



Getting Your YQCA Web-Based Certification

# **CREATING AN ACCOUNT**

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# Creating An Account

Go to <https://yqca.learn-grow.io>

## 4-H Online Sign In

If you have an Active account in 4-H Online, select to Sign in with 4HOnline.

Will be prompted so select a state, then enter the Login information for your 4-H Online account.


After successfully logging in, you will be given a list of Active family members. Select a family member and start the account creation process.

## FFA & Independent Sign In

For FFA members and those who do not have an active 4-H Online account

YQCA certification is now open! When you log in, there will be a Help button in the bottom right of the screen to notify us of any issues - Thank You!

### 4-H Online Sign In



4Honline login only available for Families

Sign in with 4HOnline

or

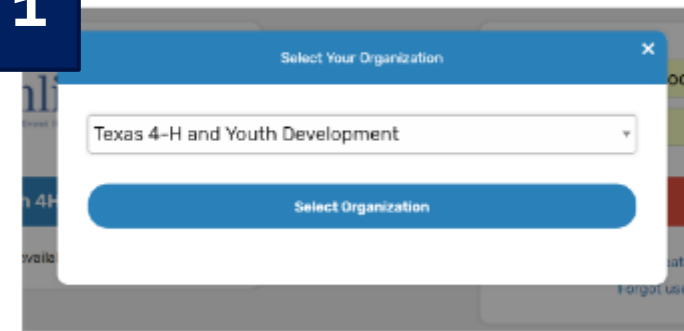
### FFA & Independent Sign In

Sign In

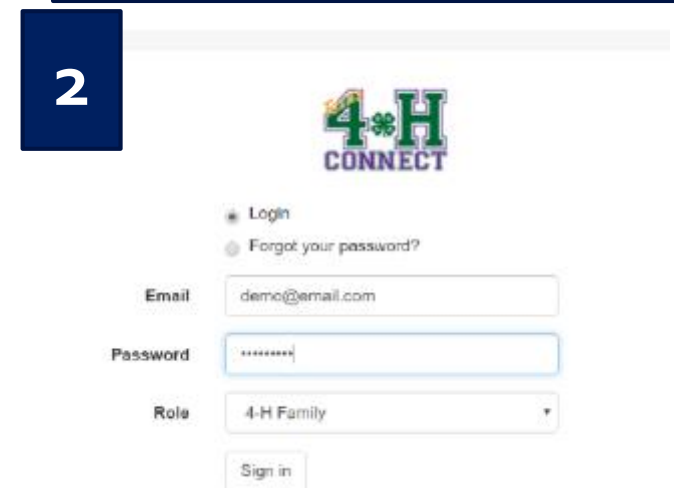
[Create a new account](#)  
[Forgot username or password?](#)

# Creating An Account - 4-H Online

1 Select a 4-H Organization



2 Login with 4-H Credentials



Select a Family Member

Member's status must be active. If you're not sure of the member's status, log in to 4-H Online to view the status on the member screen. To check the progress of member activation in 4-H Online, contact your county 4-H office.

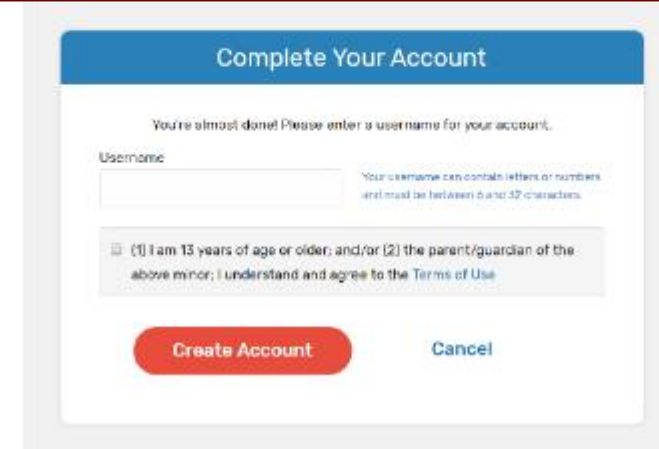
3



Enter a Username

After creating your account, you can still log in with your 4-H Online credentials. The username will be used if you decide to disconnect your account from 4-H Online.

4



# Creating An Account – FFA & Independent

Enter information for the individual whose name will appear on the certificate

A parent or guardian must create the account (in the child's name) for a member that is 12 or younger

Email entered for member that is 12 or younger, must be that of a parent or guardian

### Create Account

Enter your account information. All fields are required.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email (parent/guardian email if this account is for a youth 12 or younger)	Confirm Email
<input type="text"/>	<input type="text"/>

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Username	Your username can contain letters or numbers and must be between 6 and 32 characters.
<input type="text"/>	
Password	A password must be eight characters or longer, contain at least one number, and contain either a capital letter or a special character.
<input type="text"/>	
Confirm Password	
<input type="text"/>	
State	County
<input type="text"/>	Select a state first ...

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Date of Birth	Gender
<input type="text"/>	I am...
Residence	Ethnicity
<input type="text"/>	I am...

Race

- American Indian / Alaskan Native
- Asian
- Black / African American
- Native Hawaiian / Pacific Islander
- White
- Balance of Other Combinations
- Prefer Not To State

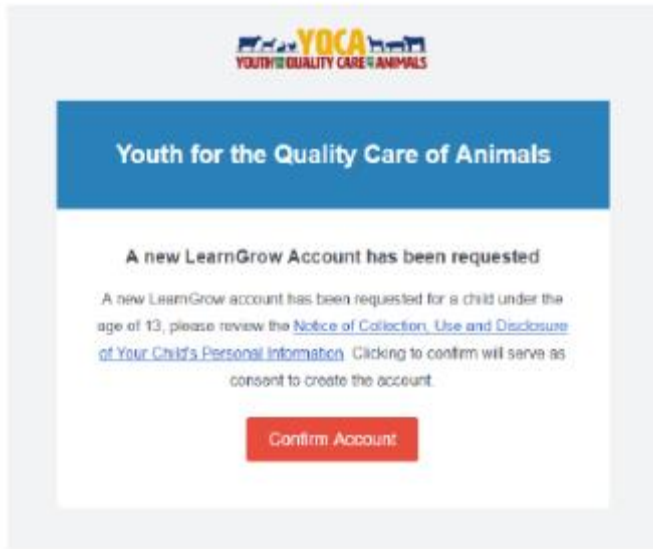
Check all the boxes that apply to you. If your ethnicity is "Non-Hispanic", you must select at least one option.

(1) I am 13 years of age or older; and/or (2) the parent/guardian of the above minor; I understand and agree to the [Terms of Use](#)

**Create Account**

# Creating An Account – FFA & Independent

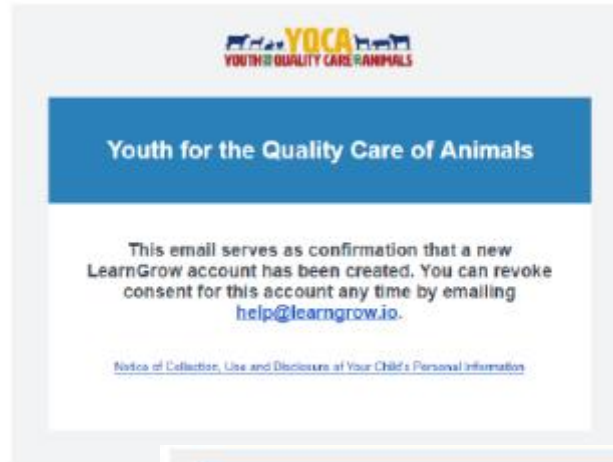
For members 12 or younger



**Youth for the Quality Care of Animals**

**A new LearnGrow Account has been requested**

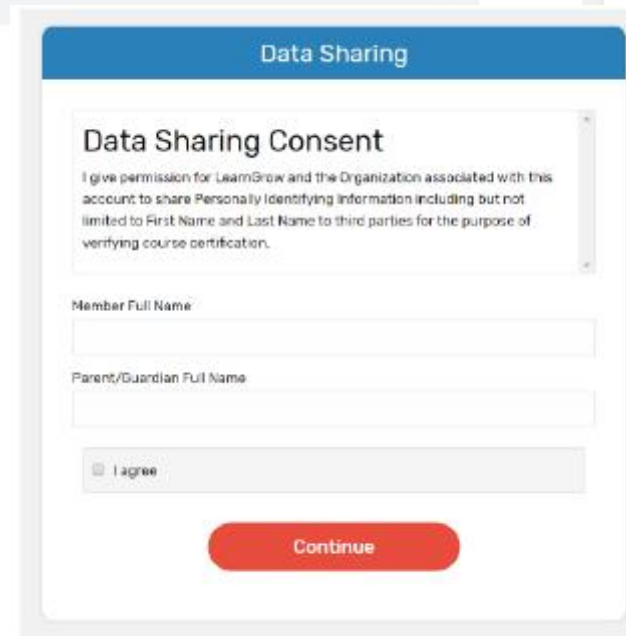
A new LearnGrow account has been requested for a child under the age of 13, please review the [Notice of Collection, Use and Disclosure of Your Child's Personal Information](#). Clicking to confirm will serve as consent to create the account.



**Youth for the Quality Care of Animals**

This email serves as confirmation that a new LearnGrow account has been created. You can revoke consent for this account any time by emailing [help@learngrow.io](mailto:help@learngrow.io).

[Notice of Collection, Use and Disclosure of Your Child's Personal Information](#)



**Data Sharing**

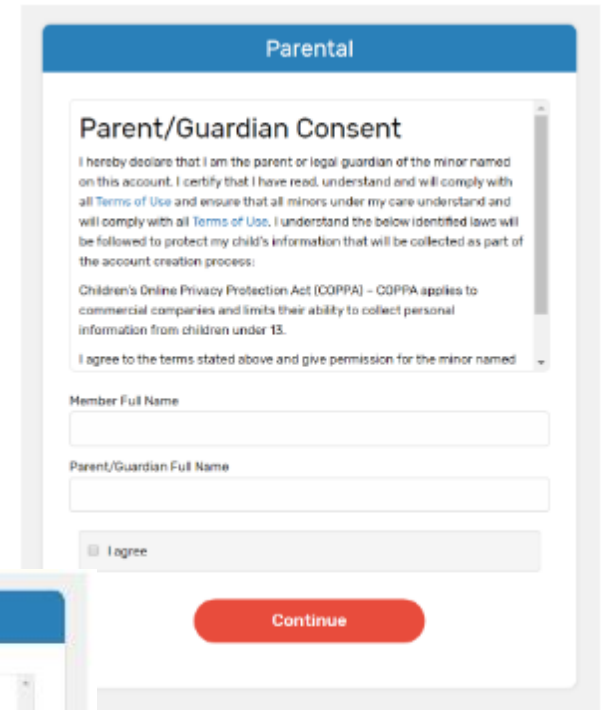
**Data Sharing Consent**

I give permission for LearnGrow and the Organization associated with this account to share Personally Identifying Information including but not limited to First Name and Last Name to third parties for the purpose of verifying course certification.

Member Full Name

Parent/Guardian Full Name

I agree



**Parental**

**Parent/Guardian Consent**

I hereby declare that I am the parent or legal guardian of the minor named on this account. I certify that I have read, understand and will comply with all [Terms of Use](#) and ensure that all minors under my care understand and will comply with all [Terms of Use](#). I understand the below identified laws will be followed to protect my child's information that will be collected as part of the account creation process:

Children's Online Privacy Protection Act (COPPA) – COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.

I agree to the terms stated above and give permission for the minor named

Member Full Name

Parent/Guardian Full Name

I agree

# NAVIGATING THE ACCOUNT

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# Navigating The Account

Home screen for member

To start a course, click one of the course listed

- Be sure to select Web-Based Training
- Read the description of the course carefully to make sure the individual associated with the account meets the requirements

**Course List** Completed View All

Course	Qualification	Web-Based Training	Instructor-Led Training	Status
Age 08: Junior	To qualify for this course, you must have turned 8 in the previous calendar year.	\$12.00	\$3.00	Completed
Age 09: Junior	To qualify for this course, you must have turned 9 in the previous calendar year.	\$12.00	\$3.00	Completed
Age 10: Junior	To qualify for this course, you must have turned 10 in the previous calendar year.	\$12.00	\$3.00	Completed
Age 11: Junior	To qualify for this course, you must have turned 11 in the previous calendar year.	\$12.00	\$3.00	Registered
Age 12: Intermediate	To qualify for this course, you must have turned 12 in the previous calendar year.			Registered
Age 13: Intermediate	To qualify for this course, you must have turned 13 in the previous calendar year.			Registered



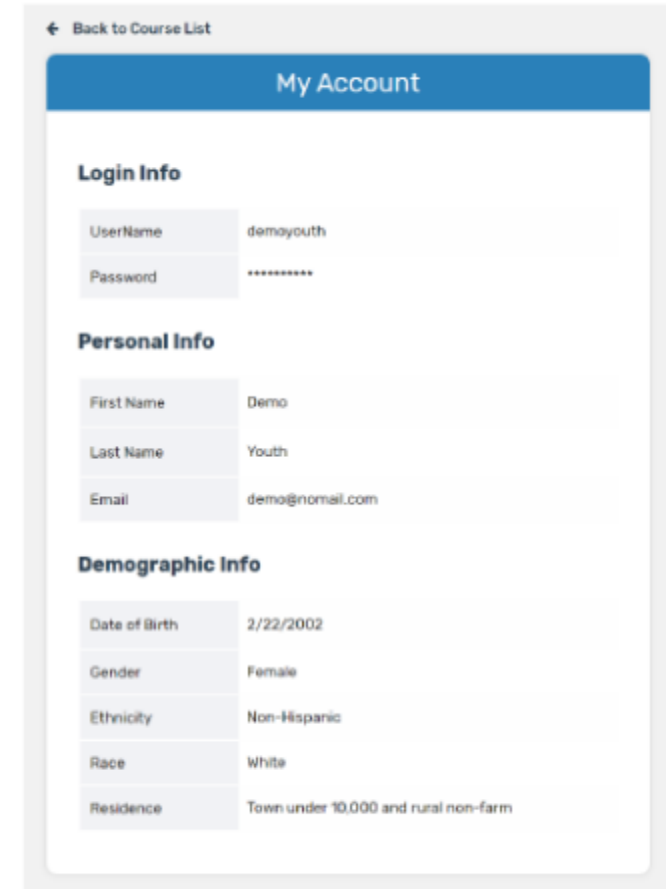
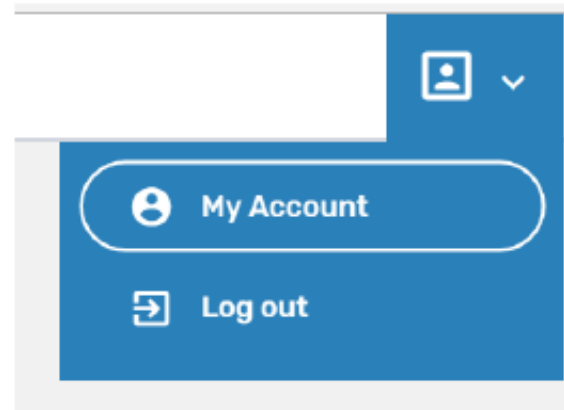
# Navigating The Account - Menu

## Account Menu

- Upper right of every screen after logging in

## My Account Screen

- Shows individual's information
- If account is not linked to 4-H Online, password can be changed here

A screenshot of the 'My Account' screen. At the top, there is a blue header with the text 'My Account' and a back arrow labeled 'Back to Course List'. The screen is divided into three sections: 'Login Info', 'Personal Info', and 'Demographic Info'. Each section contains a table of user data.

Login Info	
UserName	demoyouth
Password	*****

Personal Info	
First Name	Demo
Last Name	Youth
Email	demo@nomain.com

Demographic Info	
Date of Birth	2/22/2002
Gender	Female
Ethnicity	Non-Hispanic
Race	White
Residence	Town under 10,000 and rural non-farm

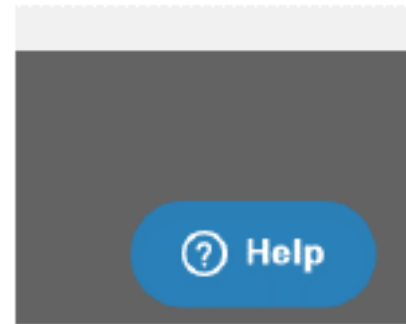
# Navigating The Account - Help

## Help

- Lower right of every screen after logging in

## Getting Help

- After clicking 'Help', user will be presented with a screen to send a message



Leave us a message ×

Your name  
Demo

Email address\*  
demo@nomail.com

How can we help you?\*

Attachments  
Add file or drop here

zendesk Cancel Send

# **PURCHASING A COURSE**

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# Purchasing A Course

1. Select a course
2. Purchase the course
3. Pay for the course

**1**

### Course List

Course  
**Age 08: Junior**

To qualify for this course, you must have turned 8 in the previous calendar year.

Web-Based Training	\$12.00
Instructor-Led Training	\$3.00

**2**

### Course List

Web-Based Training

Course  
**Age 11: Junior** **\$12.00**

To qualify for this course, you must have turned 11 in the previous calendar year.

[Purchase Course](#)

or

Instructor-Led Training

Course  
**Age 11: Junior** **\$3.00**

To qualify for this course, you must have turned 11 in the previous calendar year.

State

Training  
Select a state first...

[Purchase Course](#)

**3**

Back To Course

### Select payment method

Course	Age 08: Junior
Amount	\$12.00
Type	Web-Based Training

**Apply a gift card if you have one**

Gift Card  [Apply](#)

Select from one of your existing credit cards or add a new one.

[Add Credit Card](#)

Your Saved Credit Cards

### Add Credit Card

Cardholder Name

Card Number

Expiration Date Jan 2017

Validation (CVV)

[Add Credit Card](#) [Cancel](#)

# Purchasing A Course and Taking Pre-Course Survey

4. Finalizing payment
5. Viewing the receipt
6. After purchasing a course, an email will be sent inviting users to take a pre-course survey.

4

Back To Course

### Select payment method

Course: Age 08: Junior  
Amount: \$12.00  
Type: Web-Based Training

Apply a coupon code if you have one

Coupon Code:  [Apply](#)

Select from one of your existing credit cards or add a new one.

[Add Credit Card](#)

Your Saved Credit Cards

VISA	Demo Parent	4xxxx-xxxx-xxxx-4444
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[Purchase Course](#)

5

Back To Course

### Course Registration

Age 08: Junior

To qualify for this course, you must have turned 8 in the previous calendar year.

Course Registration Status [Go to Course](#)

Registered

Invoice

Invoice Number	Invoice Amount
2	\$12.00
Invoice Status	Amount Paid
Paid	\$12.00
	Invoice Balance
	\$0.00

# COMPLETING CERTIFICATION

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# Completing A Course

Must pass 3 quizzes to get certified

- Animal Well-Being
- Food Safety
- Life Skills

Select a Knowledge Builder and Skills to gain knowledge and test your skill

- Status will show throughout to track progress

Back to Course

- Will return user to menu page to select another Knowledge Builder, Skills Lab or Quix

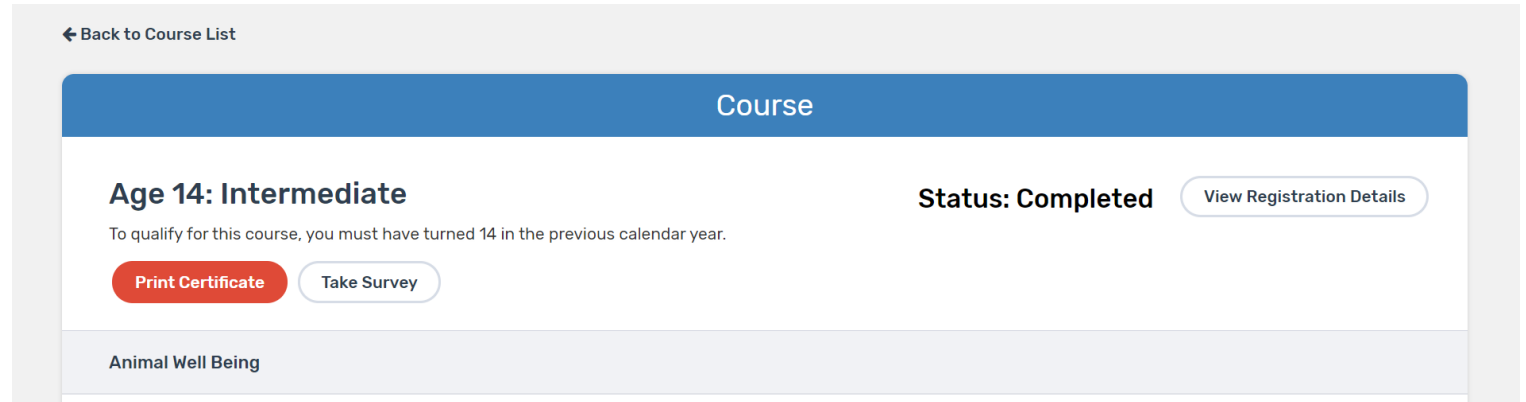
The screenshot displays a course interface for 'Age 08: Young Adult'. The course title is at the top, followed by a requirement: 'To qualify for this course, you must have turned 8 in the previous calendar year.' Below this, there are two main sections: 'Animal Well Being' and 'Food Safety'. Each section contains three items: 'Knowledge Builder', 'Skills Lab', and 'Quiz Required'. The 'Knowledge Builder' item in the 'Animal Well Being' section is highlighted with a pink box. To the right of the course content, there is a progress tracking area with three rows: 'Viewed' with a green circle icon, 'Completed' with a green checkmark icon, and 'In Progress' with a yellow pause icon. At the bottom of the course content, there is a 'Back To Course' button highlighted with a pink box. Below the course content, there is a 'Lesson Details - Knowledge Builder' section with a 'Viewed' status and a green circle icon.

# Printing A Certificate and Taking Post-Course Survey

Return to course menu screen to print certificate after all quizzes have been passed or access certificate number from email

Certificate can download as a PDF to save locally and/or send electronically. To print PDF, click on printer icon and send to local printer.

Upon completion of course, click "Take Survey" to access post-course survey



← Back to Course List

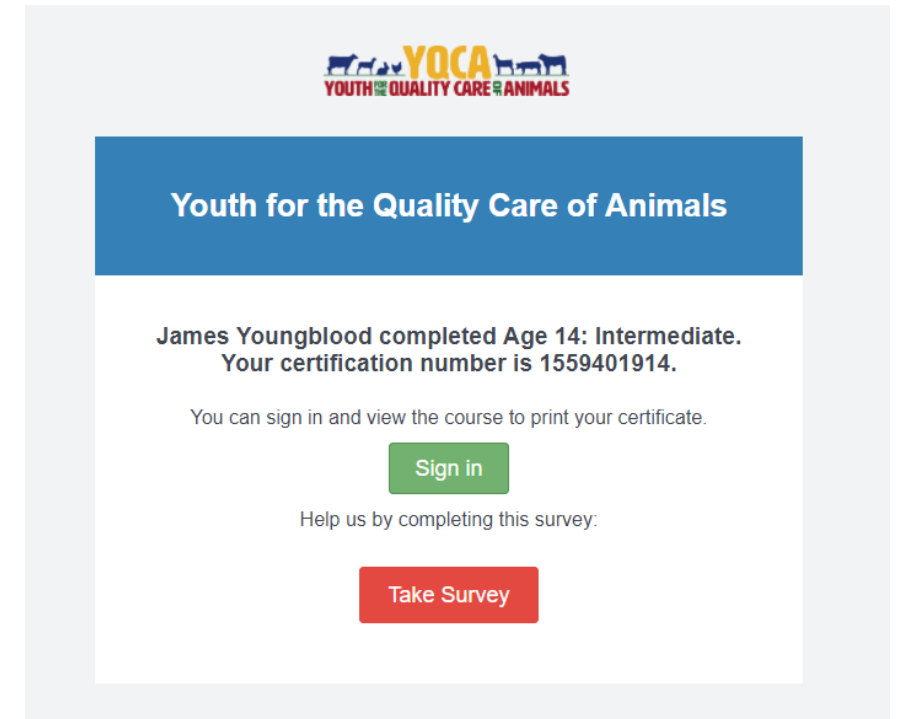
Course


**Age 14: Intermediate** Status: Completed [View Registration Details](#)

To qualify for this course, you must have turned 14 in the previous calendar year.

[Print Certificate](#) [Take Survey](#)

Animal Well Being





**Youth for the Quality Care of Animals**

James Youngblood completed Age 14: Intermediate.  
Your certification number is 1559401914.

You can sign in and view the course to print your certificate.

[Sign in](#)

Help us by completing this survey.

[Take Survey](#)