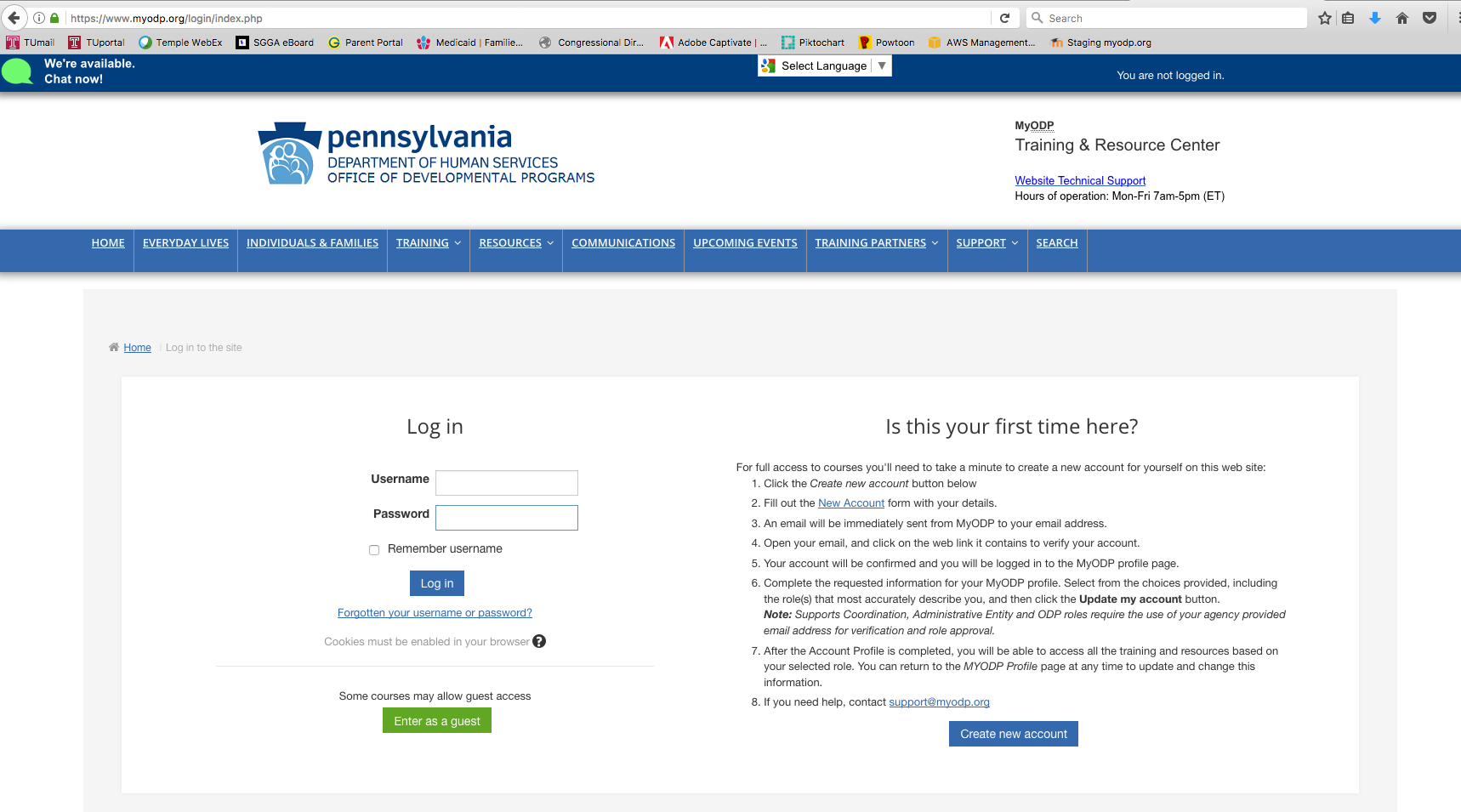
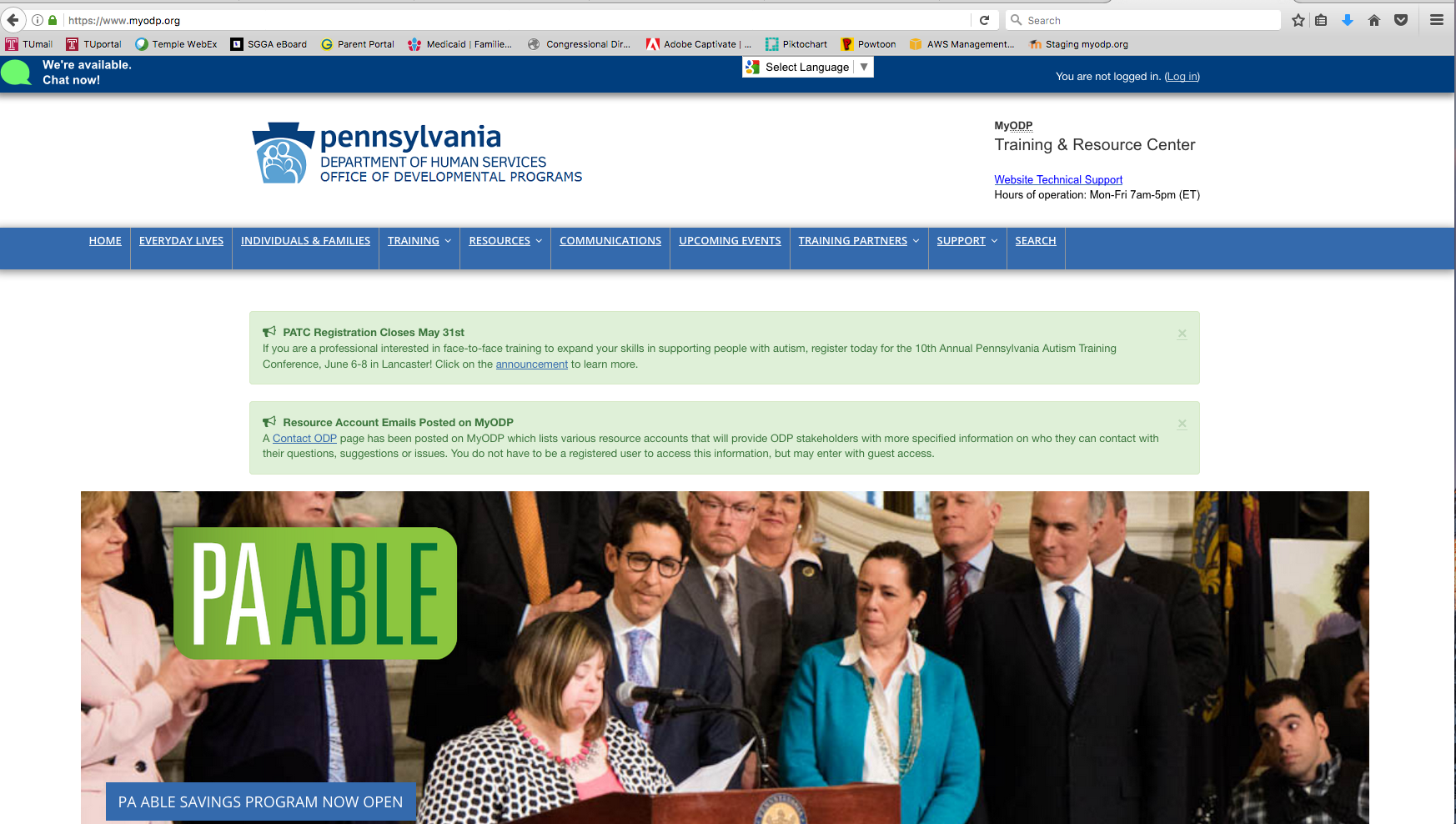
**Supports Broker**

**Training Registration & Online Training Instructions**

1. Go to [www.myodp.org](http://www.myodp.org)
2. Log-in or create an account by clicking [log-in](https://www.myodp.org/login/index.php) on the upper right corner of your screen. **DO NOT ENTER AS A GUEST!**



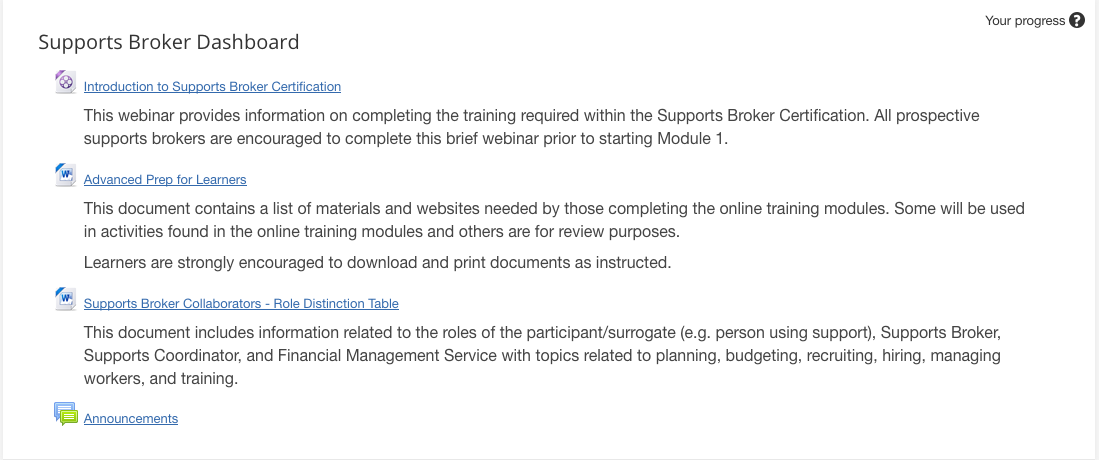
1. After you create a log in, go to TRAINING > Intellectual Disability > Supports Brokers



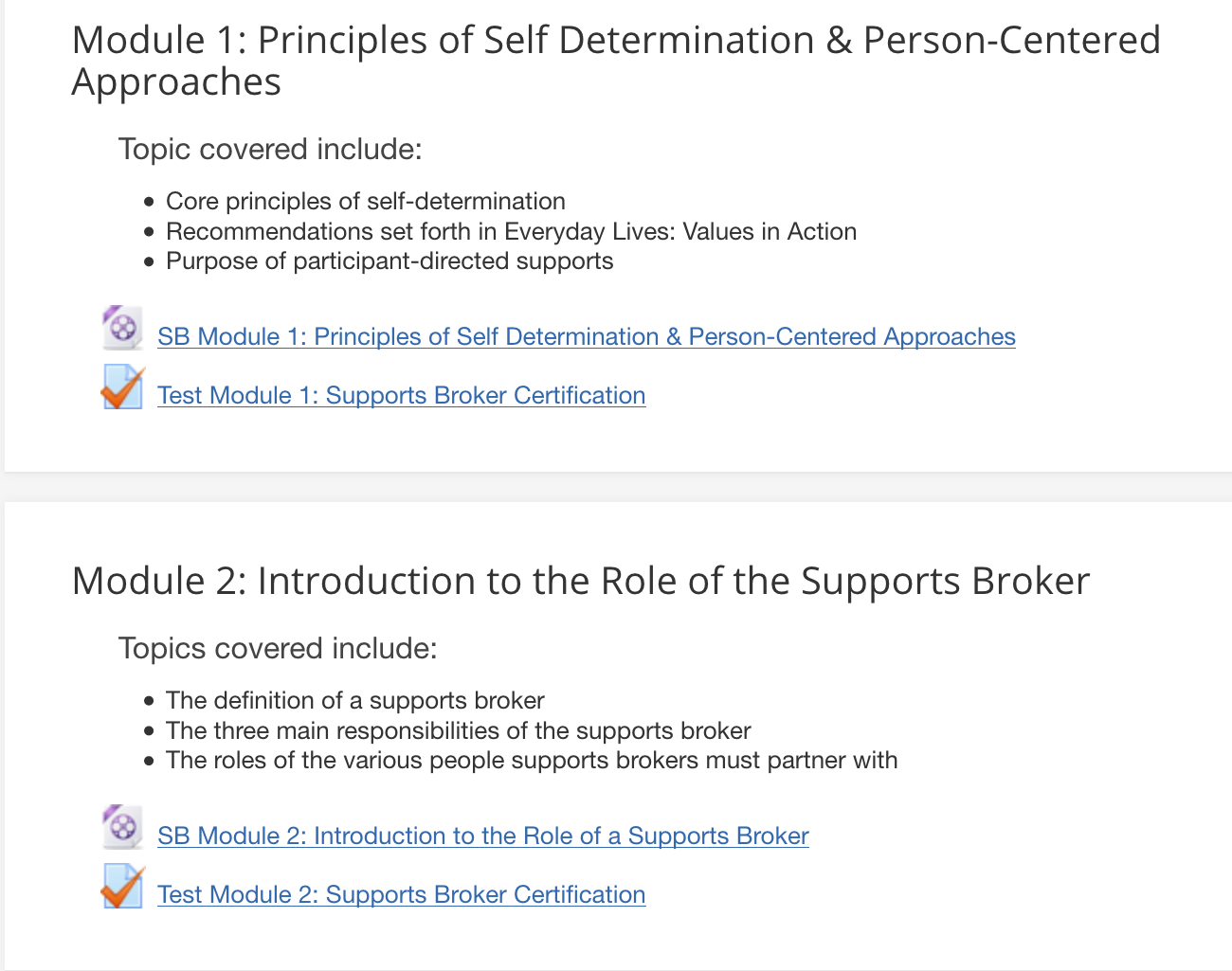
1. Click “Supports Broker Online Training”
2. **REGISTER FOR CLASSROOM TRAINING ---** At the top of the page, find the hyperlink to **Register for the Classroom Training.**  Click this link and then “book” yourself in the Training
3. **BEGIN THE ONLINE PRE-REQUISITE TRAINING**

Find “Supports Broker Dashboard” *(see screenshot on next page)*

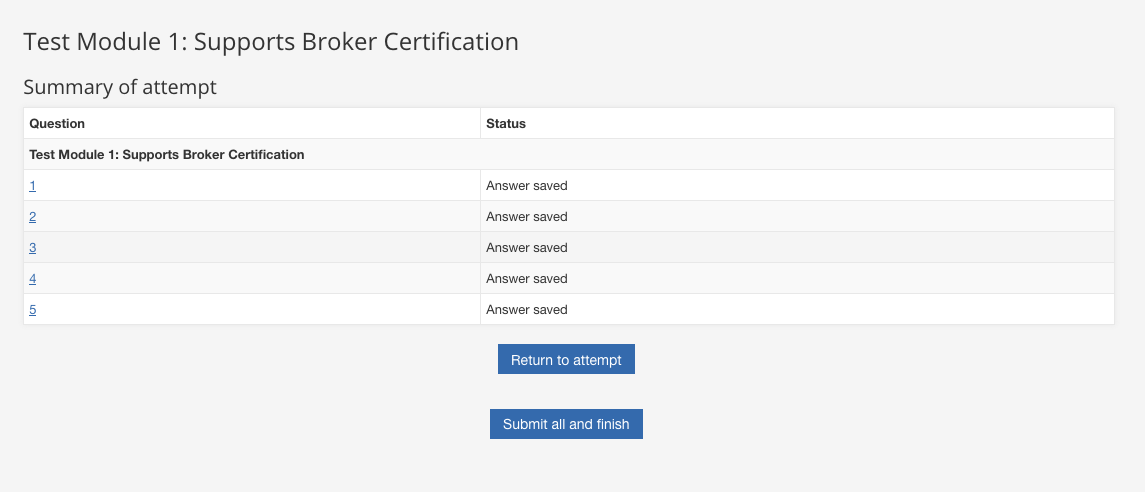
* + **Watch** the “Introduction to Supports Broker Certification” video
  + **Open** the “Advanced Prep for Learners,” **download and/or print materials** that will be used in the online training. Each item is labeled accordingly
    - **Review** = Download and be prepared to review immediately
    - **Print** = Download and print, it is used in the online training
    - **Future Review** = It’s addressed in the training, you’ll want to review before becoming a broker



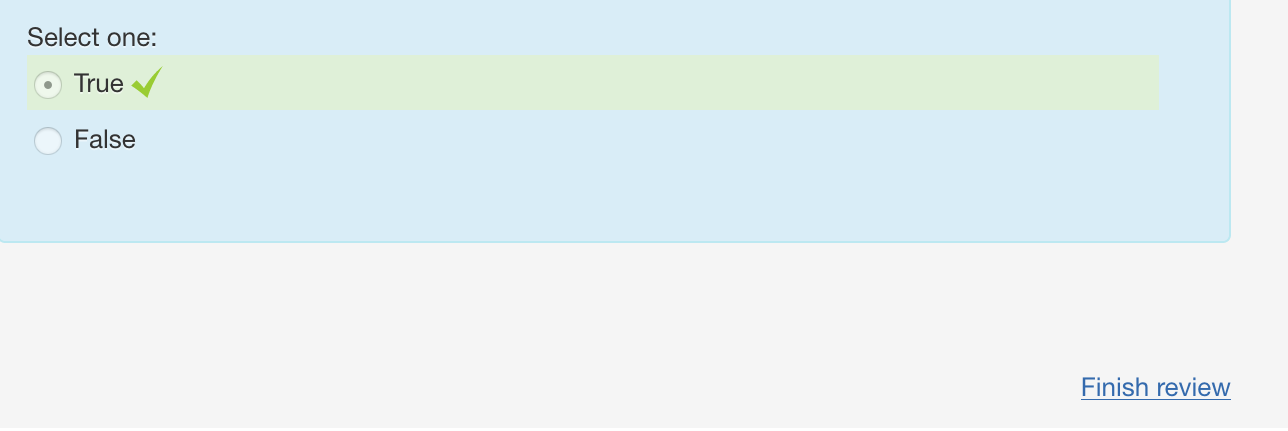
1. Complete each training module by watching the video and completing the accompanying test.



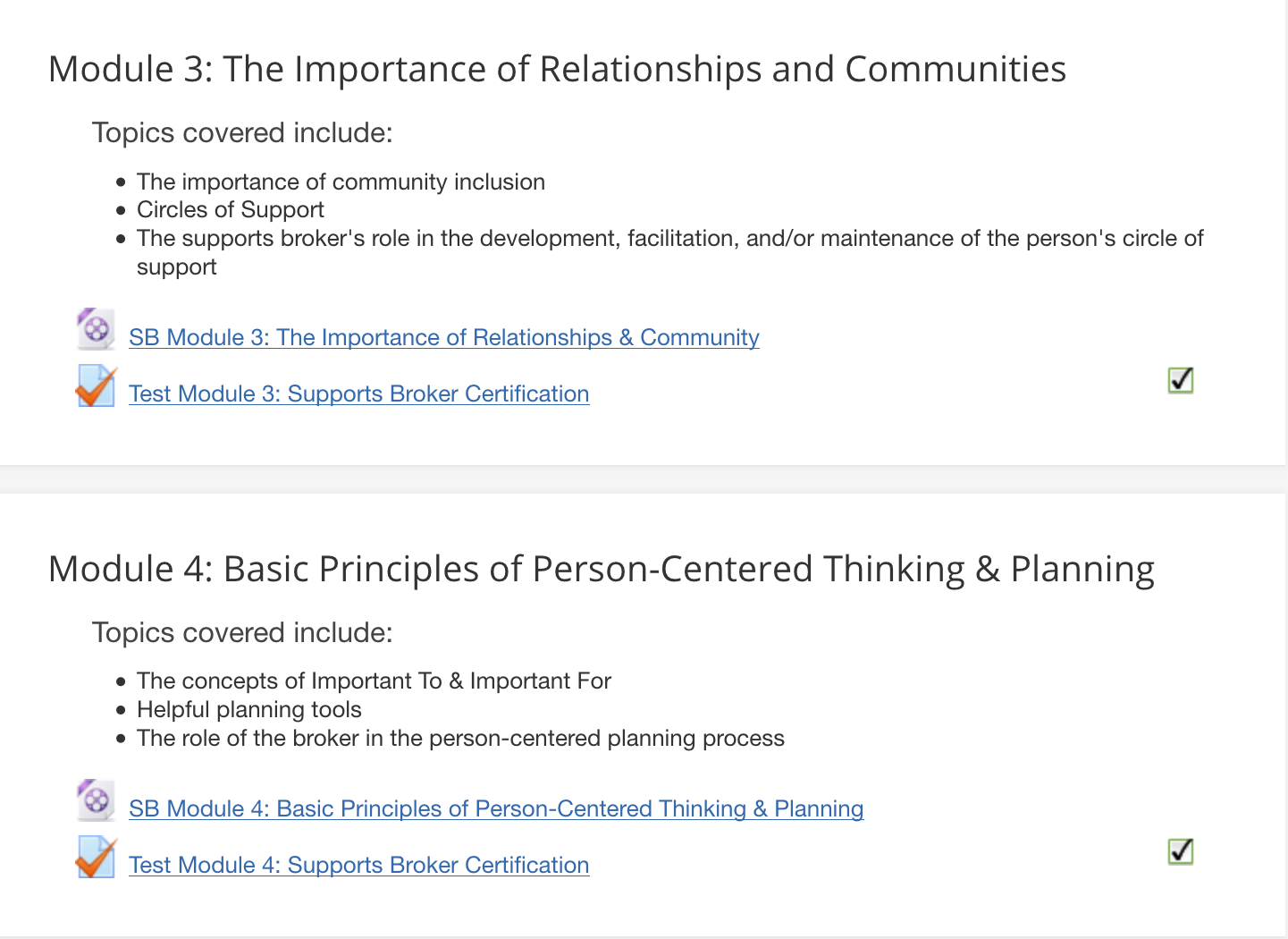
1. Once you complete the test you **click “Finish Attempt”** at the bottom of the screen.
2. On the next screen click “Submit all and finish”



1. You will be brought to a screen that gives your score. If you received a 100%, scroll down and click **“Finish Review” in the lower right corner**. This will register your successful completion.



1. Once you’ve completed each module and successfully completed and reviewed each test you should see a checkmark to the right of the test.



Trouble-shooting: If you do not see a checkmark, but did receive a 100%, please click the test hyperlink and review again making certain to click “Finish review.” This should display the checkmark.

1. Once you’ve completed ALL 7 modules and received a 100% on all 7 tests you will be able to access the Certificate. Please save to your computer and email to [dbeckett@temple.edu](mailto:dbeckett@temple.edu). You send it no later than a week before the classroom training.

