



**GETTING YOUR YQCA CERTIFICATION
HELP DOCUMENT**

CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

STEP 1

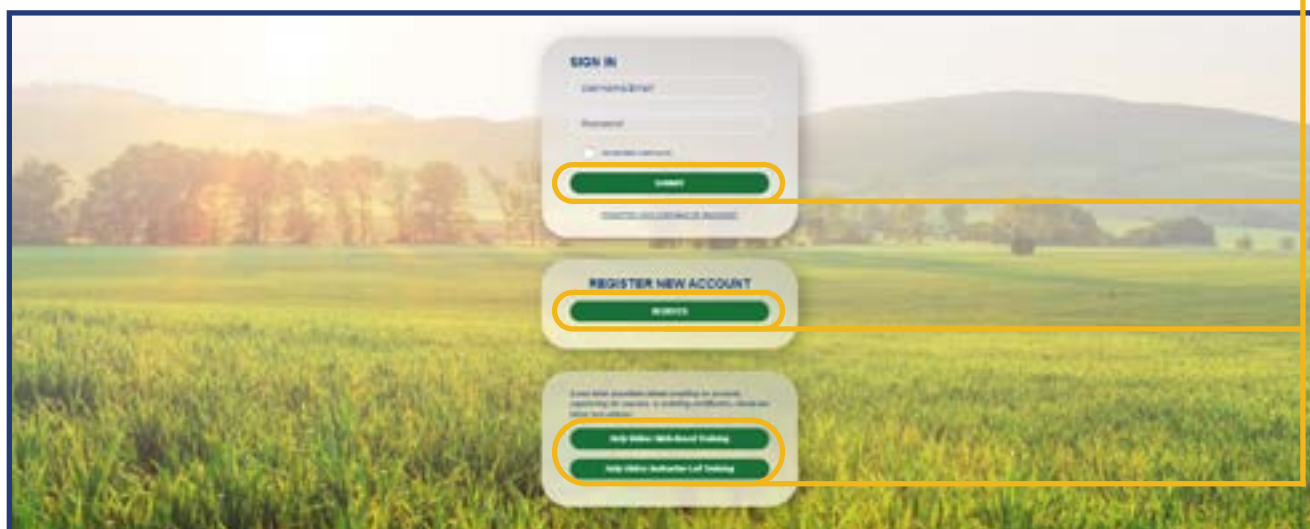
Create and login to a YQCA account. Go to yqcaprogram.org and select "Register/Sign In" from the menu.



STEP 2

If registering a new account, select "Register." If logging in to a pre-existing account, enter your username and password and select "Submit" to login.

If you have questions about creating an account, registering for courses, or printing certificates, checkout these two videos or download the help documents on the More Info/Youth & Parents page.

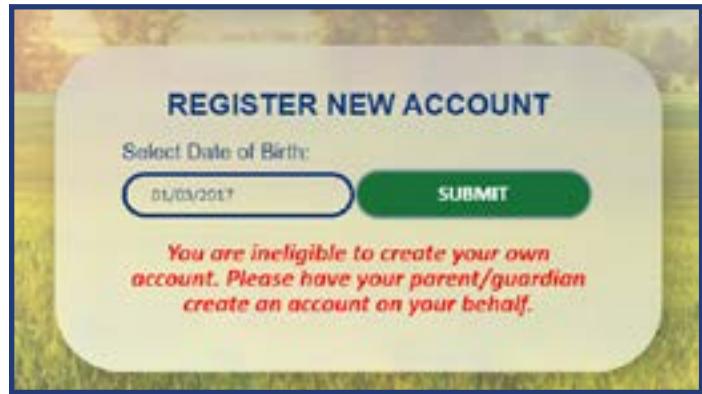


NOTE:

If you are logging into an existing account and do not need to add a child to your account, skip steps 3-6 and the "Add A Child" section of this help doc for instructions on how to select and purchase your desired course.

STEP 3

When registering a new account, enter your birthdate. If you are an age protected under COPPA, a parent must create the account.



STEP 4

Adult/Parent Registration

Complete registration information for the owner of the account.

The image on this page is for adult/parent registration. The image on the next page is for youth ages 13-18.

A screenshot of the "Adult/Parent Registration" form. It contains the following fields and elements:

- Two empty text input fields at the top.
- A password field with a red error icon and a note: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #".
- Five empty text input fields.
- A dropdown menu with "Choose..." and a red error icon.
- A dropdown menu with "Select" and a red error icon.
- A dropdown menu with options: "Adult", "Parent", "Extension Professional", "Agriculture Teacher", and "Other (Specify)". A red note below it says: "Hold down the Ctrl (Windows) or Command (Mac) button to select multiple options."
- A dropdown menu with "Choose..." and a red error icon.
- A birthdate field with three input boxes: "11", "June", and "1982", and a calendar icon.
- A dropdown menu with "Choose..." and a red error icon.
- A dropdown menu with "Choose..." and a red error icon.
- A dropdown menu with "Choose..." and a red error icon.
- A dropdown menu with "Choose..." and a red error icon.
- A "Phone (XXX) XXX-XXXX" field with a red error icon.
- A "Security Question" field with a blue error icon, a "I'm not a robot" checkbox, and a CAPTCHA image.
- Two buttons at the bottom: "CREATE MY NEW ACCOUNT" and "CANCEL".

Registration

Username

Password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as ^, -, or #

Email Address

Email (Again)

First Name

Last Name

State

County of Participation

Organization Affiliation

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Grade/Level of Education

Birthdate

Gender


Race

Residence

Phone (XXX) XXX-XXXX

Please indicate which livestock project(s) you/your child is/are enrolled in. Select all that apply.

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Security Question I'm not a robot 

STEP 5

Retrieve email to validate registration and complete parental consent.

A new "YQCA" account has been requested using your email address.

To confirm your new account, go to this web address:
<https://yqcaenrgram.org/login/confirm.php?id=afwv00k4d011em6h>

By giving consent you are agreeing to YQCA's collection, use, and disclosure of information as set forth below* and in our [Privacy Policy](#).

In most mail programs, this email may be automatically placed in your spam folder.

[HOME](#) [ABOUT US](#) [MORE INFO](#) [FAIRS AND SHOWS](#) [CERTIFICATION VERIFICATION](#) [BUY COUPONS](#) [HELP DESK](#)

Validate Registration

Please visit the email address provided during account set-up to validate your account as well as provide parental consent for sharing your child/children's details with third parties (state 4-H/FFA contacts, national species organization representatives, and fair and show managers). Until you validate your account using the YQCA email notification email, your account will not be activated.


If you have provided a mobile number during the account set-up, you will receive alerts concerning your parental consent whenever your account is accessed or whenever a course is launched or completed.

For your information, once a course is launched—and through it's completion—access to the main navigation will remain inactive so as to prevent your child who is taking the course from gaining access to your account settings. After the course completion, to gain access to the account, you will have to login again.

We recommend:

- You do not share the account credentials with your children or others who should not be having access to your account and the settings.
- You always provide a mobile number during the account set-up or from your account settings at all times so that you are alerted on your mobile device whenever your account is accessed.
- You add YQCA email address and mobile number to your safe list so that they are not marked as spam, which may result in you missing important notifications & alerts.

You can revoke the parental consent at any time by updating the same through your account settings.

[CONTINUE](#) 

Validate your account registration.

[HOME](#) [ABOUT US](#) [MORE INFO](#) [FAIRS AND SHOWS](#) [CERTIFICATION VERIFICATION](#) [BUY COUPONS](#) [HELP DESK](#)

Registration Confirmation

You have just validated your account set-up by clicking on the "Validate My Account" link from the account validation email.

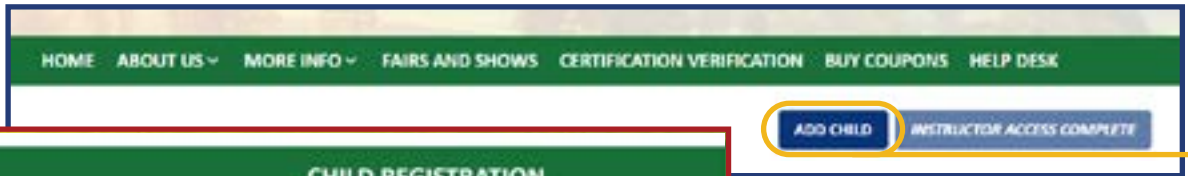
If you want to change anything, you can do so through the account settings.

[RETURN TO HOMEPAGE](#) [PURCHASE A COURSE](#)

ADD A CHILD

STEP 1

Once an account has been created, children can be added. Select "Add Child."



STEP 2

Complete the registration for your child. Select "Submit" to move on or "Submit and Add Another Child" to add additional children.

A screenshot of the 'CHILD REGISTRATION' form. The form has a green header with the text 'CHILD REGISTRATION'. Below the header, there is a message: 'We have auto-populated some of your child's information based on your inputs in the earlier screen. Please update them here for your child as needed.' The form contains several fields: First Name (Stella), Last Name (Green), Relationship to This Child (dropdown), State (Nebraska), County of Participation (Select), Grade/Level of Education (dropdown), Birthdate (mm/dd/yyyy), Gender (dropdown), Race (White), Residence (Rural), and two sections for indicating livestock projects and species. At the bottom, there are four buttons: 'RESET', 'SUBMIT', 'SUBMIT AND ADD ANOTHER CHILD', and 'CANCEL'.

A screenshot of the 'Data Sharing Consent' form. The form has a green header with the text 'CHILD REGISTRATION'. Below the header, there is a section titled 'Data Sharing Consent'. The text reads: 'You have added Stella, Jose to your account. Once Stella, Jose has earned their YQCA certification, with consent, YQCA can verify their certification information with state contacts, species representatives (e.g., National Park Board, National Cattlemen's Beef Association), and fair and show managers. Information that will be shared for Stella, Jose is Joseph Child 1, Child 2, certification number, certification expiration, state, county, age, and type of training completed.' Below this text, there are two radio buttons: 'Yes, I consent to share this child's information with third parties.' and 'No, I do not want to share this child's information with third parties.' Below the radio buttons, there are two sets of input fields for First Name, Last Name, Age, and Gender. The first set is for Stella Green, 9 years 10 months, Female. The second set is for Jose Green, 8 years 4 months, Female. At the bottom, there are two buttons: 'CANCEL' and 'SUBMIT'.

STEP 3

Complete "Data Sharing Consent." If parents do not provide data sharing consent, YQCA will not be able to verify their certification with the listed third parties.

A screenshot of the 'CHILD DASHBOARD'. The dashboard has a green header with the text 'CHILD DASHBOARD'. Below the header, there is a table with columns: Name (or Email for Certified), Name (or Email for Student Records), Enrolled?, Age, and Actions. The table contains three rows of data:

Name (or Email for Certified)	Name (or Email for Student Records)	Enrolled?	Age	Actions
Stella Green	Joseph Green Child 1	Yes	10 years 10 months	EDIT PROFILE DELETE
Jose Green	Joseph Green Child 2	Yes	8 years 4 months	EDIT PROFILE DELETE
Amber Green	Amber Green	No	44 years 10 months	EDIT PROFILE DELETE

At the bottom of the dashboard, there are two buttons: 'ADD CHILD AND ANOTHER CHILD' and 'ADD CHILD'.

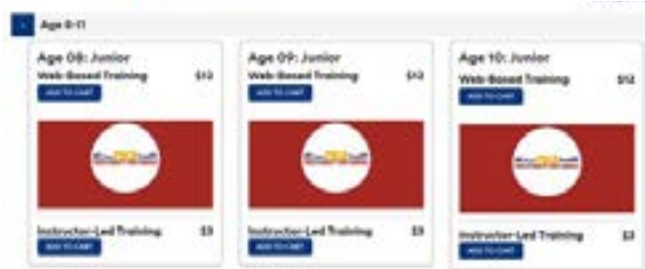
STEP 4

View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

PURCHASING AN INSTRUCTOR-LED TRAINING

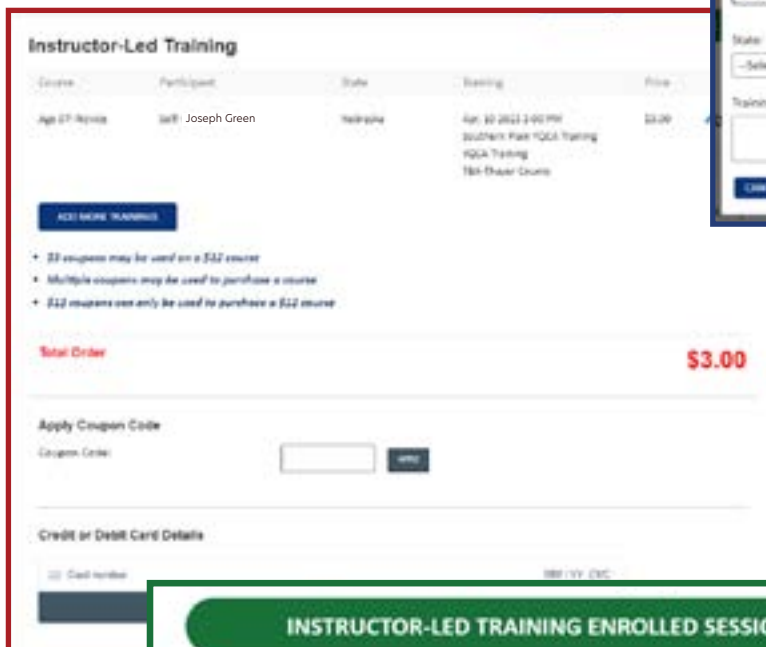
STEP 1

Go to the Home page and select a course.



STEP 2

Select user to take course. Select the participant, state, and training.

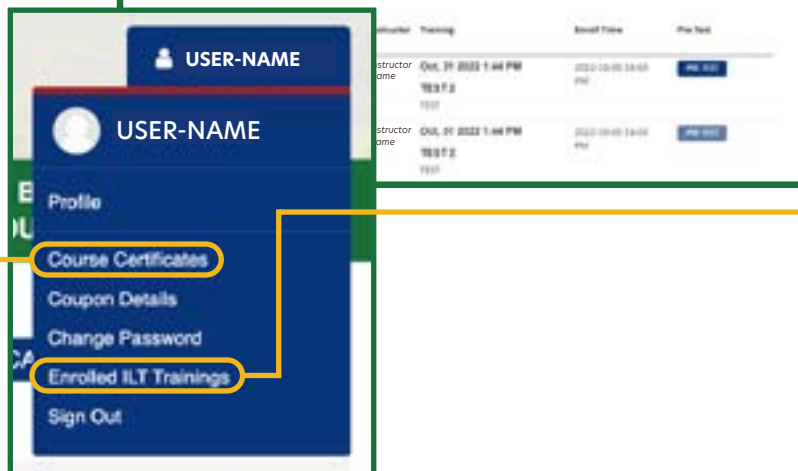


STEP 3

Enter coupon code or credit/debit card details to purchase selected course(s).

STEP 4

Prior to the training, return to the "Enrolled Trainings" page to complete the course pre-test.



Attend training.

STEP 5

Following training, log back in to take post-course survey and access certificate on "Course Certifications" page.

STEP 6

CANCEL A REGISTRATION

STEP 1

Go to the Home page and select "Cancel Course Licenses."

The screenshot shows a 'Courses' page with a header 'Recommended Courses for Your Child/Children'. It lists three children: Stella Green (Age 15), Jose Green (Age 9), and Amber Green (Age 16). Each child has a 'Recommended course under' label and a corresponding 'RULE' button. At the bottom right, a 'CANCEL COURSE LICENSES' button is highlighted with a yellow circle. Below the button is a '+ Collapse all' link. The page also has 'ADD CHILD' and 'INSTRUCTOR ACTION COMPLETE' buttons at the top right, and 'ALL COURSES' and 'PURCHASED COURSES' filters at the bottom left.

Licenses available for cancellation will appear with a gray "Cancel" button to the far right. Web-based training licenses may be cancelled as long as the course has not been started. Instructor-led training licenses may be cancelled until one day before the training date.

If the "Cancel" button is grayed out, the license is not available for cancellation. This may be due to the license already being used, the licenses already being cancelled, the instructor-led training date passing, or the instructor cancelling the training.

ORDER	DATE	CHARGED	COUPON	TOTAL VALUE
#71924	2022-09-28	\$12.00	\$0.00	\$12.00
COURSE	NO. OF LICENSES	USED LICENSES	CANCELLED LICENSES	
Age 15: Senior	1	1	0	<input type="button" value="CANCEL"/>

ORDER	DATE	CHARGED	COUPON	TOTAL VALUE
#71961	2022-09-29	\$12.00	\$0.00	\$12.00
COURSE	NO. OF LICENSES	USED LICENSES	CANCELLED LICENSES	
Age 11: Junior	1	0	0	<input type="button" value="CANCEL"/>

ORDER	DATE	CHARGED	COUPON	TOTAL VALUE
#83609	2023-01-20	\$0.00	\$12.00	\$12.00
COURSE	NO. OF LICENSES	USED LICENSES	CANCELLED LICENSES	
Age 11: Junior	1	0	0	<input type="button" value="CANCEL"/>

STEP 2

Select the "Cancel", choose the number of licenses to cancel, and select "Confirm."

Course	No. of licenses to cancel	Refund amount	Refund coupon	Total value
Age 11: Junior	1	\$12.00	\$0.00	\$12.00

*Used licenses are not eligible for refund.

STEP 3

Once confirmed, a "Success" message will appear.



If a coupon was used to purchase the course(s), the coupon will be reactivated within five business days.

If a credit card was used to purchase the course(s), the transaction will appear within five business days.

An email confirmation will be sent to confirm the cancellation and refund.

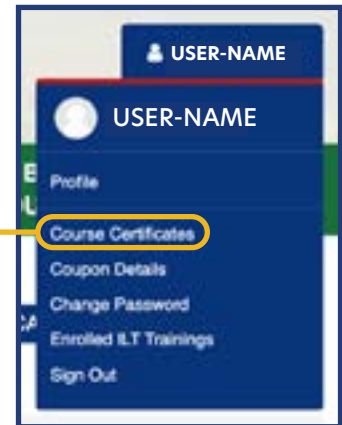
NOTE:

If a YQCA instructor cancels a training, the user registered for the training will receive an email about the cancellation and refund.

PRINTING CERTIFICATION

STEP 1

Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.



STEP 2

Select the blue button to download certificate.

Web-Based Training Certificates



Instructor-Led Training Certificates

Completed Courses
No Courses Completed yet.

Download Certificate

STEP 3

On a PC computer, the downloaded PDF will be available in the upper right-hand corner of the screen and in the "Downloads" folder.

On a Mac computer, the downloaded PDF will be available in your browser downloads at the bottom of the window and in the "Downloads" folder.

On a smart phone, the downloaded PDF will be in "My Files" and "Downloads".

On an iPhone, you will have the option to save your downloaded PDF to your photos, files, or other applications you have on your phone.

STEP 4

Rename and/or move the file to a location that is easily accessible for future use.

To print PDF, select printer icon and send to local printer.