



CMTI Online Training How-to Guide

To use ACT's new online training website please follow the steps below. Screenshots for each section are available on page 2 of this guide. If at any point you have questions contact Rebecca Willis at 860-247-2437 x313 or rwillis@aims-ct.org.

Create an account:

1. Go to <http://training.aims-ct.org/>
2. Click on "Login" in the top right corner (screenshot 1)
3. Click on "Create new account"
4. Fill in all required fields* and click on "Create my new account" (screenshot 2)
5. Your account is now pending confirmation
6. Within 48 hours you will receive a confirmation email**

Enroll in a course:

1. After your account has been confirmed, login at <http://training.aims-ct.org/>
2. Click on a course name under Available courses
3. Click on "Enrol me" (screenshot 3)

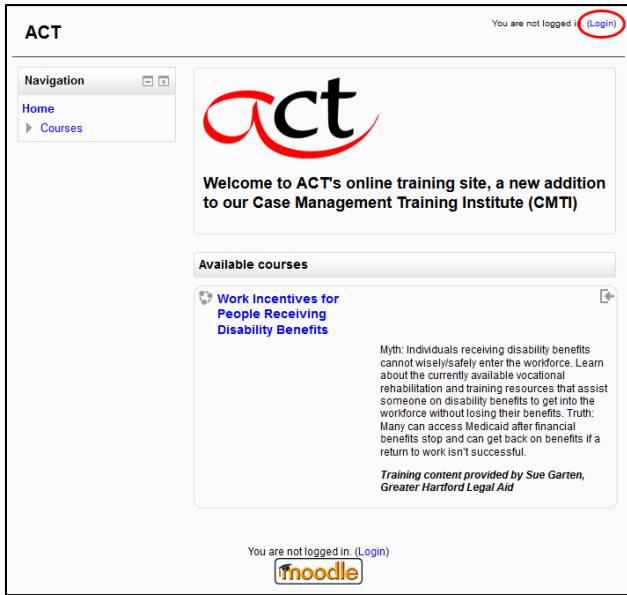
Complete a course:

1. After you are enrolled in a course, click on the course name under Available courses
2. To begin, click on "Lesson 1" (screenshot 4)
3. Click through each lesson page, making sure to read all text carefully
4. At the end of each lesson there will be a few practice questions to test your knowledge
5. Each lesson must be completed before moving on to the next lesson
6. When all lessons have been completed you may attempt the "Final Quiz" (screenshot 5)
7. In order to receive your "Certificate of Completion" you must score 80% or higher
8. Once you have passed the Final Quiz, click on the certificate to print or download it

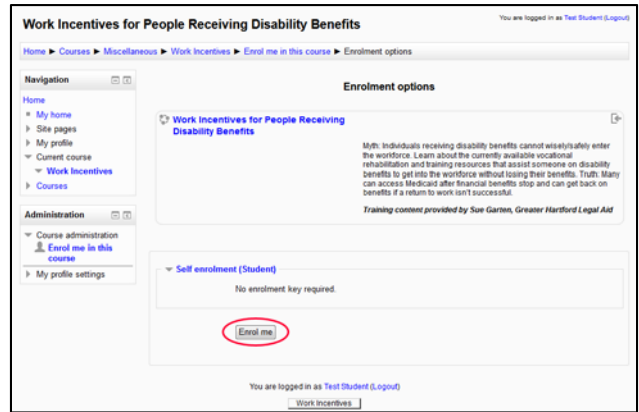
* The agency field has a drop-down list of ACT's current member agencies. The online trainings are only available for staff of current ACT members. If your agency is not listed please contact Rebecca Willis to learn how to become an ACT member.

**If you do not receive a confirmation email within 48 hours please contact Rebecca Willis at 860-247-2437 x313 or rwillis@aims-ct.org.

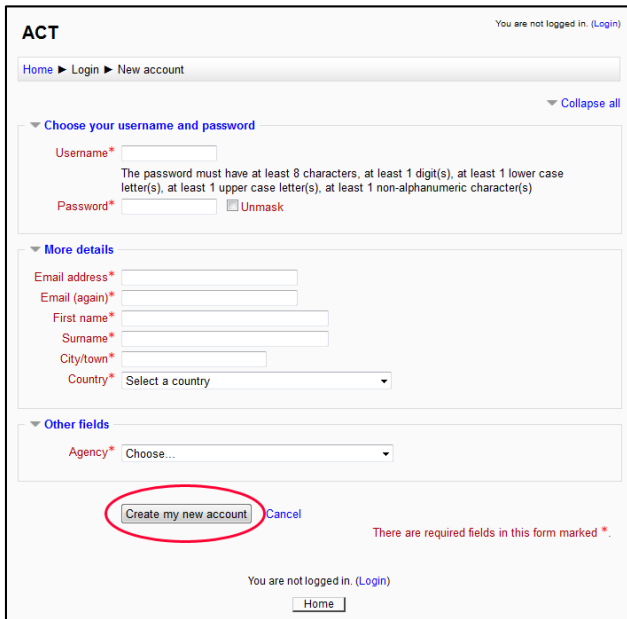
Create an account:
Screenshot 1-Click on “Login”



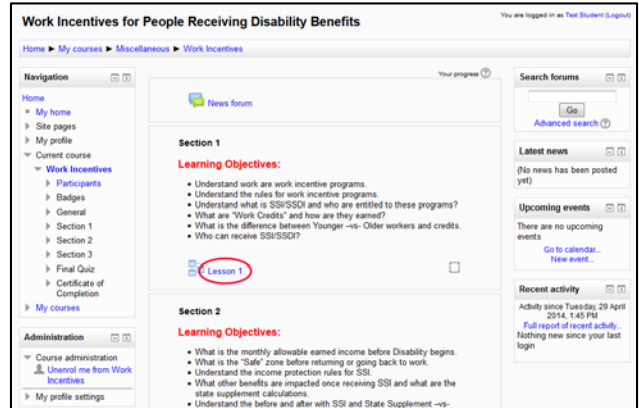
Enroll in a course:
Screenshot 3-Click on “Enrol me”



Screenshot 2-Fill in all required fields and click on “Create my new account”



Complete a course:
Screenshot 4-Click on “Lesson 1”



Screenshot 5-Click on “Final Quiz”

