

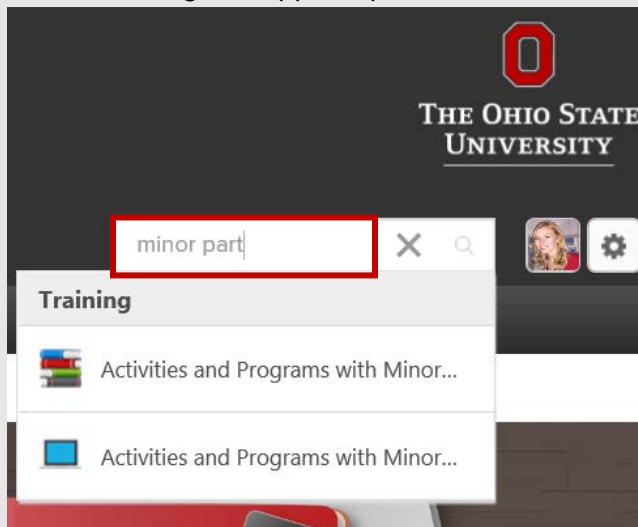
## Locating and Accessing Activities and Programs with Minor Participants Training (Ohio State University name.# login)

The *Activities and Programs with Minor Participants* training is available in BuckeyeLearn for individuals that are required to take Care, Custody, or Control policy training. You must have a name.# to take this training. Please contact your program administrator if you have any questions about Minors training.

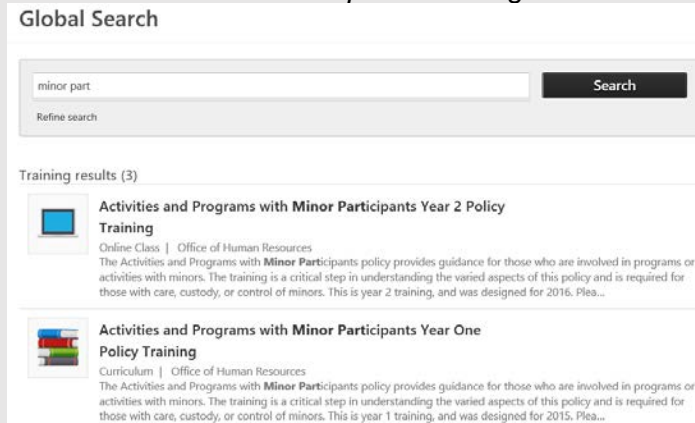
- [Section 1: Access BuckeyeLearn and Search for Training](#)
- [Section 2: Access Your Transcript](#)
- [Section 3: Print Your Certificate](#)

### Section 1: Access BuckeyeLearn and Search for Training

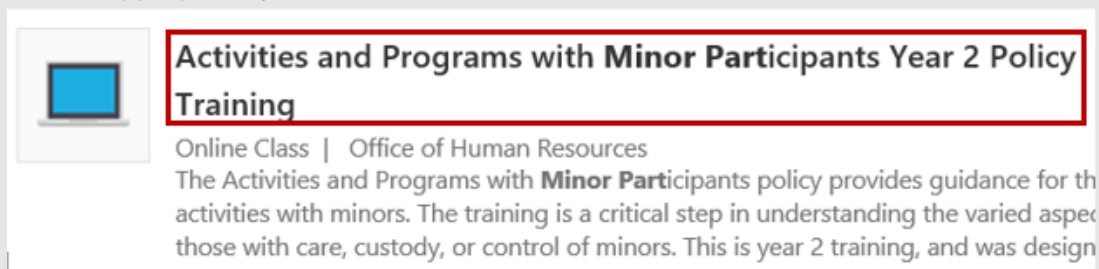
1. Access BuckeyeLearn: <https://buckeyelearn.osu.edu>
2. Login using your name.# credentials
3. Type *Minor Participants* in the global search box near the top right of BuckeyeLearn. When search results begin to appear, press *Enter* on the keyboard.



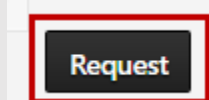
4. Observe that the *Minor Participants* training courses are listed



5. Locate the appropriate year and click on the course title



- a. If you have completed Year 1, you should take Year 2. If you have completed Year 2, you should take Year 3, and so on.
  - b. If you have already requested this training, you can go to your BuckeyeLearn Transcript to continue working on it
6. Click the *Request* button



7. Observe that you have been taken to your active training transcript. Once on your transcript, click *Launch*
  - a. If the course does not load or if you experience a Loading, please wait message, please disable your pop-up blocker. See the Disable Pop-Up Blocker job aid for help.

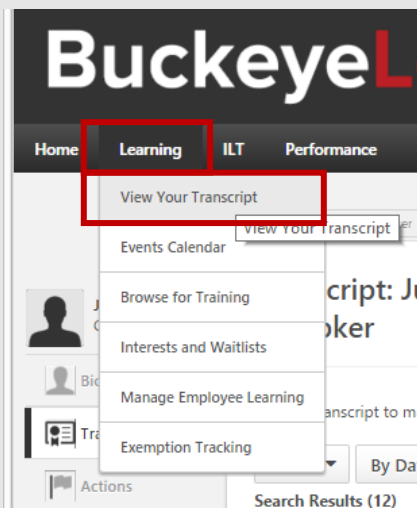


8. Observe that the content opens in a new window

### Section 2: Access your Transcript

You may not be able to finish training all at once. You can leave and come back to your training. From your transcript, you can access and view your active (in-progress) training and completed training.

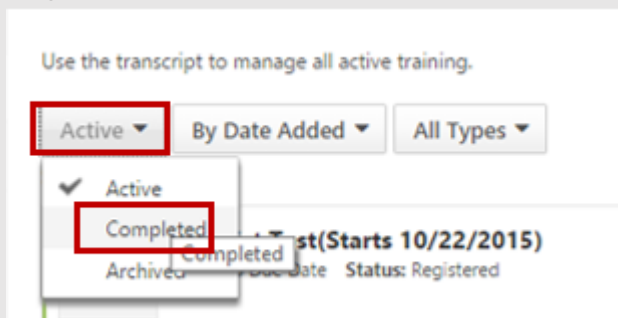
1. Access BuckeyeLearn: <https://buckeyelearn.osu.edu>
2. Login using your name.# credentials
3. Hover over the *Learning* tab and click on *View Your Transcript*



4. Observe that you have been taken to your active transcript. To continue working, locate the online course and click *Launch*



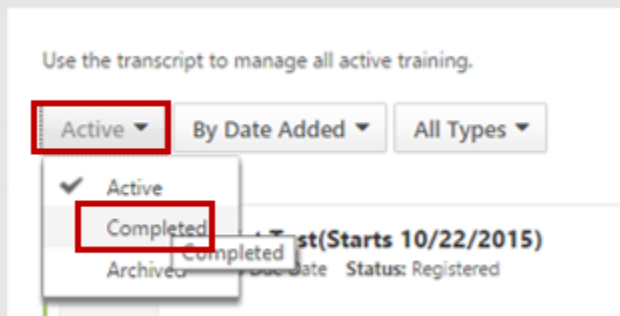
5. Continue work on completing the course
6. When complete, the training will automatically move to the *Completed* section of your transcript.



## Section 3: Print Your Certificate

Once you've completed the training, you can access your completed transcript to print your certificate.

1. Access your BuckeyeLearn Transcript
2. Click on the *Active* drop-down and select *Completed* to view your completed training



3. Locate the training and click *View Certificate*



4. Observe your certificate will open in a new window. You can print or save it.