

# Complete Mandatory Reporter through the ChildServe Learning Center

## Mandatory Reporter Assignments for New Hires

ChildServe New Hires are required to complete two Mandatory Reporter trainings within their first 90 days of employment.

Courses are assigned in the **ChildServe Learning Center** and can be accessed through the Staff's **To Do Page**.

- **Log-in** to the Learning Center
- Click on **To Do**
- Click on **Start** to begin each training

The screenshot shows the ChildServe Learning Center interface. At the top left is the ChildServe logo with the tagline "Believing in the spirit of a child." At the top right, the user's name "Lisa M Sinclair" is displayed along with "ChildServe" and "Logout" links, and a user profile icon. Below the logo is a navigation menu with the following items: "Connections", "To Do" (highlighted with a red box and a red arrow pointing to it from the left), "Completed", "Profile", "Catalog", "Event Calendar", and "Help". To the right of the menu is an "APPS" icon. Below the navigation menu is a blue header for "My To-Do List" with "TOTAL TASKS: 3" below it. Underneath, there are two filter buttons: "Show: All Tasks 3" and "Assigned Learning 3". The main content area displays two course cards. The first card is for "DS 168 Dependent Adult Abuse Mandatory Reporter" with a "COURSE" label and "STATUS: Assigned". It has a due date of "Due: Feb 9, 2022" and a "Start" button (highlighted with a red box and a red arrow pointing to it from the right). The second card is for "DS 169 Child Abuse Mandatory Reporter" with a "COURSE" label and "STATUS: Assigned". It also has a due date of "Due: Feb 9, 2022" and a "Start" button (highlighted with a red box and a red arrow pointing to it from the right).

*Current certificates, earned through the DHS site, can be submitted to the Learning & Development Department and may satisfy the assignments.*