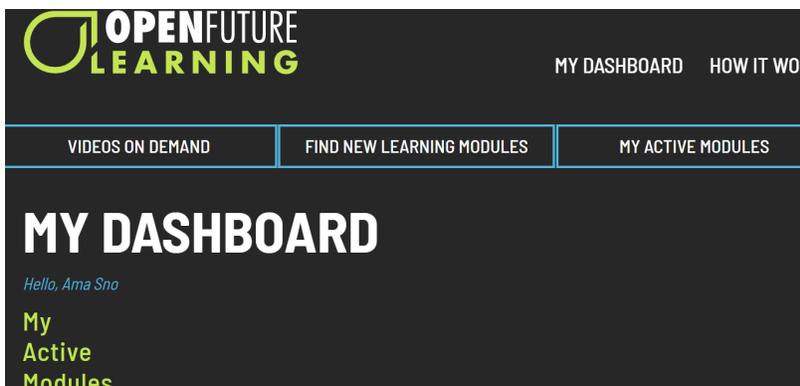
<https://www.openfuturelearning.org/index.cfm?fuseaction=login.logout>

Login Screen

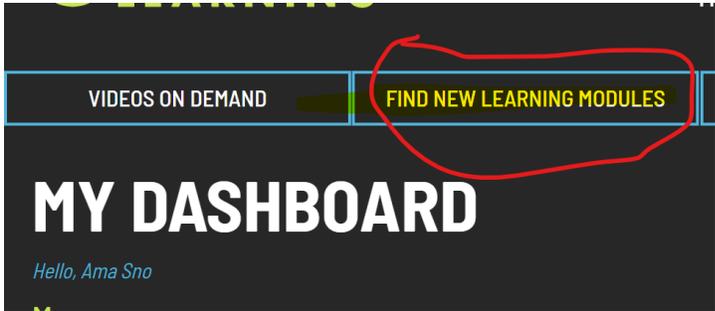


MY DASHBOARD AND ASSIGNED LEARNING MODULES:

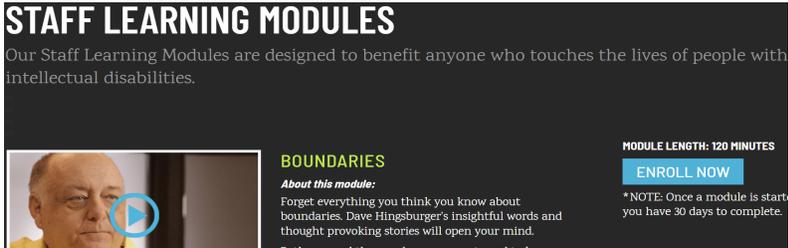
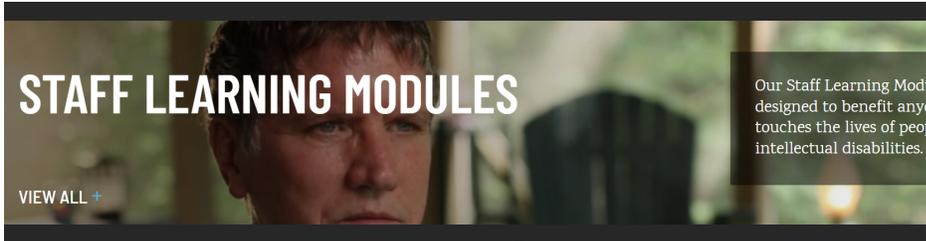
Once you have logged in you will be taken to “My Dashboard”. My dashboard will show any active modules. Active modules are staff learning modules that you have enrolled in and have started to work on.



To access the modules that have been assigned to you by CHILL, you will select **FIND NEW LEARNING MODULES** at the top of the page.

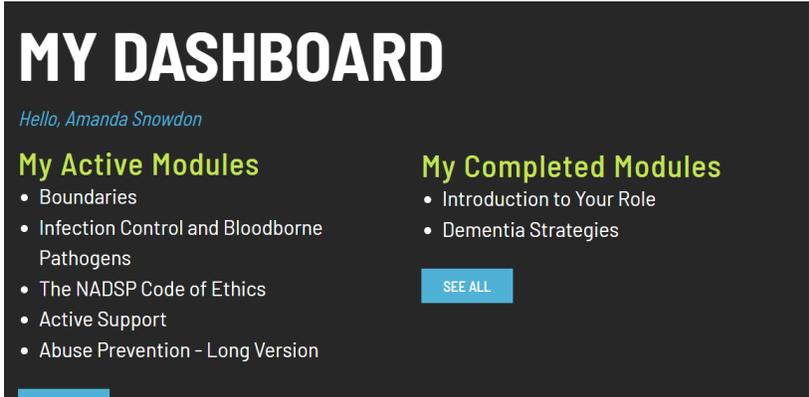


After you select Find New Learning modules, you will then select **view all** under STAFF LEARNING MODULES. These are all the modules that have been assigned to you for completion.



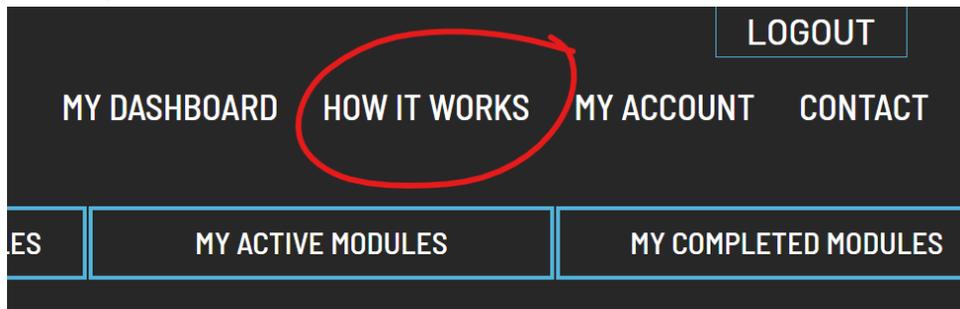
When you are ready to begin a module you will select “Enroll Now” on the module you would like to complete at that time. Once you enroll in a module you will have 30 days to complete that module.

Once you have enrolled in the trainings or have completed training modules, you can go to My Dashboard to see the modules you are enrolled in and have completed.



SUPPORT VIDEOS:

Open Future has many helpful support videos on how to use Open Future. To find these videos you will need to select “how it works” which is located at the top of the page.



Once you have selected “how it works” you will find a number of videos that you can watch to help you understand how to use and navigate Open Future.

HOW TO: MANAGE AND USE YOUR MODULES

- [Manage and Use Your Modules](#)
- [Find New Learning Modules, Find My Active Modules, and Find My Completed Modules](#)
- [Start a Module, Turn Pages, Move Between Chapters](#)
- [Play Audio and Adjust the Volume](#)
- [Play Films, Pause Films, and Restart Films](#)
- [Use the Interactive Graphics and Take a Break](#)
- [Take General Notes and Interactive Notes](#)
- [Answer and Pass the Final Assessment](#)
- [Download and Print Your Certificate, Module Summary, General Notes and Reflective Action Plan. Complete Your Reflective Action Plan and revisit the Module for up to 30 Days.](#)

Thank you for taking the time to complete these very important training sessions. Training is imperative for your growth as a direct care professional. We hope you do not take these trainings lightly as they are important in helping us understand and support the individuals we work with at CHILL.

If you have any questions about your training please do not hesitate to reach out to Amanda Snowdon 970-310-8572 or Sage Prutch 303-718-2351.