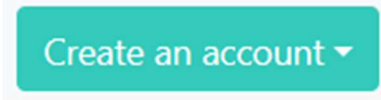


Mandated Reporter Registration Instructions for New HSLC User

1. Go to the Human Services Learning Center (HSLC) at <https://www.hslcnys.org/hslc/>.

2. Click **Create Account** in the upper right corner.



3. Enter your information in the form. **Select Yes where asked if you are requesting this account to take the Self-Directed Mandated Reporter Training and then select your discipline.**

4. Select **Register Account**.

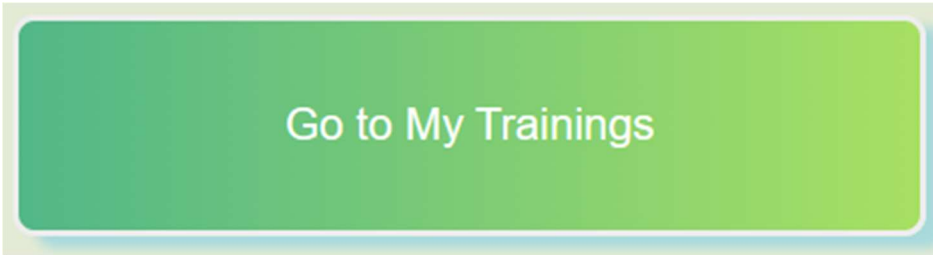
5. Check your email. You will receive an email from HSLC Support with the subject **HSLC Registration** containing a link to validate your email address. Please click the link in the email.

6. After validating your email address, you will receive two additional emails. The first email will inform you that your HSLC account has been created. This email will also contain your username and temporary password. You will need your temporary password to login to HSLC for the first time. The second email with subject **HSLC: PRECLASS EMAIL (Self-Directed Mandated Reporter Registration)** is your pre-class registration confirmation. It outlines the class requirements and lists support contact information.

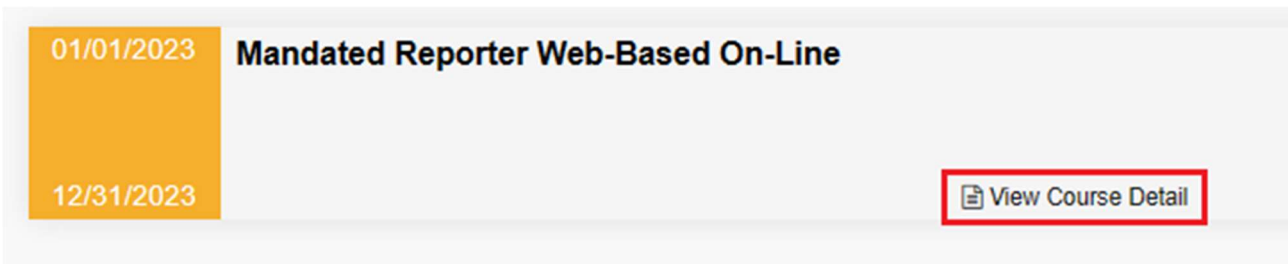
7. Login to HSLC using your temporary password. Upon logging in, you will be required to create a new password in order to continue. Record your new password for future use.

8. After creating your new password, you will be directed to the HSLC home page. You have successfully setup your HSLC account.

9. Select **Go to My Trainings**.



10. Select **View Course Detail** to expand the class window.



11. Select the content or the launch icon to begin.

