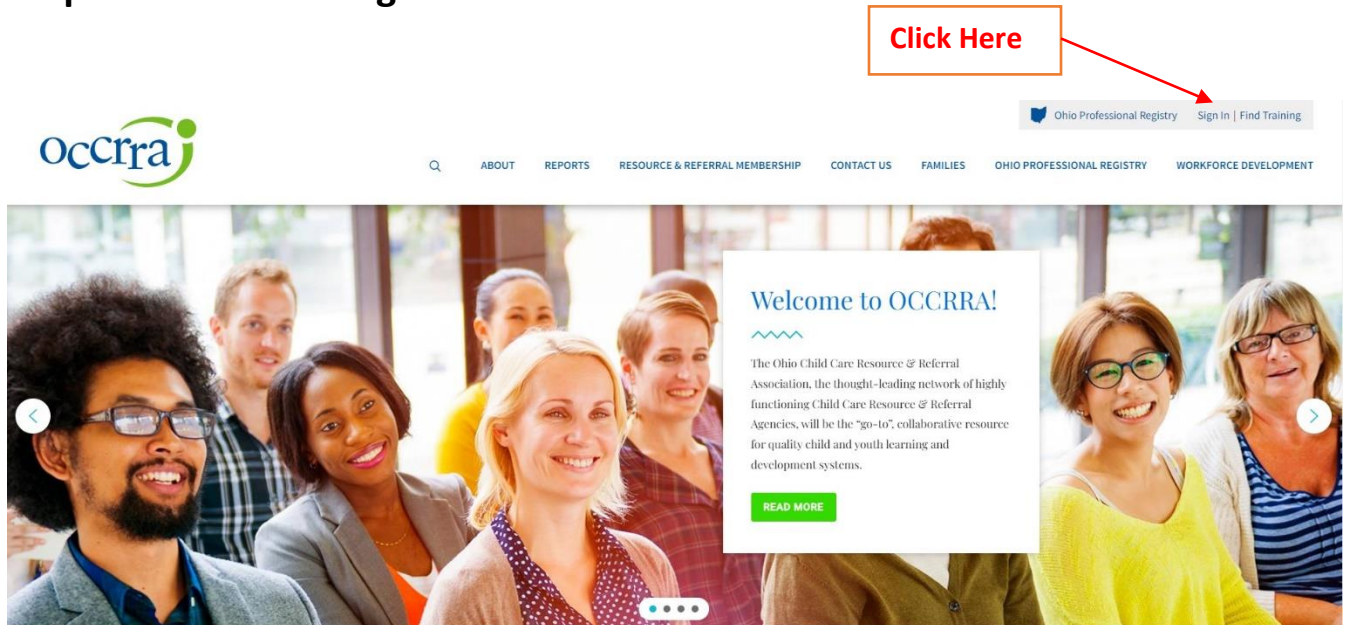


Signing Up for a Training with the ST

Step 1: Go to: <https://occrra.org>

Step 2: Click on Sign In.



Step 3: Sign in with your OPIN # and Password. Click Continue.



The image shows a sign-in form titled "SIGN-IN". It has two input fields: "OPIN" and "Password". Both fields have a red eye icon to toggle visibility. Below the fields is a blue "Continue" button. Underneath the button, there is a line of text: "By continuing, you agree to OCCRA's Conditions of Use and Privacy Notice." Below this text is a link: "Forgot password?". At the bottom of the form, there is a link: "New to OCCRA? Create New Profile".

Step 4: Click on Find Training.

The screenshot shows the OCCRFA Resources dashboard. At the top, there is a navigation bar with the OCCRFA logo and 'RESOURCES' text. On the right side of the navigation bar, there are icons for a shopping cart (0 ITEMS), a notification bell (38), and a user profile. Below the navigation bar, there are two assessment sections: 'Career Pathways Level' and 'Professional Development Certificate'. The 'Career Pathways Level' section shows 'Assessed As: CPL 2' with 'Previous' and 'Current' tabs, each containing a grid of numbers 1-6. The 'Professional Development Certificate' section shows 'Assessed As: Tier 0' with 'Previous' and 'Current' tabs, each containing a grid of numbers 1-3. A green 'Find Training' button is located on the right side of the dashboard, with a red arrow pointing to it from a callout box that says 'Click Here'. Below these sections is a horizontal menu with tabs for 'Account', 'Applications', 'Credentials', 'Education', 'Employment', 'Professional Development', 'Reports', and 'Upcoming Trainings'. The 'Upcoming Trainings' tab is selected. The main content area below the menu is empty and contains the text 'You have no scheduled events.'

Step 5: Enter the 8-digit ST numbers (no need to type "ST", just the numbers) and hit Search

The screenshot shows the OCCRFA Resources dashboard with the search results for 'Professional Development Events'. At the top, there is a navigation bar with the OCCRFA logo and 'RESOURCES' text. On the right side of the navigation bar, there are icons for a shopping cart (0 ITEMS), a notification bell (38), and a user profile. Below the navigation bar, there is a search bar with the text 'Search Event Title, event ID, Instructor name' and a 'Search' button. A red arrow points to the search bar with a callout box that says 'Enter just the numbers in this box'. Below the search bar, there is a section titled 'Professional Development Events' and a search bar with the text 'Search Event Title, event ID, Instructor name'. Below the search bar, there is a section titled '1435 Results found'. The results are displayed in a grid of 9 event cards. Each card contains the following information: 'Available Now Through 10 Jan 2023', the event title, 'Online', 'Contact Hours', 'OA-L1', and the fee. The events are: 1. 'Aging Circle Time with Toddlers Online Class' (Contact Hours: 1:00, Fee: \$7). 2. 'Effective Staff Evaluations' (Contact Hours: 2:00, Fee: \$20). 3. 'Cracking the Code: Ethics and Professionalism in Early Childhood' (Contact Hours: 2:00, Fee: \$20). 4. 'Guiding Social Emotional Learning Through Movement' (Contact Hours: 3:00, Fee: \$30). 5. 'Put some STEAM Into Your Classroom' (Contact Hours: 2:00, Fee: \$20). 6. 'From Chaos to Connection: Positive Discipline Strategies' (Contact Hours: 3:00, Fee: \$30). 7. 'Taking Your Classroom Outside-See What a Day Looks Like' (Contact Hours: 1:00, Fee: \$10). 8. 'Routines and Transitions: The Heart of Infant and Toddler Classrooms' (Contact Hours: 3:00, Fee: \$30). 9. 'The Uniqueness of Infant and Toddler Classrooms' (Contact Hours: 2:50, Fee: \$25). On the left side of the search results, there is a 'Filter' section with various options: 'Clear All', 'No Fee', 'Approval Type' (Ohio Approved), 'Event Date Range' (Start/End), 'Group Related to Content' (Families/Guardians, Family Child Care, Foster/Surrogate Parents, Homelessness, Infants (birth to 18 months), Instructors/TA Specialists, Preschoolers (3 years to 5 years), Program Administrator, Schoolagers (5 years to 18 years), Special Needs/Inclusion, Toddlers (18 months to 36 months), Young Adults (18 years to 24 years)), and 'PD Event Format' (Face to Face, Hybrid, Online with Date/Time, Online without Date/Time, Series).

Step 6: Click Add to Cart.

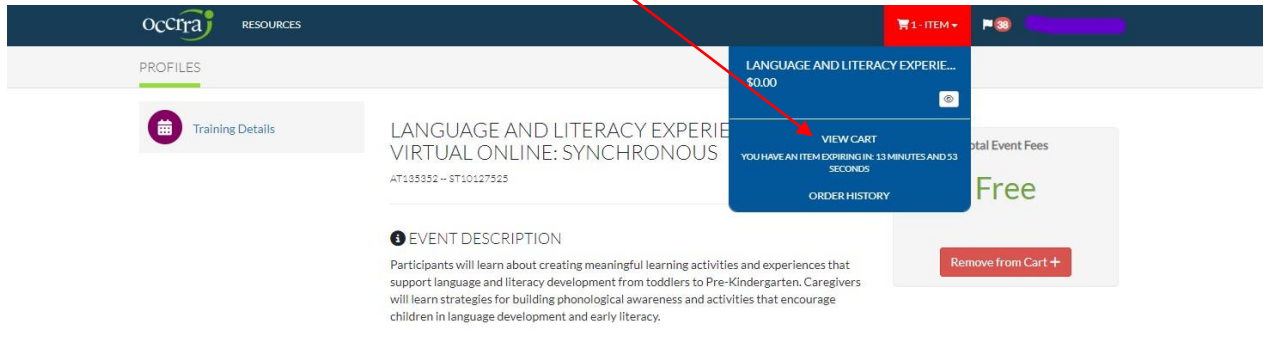
The screenshot shows the Occra website interface. At the top, there is a dark blue header with the Occra logo and 'RESOURCES' text. Below the header, there is a navigation bar with 'PROFILES' and a 'Training Details' button. The main content area displays the event title 'LANGUAGE AND LITERACY EXPERIENCES VIRTUAL ONLINE: SYNCHRONOUS' and its ID 'AT135952 -- ST10127525'. An 'EVENT DESCRIPTION' section follows, detailing the learning objectives. Below this is the 'SESSIONS / TRAINING LOCATION INFO' section, which includes the date and time '25 Feb, 2023 | 12:00 pm - 2:00 pm' and a 'Session Being Hosted At' section with a location icon and '(directions)'. On the right side, there is a 'Total Event Fees' box showing 'Free' and an 'Add to Cart +' button. A red box labeled 'Click Here' is positioned above the 'Add to Cart +' button, with a red arrow pointing to it.

Step 7: Click on Cart Item(s).

The screenshot shows the Occra website interface after the event has been added to the cart. The top header and navigation bar are the same as in Step 6. The main content area displays the same event details. On the right side, the 'Total Event Fees' box now shows 'Free' and a 'Remove from Cart +' button. A red box labeled 'Click Here' is positioned above the 'Remove from Cart +' button, with a red arrow pointing to it.

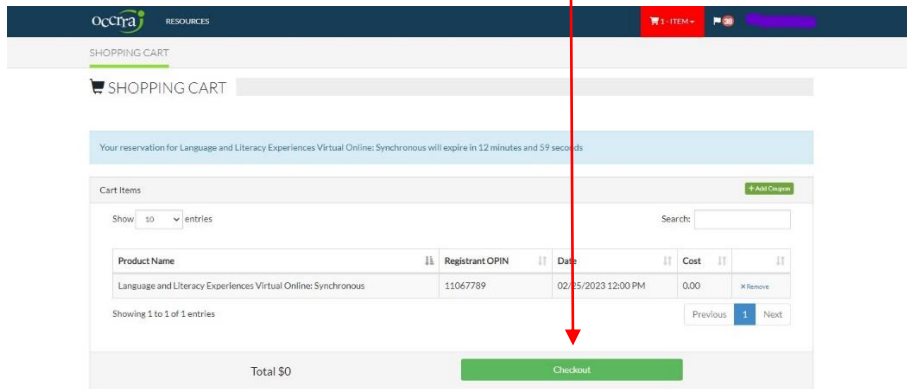
Step 8: Click View Cart.

Click Here

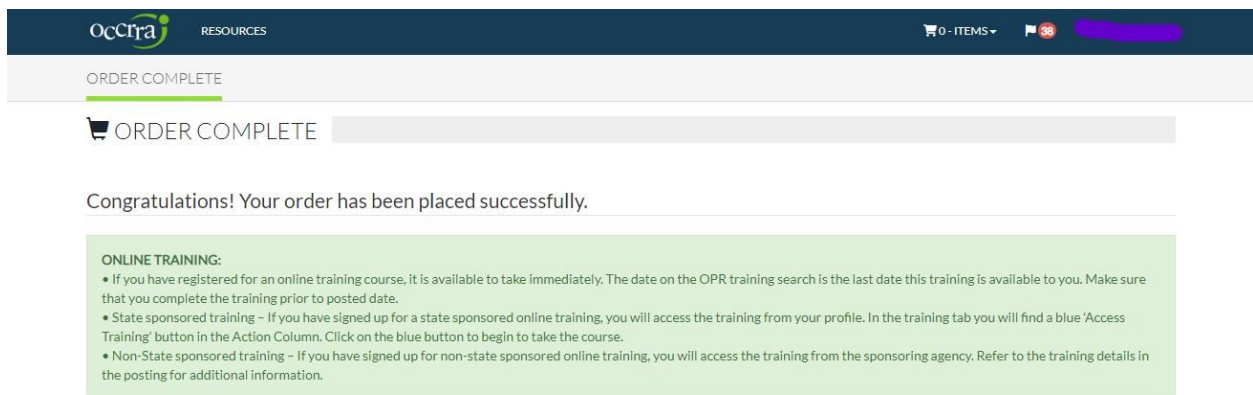


Step 9: Click Check Out.

Click Here



Step 10: You have successfully signed up for the class if you see this.



An email containing your payment information and registration information will be arriving shortly. If you do not see the email in your inbox, please check your spam filter.

[Return To Profile](#)