Accessing the GAIN-SS Online Training Course (CT DCF)

Login Information

Website: http://training.gaincc.org
Username: connecticutdcf
Password: CTdcf0705#

- Please note that both the Username and Password are case sensitive.
- Note that this login information is shared across CT DCF and should not be changed.

Important Notes - Read Before Beginning Course

- **Browser Recommendations and Adobe Flash Player Needed:**
  - Google Chrome or Firefox is the recommended browser for this course. Additionally, Adobe Flash Player is required to use the features of this course. If you do not have these services downloaded on your computer, click on the links to download the software.

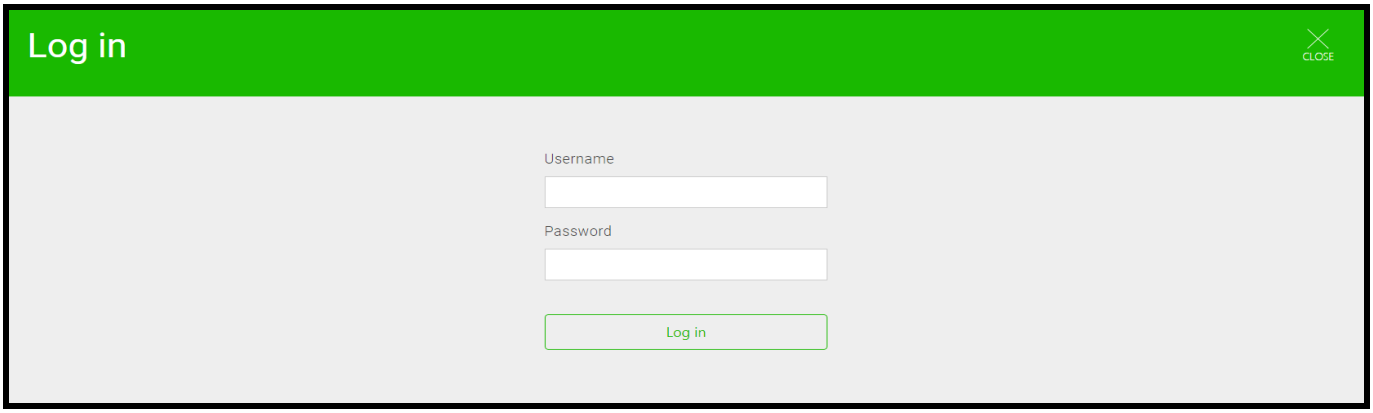
- **Course Contains Audio:**
  - Please turn up your speakers or plug in your headphones prior to beginning the course. Audio is not included on every slide. **Note:** Not all slides contain sound.

STEP-BY-STEP Process

Step One: Login

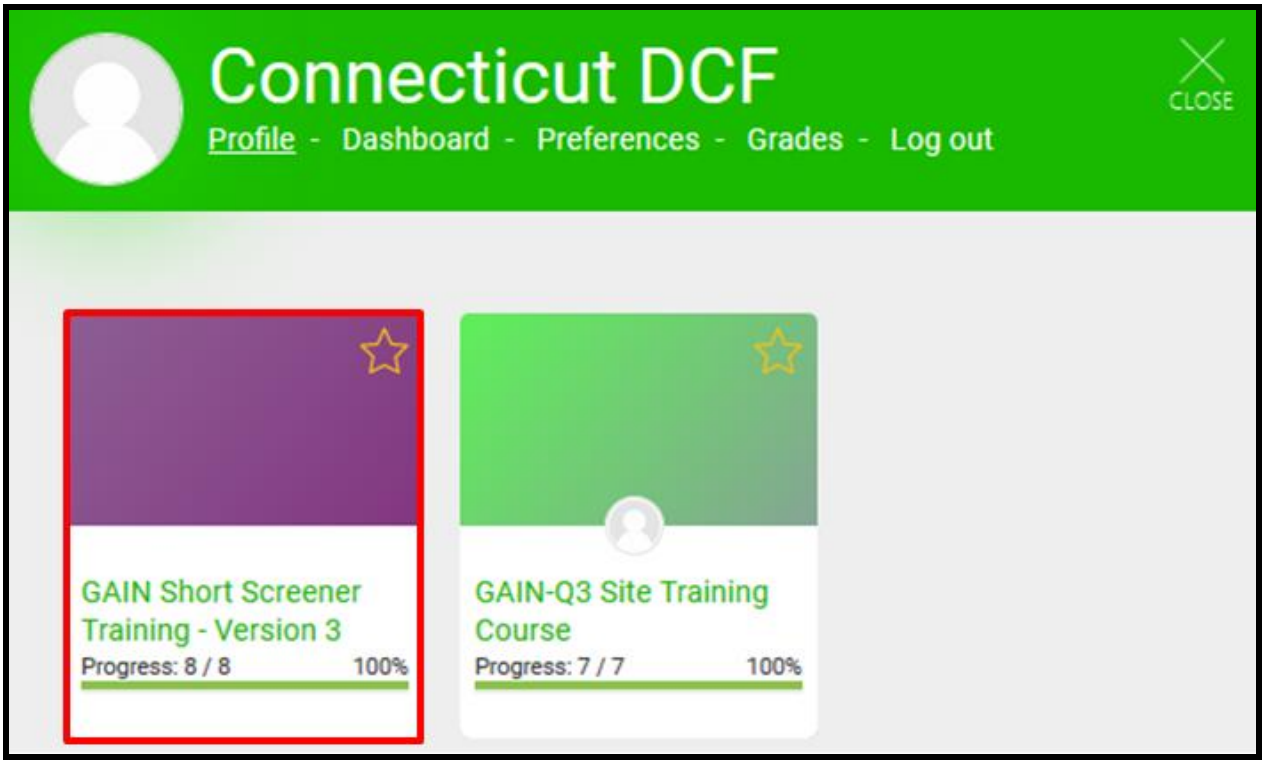
- Go to http://training.gaincc.org. You'll see the screen below:

- Click Login and enter the username and password that have been provided to you above.



Step Two: Access Course (My Courses)

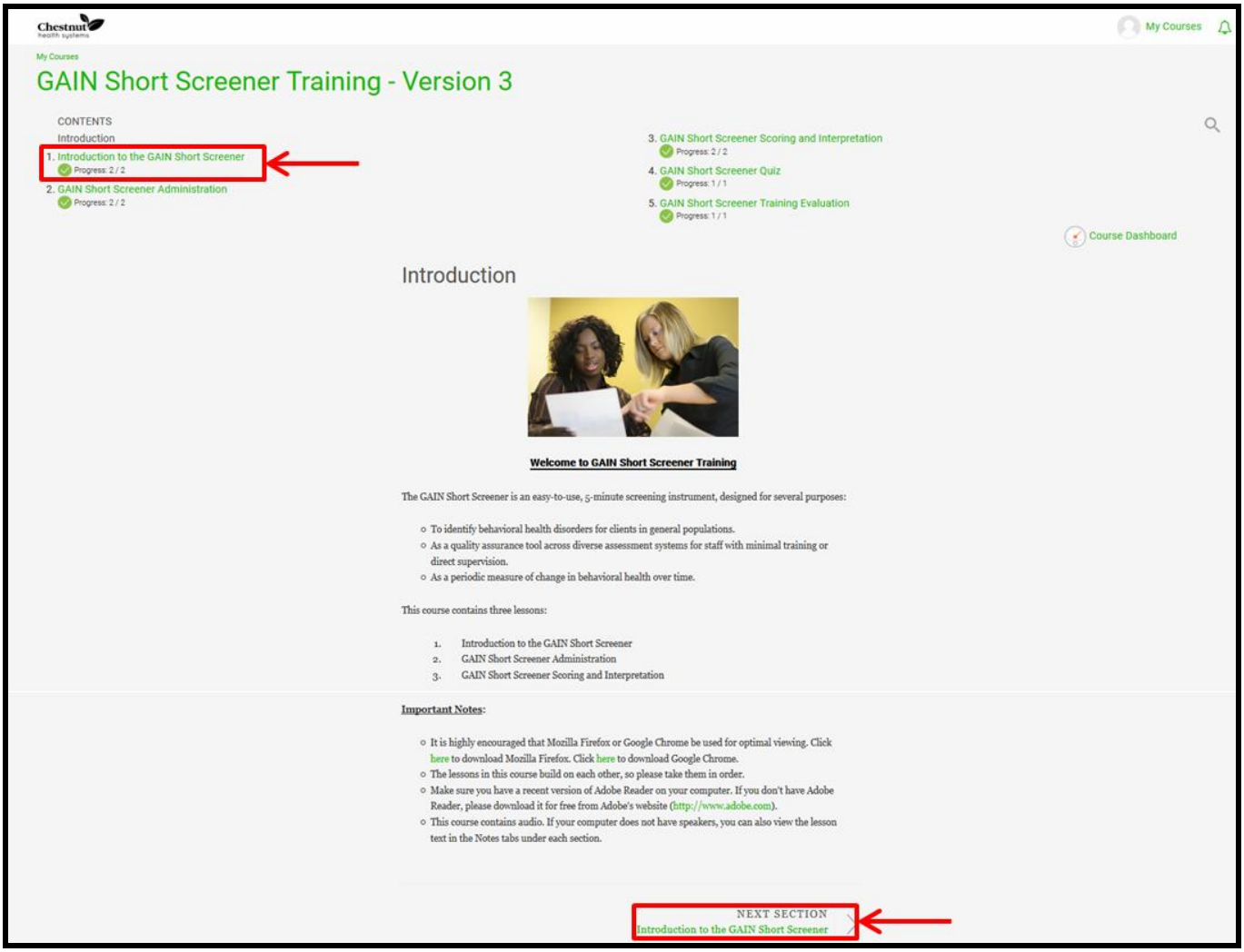
- Upon logging in, you will immediately be taken to your My Courses page. This page will display all of the courses you currently have access to.
- From here, click on **GAIN Short Screener Training – Version 3** to enter the course.



- Once you've logged into the website, you will be able to access My Courses by clicking the My Course link in the upper right hand corner.

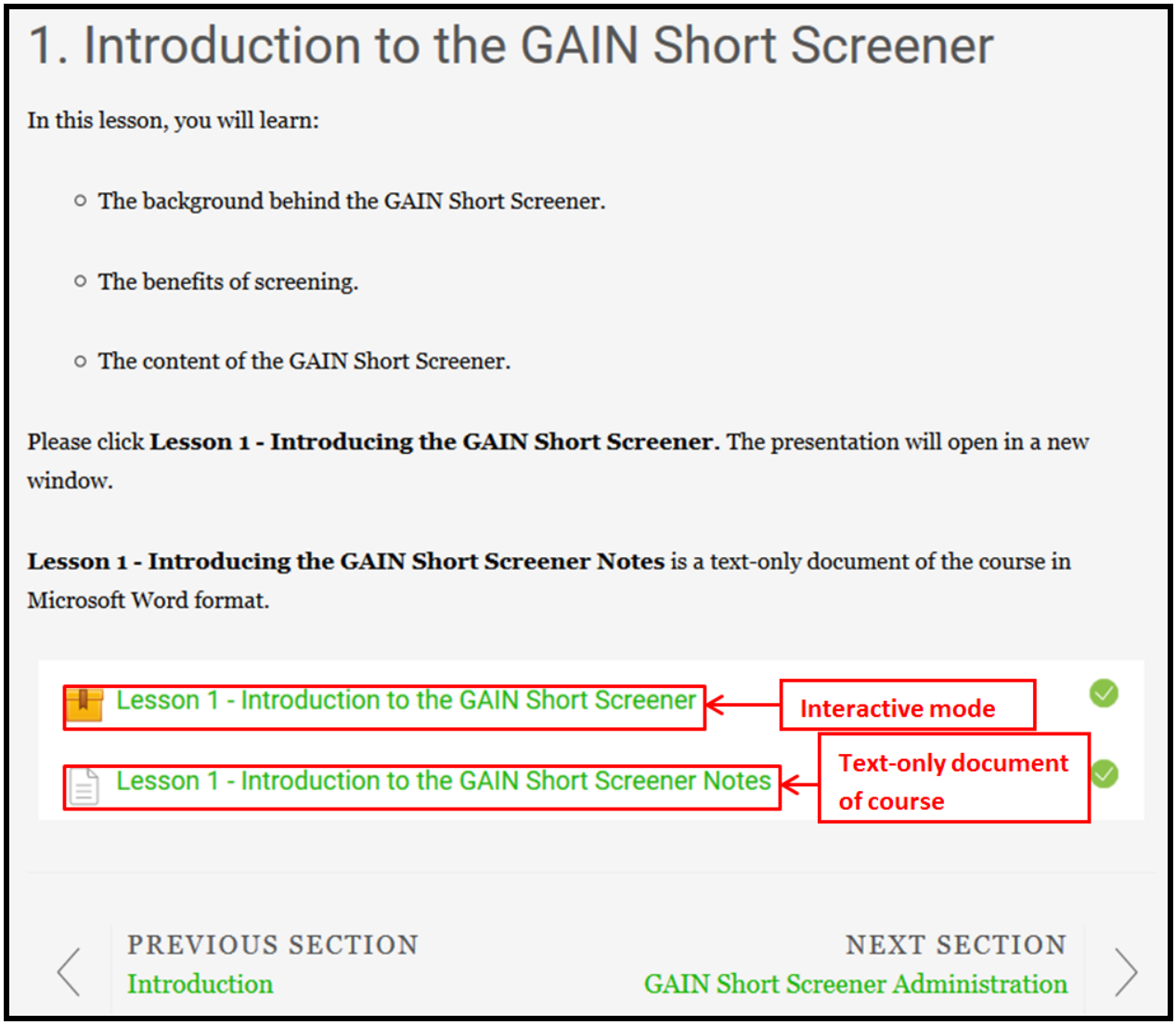
Step Three: Welcome Page for Course

- The welcome page for the course will have a content menu listed at the top of the page. The contents available to you have been specifically tailored to your intended level or certification, and or your current point in the training process.
- Use the links in the contents section at the top of the page, or the arrows to navigate through the modules.



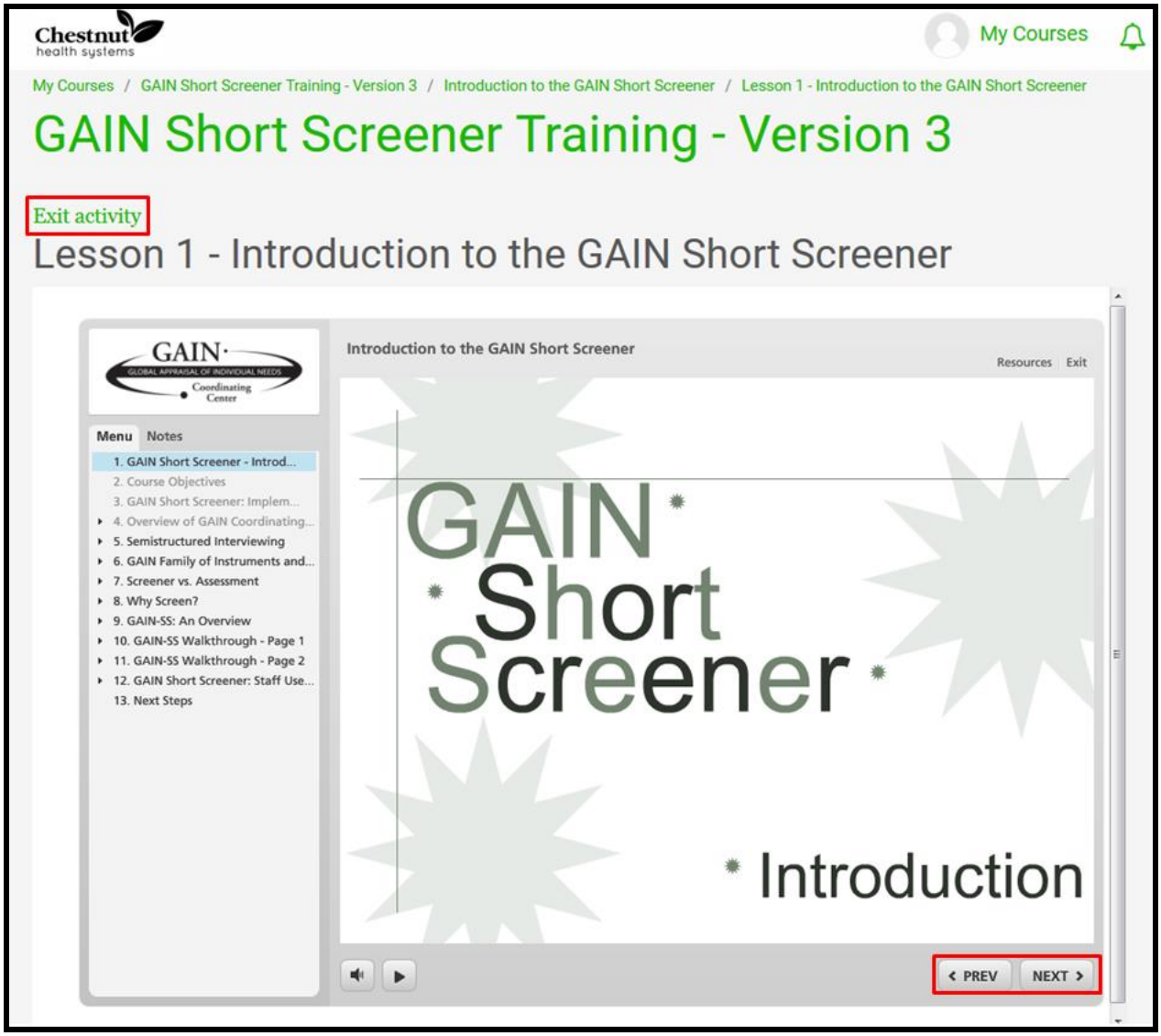
Step Four: Navigating the Course

- Each module will contain one, or a series of lessons. Click on the icon to begin the lesson. Select Enter.
- Under each lesson, there is also a word document that contains the notes for that lesson.

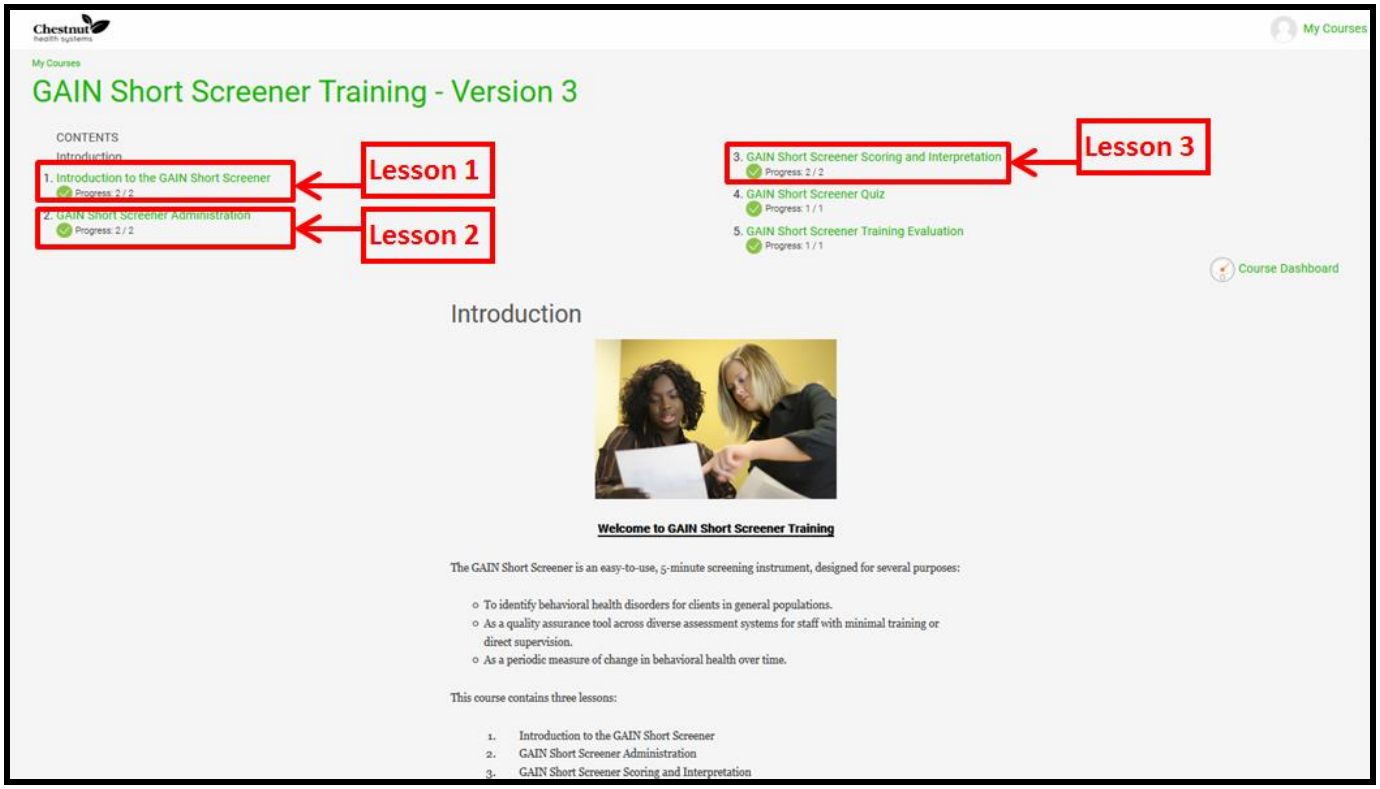


Step Five: Navigating Lesson

- The buttons < PREV NEXT > can be used to move forward and backward within the lesson. You can also click on the slide titles in the outline on the left-hand side of the window.
  - **Note:** Some slides contain buttons within the slide with extra information. Be sure to view all content before moving to the next slide.
- When you have completed the lesson, close the lesson by clicking on "Exit Activity" at the top of the lesson corner to take you back to the welcome page for the course.

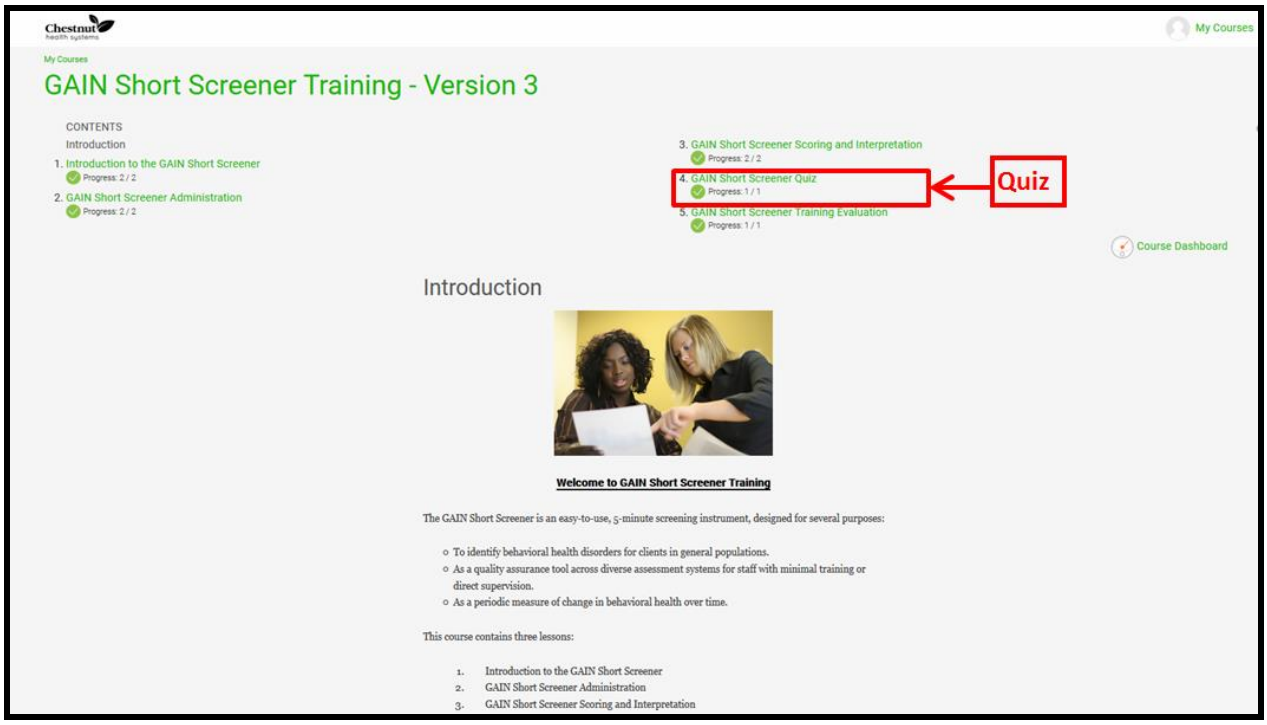


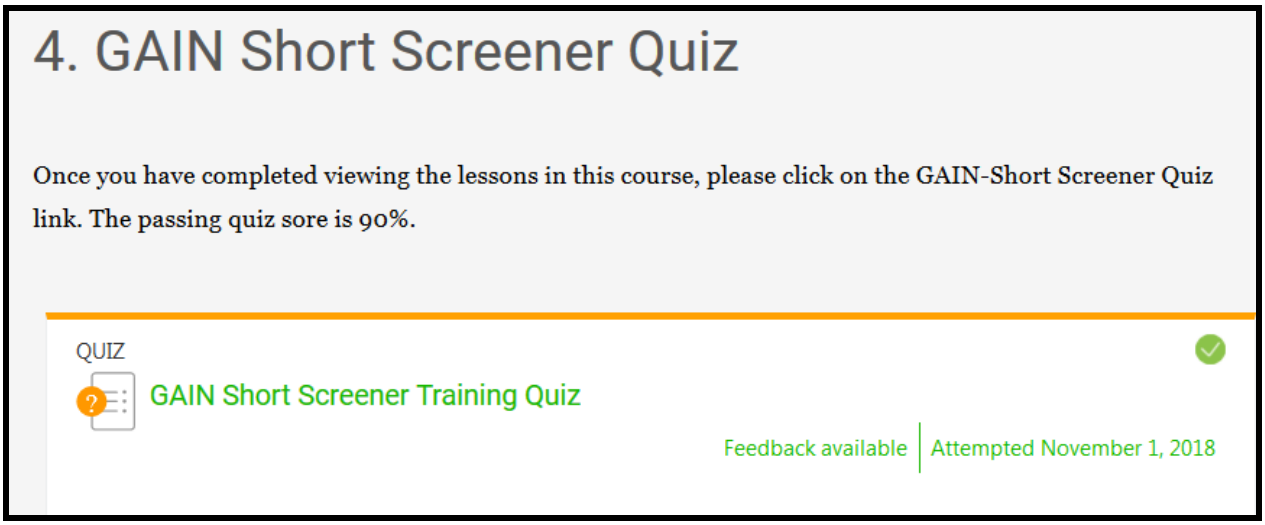
- Complete all three lessons of the Course, accessible from the welcome screen of the course:



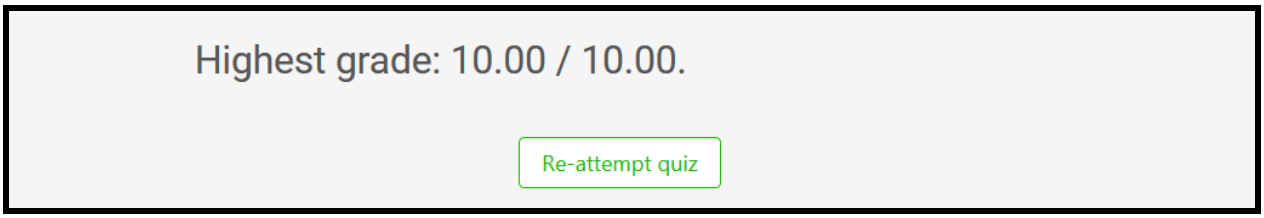
Step Six: Completing the Quiz

- Go back to the welcome screen of the course and select "GAIN Short Screener Quiz"





- When you first select to take the quiz, click "Re-attempt quiz." You will need to scroll down to the bottom of the page to see this button.
- If the button at the bottom says “Continue the last attempt” or “Finish the attempt” then log out and log back in a few minutes later. Wait until "Re-attempt quiz" is an option on the bottom of the screen.



- Once you click “Re-attempt quiz”, complete the questions and select “Finish attempt.” This will give you a chance to make sure all of the questions have been answered. Once ready, you can click "Submit all and finish."

- You will be taken to a page that shows your quiz score as well as a list of the questions that were missed. This is the page we recommend printing and sending to Melissa Sienna at MELISSA.SIENNA@ct.gov.

- Please note that once this page is closed, you will no longer be able to review your attempted quiz. If you close out of the page before printing, you will need to retake the quiz.