# Using the RHNTC Website to Create and Track Training Plans

RHNTC
REPRODUCTIVE HEALTH
NATIONAL TRAINING CENTER

The RHNTC Training Tracking System is a web-based system that helps Title X and Teen Pregnancy Prevention (TPP) Program grantees create, share, and track completion of training and professional development plans for their staff or networks.

## How the Training Tracking System Works

There are two types of users in the system:

- A **Training Participant** creates an RHNTC **Training Account** to complete training.
- A **Training Administrator**, or Admin, requests special website access that allows them to create and share **Training Lists** with other training participants, and to track their course completion.

**1.** The Training Admin creates a customized **Training List** of trainings and other resources—including those available on rhntc.org—and shares it with their staff or networks.

**2.** A Training Participant saves the Training List ("opts in") and begins the assigned training.

**3.** The Training Admin can then view completion status and download reports for all users who accept the list.

**4.** The Training Participant can also download their own training report, certificate(s) of completion, and continuing education credits.

## How to Request a Training Admin Account

Anyone can request a Training Admin account.

1. Follow the steps to Create an Account on rhntc.org. Or log in if you already have an account.
2. Complete the request form here: [https://rhntc.org/request-training-admin](https://rhntc.org/request-training-admin).
   You can also find this form by navigating to About > Training Tracking System in the main menu.
3. Wait for an email confirming that you have been given Training Admin account permissions.

# Using the Training Tracking System Features

## A Create a Training List

1. Navigate to “My Training Account” in the upper right of the menu.
2. Click the “My Training Lists” tab.
3. Click the “Create New Training List” button.
4. Scroll down and click “Add Training/Resources” to build your list with resources from rhntc.org. You can also add non-RHNTC resources.
5. Click the “Save” button.

## B Share a Training List

1. From the “Manage My Lists” tab, click the “Share” button on your Training List.
2. Copy the Training List link (press “Control + C” on your keyboard).
3. Use email or another sharing mechanism to paste (press “Control + V” on your keyboard) to share the list with your staff or networks.

## C See Who Has Accepted a Training List

1. Navigate to the “My Training Lists” tab.
2. Select the “Manage Users” link next to the “Participants” label under the Training List title.
3. Note: The system only displays users who have accepted the list.

## D Track Training List Completion

1. Navigate to the “My Training Lists” tab.
2. To see a completion report for a single list:
   a. Select the “View Completion Report” button under the Training List description.
   b. View the report onscreen, or select the “Download CSV” button to download an Excel spreadsheet.
3. To see a combined report for all of your lists:
   a. Select “View Completion Report for All Lists” under “Manage My Lists.”