# Directions to complete Ohio First Steps for Healthy Babies Maternity Staff Training Program on OhioTRAIN

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For additional assistance, contact:

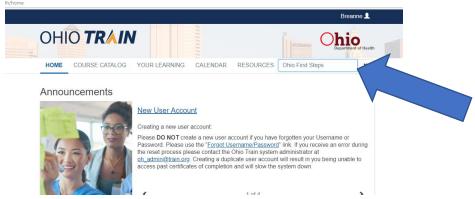
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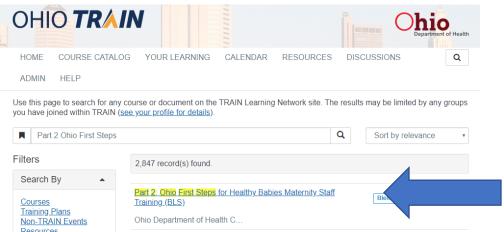
614-644-8063

#### Registration

- 1. Navigate to oh.train.org
- 2. Log in to OhioTRAIN or create a new account. If multiple OhioTRAIN users share one computer/device, double check that your name appears in the upper right corner.
- 3. Click on the magnifying glass icon and type "Part 2 Ohio First Steps" in the search bar.



4. Click on "Part 2: Ohio First Steps for Healthy Babies Maternity Staff Training (BLS)" from the top of the search list.



5. Click "Show more" to read the course information and instructions prior to registering.



### Part 2: Ohio First Steps for Healthy Babies Maternity Staff Training (BLS)



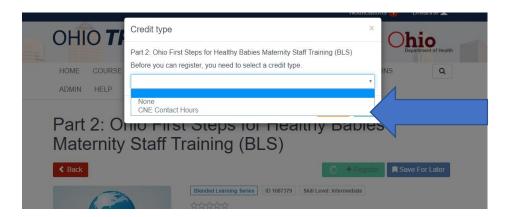
6. If after reviewing the course information and instructions you would like to continue, click the green "Register" button.



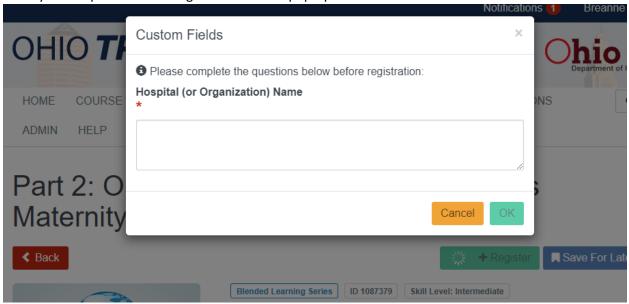
Part 2: Ohio First Steps for Healthy Babies Maternity Staff Training (BLS)



7. Select the "CNE Contact Hours" in order to receive your free continuing nursing education hours.



8. Enter your hospital name or organization in the pop-up box.

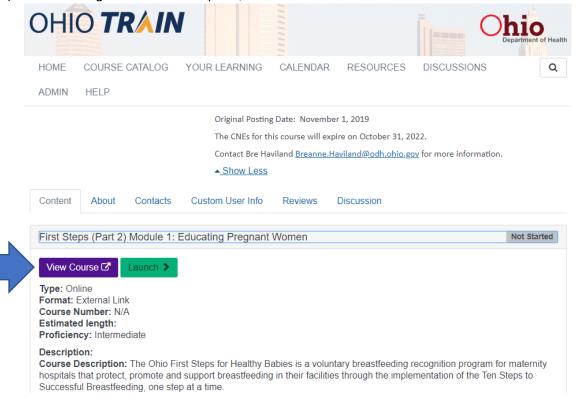


#### **Completing the Course**

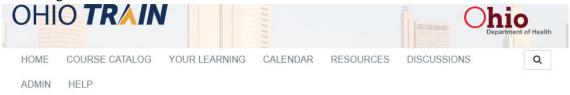
1) Scroll down to the "Content" section. Click on "First Steps (Part 2) Module 1: Educating Pregnant Women" bar.



2) After reading the course description, click "View Course"



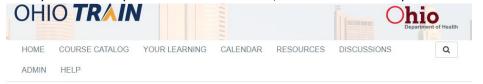
3) Click the green "Launch" button.



#### 



- 4) A new tab will open showing the online module. Review the entire module. It is recommended that you finish the module before exiting the course, as you may experience technical difficulties if you exit and try to return to complete it.
- 5) When you finish the module, close out of the window to return to OhioTRAIN.
- 6) After you have completed the online module, click the "Mark Completed" button.



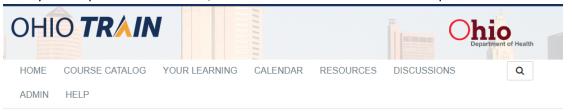
### ■ First Steps (Part 2) Module 2: Best Practices to Increase Exclusive Breastfeeding Rates



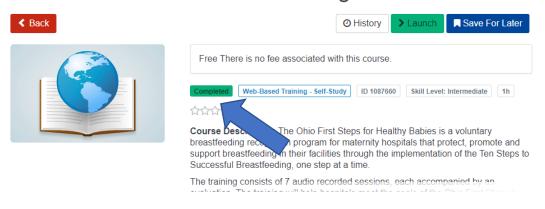
7) Click the green "Take Evaluation" button to complete the evaluation. Once finished, click the red "close" button in the top right corner to return to the course.



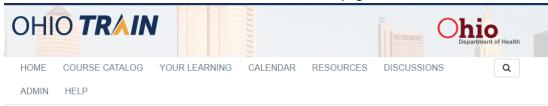
8) Once you complete the evaluation, the course should now show as "Completed."



## First Steps (Part 2) Module 2: Best Practices to Increase Exclusive Breastfeeding Rates



9) Click the red "Back" button to return to the course main page.



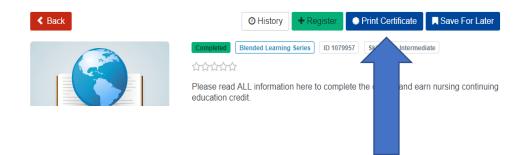
## First Steps (Part 2) Module 2: Best Practices to Increase Exclusive Breastfeeding Rates



- 10) Follow steps 1-9 in this section to complete the remaining 6 modules. Please note: the modules can be completed in any order.
- 11) To print your certificate, click the blue "Print Certificate" button. The certificate will download as a PDF. You can save or print the certificate for your records. You can always go back and print the certificate by clicking "Your Learning" and then "Your Certificates."



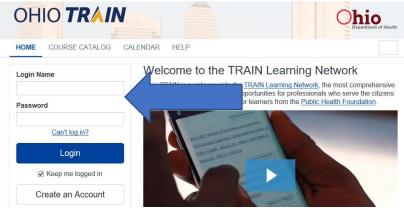
### First Steps (Part 2) Module 2: Best Practices to Increase Exclusive Breastfeeding Rates



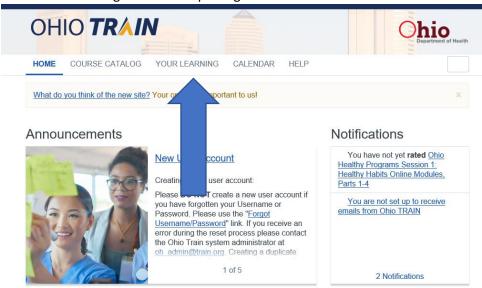
#### **Resuming the Course**

If you need to stop the course before finishing all of the modules, follow these instructions to return to the course.

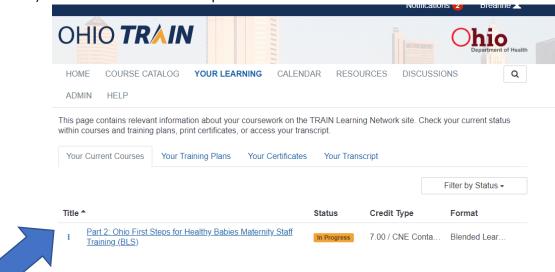
- 1) Navigate to oh.train.org
- 2) If you are not already signed in, log in to your OhioTRAIN profile.



3) Click "Your Learning" from the top navigation bar.



4) Click "Part 2: Ohio First Steps..." within the "Your Current Courses" tab.



5) Continue where you left off.