Mandated Reporter Registration Instructions for Existing HSLC User

Step 1: Register

1. Login to the Human Services Learning Center (HSLC) at https://www.hslcnys.org/hslc/.
2. Go to the Learning tab in the menu and select Schedule.

3. Enter “mandated reporter” for the class title and select the magnifying glass to search.
Register (continued)

4. Hover the mouse cursor over the class title in the search results to display the Additional Information window.

5. Select the Register button.

You will receive an email with subject HSLC: PRECLASS EMAIL (Self-Directed Mandated Reporter Registration). This is your pre-class registration confirmation which outlines the class requirements and lists support contact information.
Step 2: Start the class

1. Select **Go to My Trainings** from the HSLC home screen.

![Go to My Trainings](image)

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

![View Course Detail](image)

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

![Mandated Reporter Web-Based On-Line](image)