



# YQCA

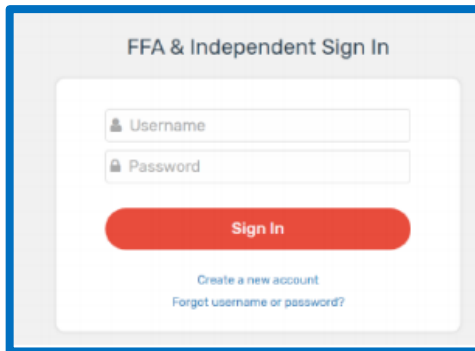
## YOUTH FOR THE QUALITY CARE OF ANIMALS

Food Safety - Animal Well Being - Character

### Getting Your YQCA Certification

## Creating An Account

Go to <https://yqcalearngrow.io>



### FFA & Independent Sign In

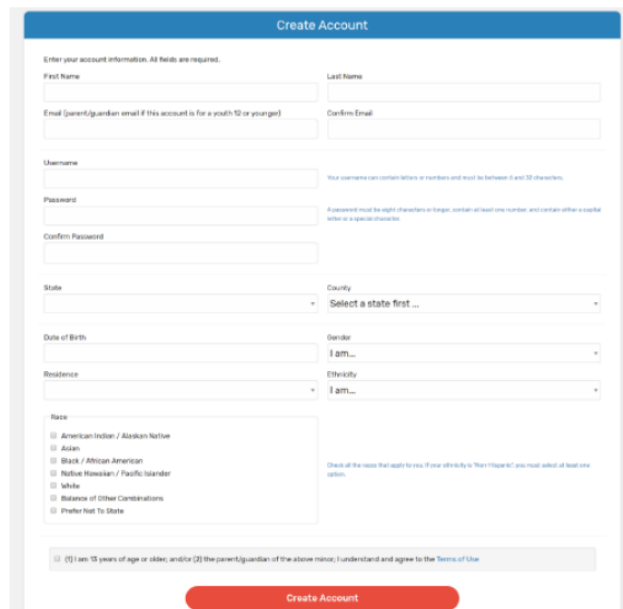
For FFA members and those who do not have an active 4-H Online account

## Creating An Account - FFA & Independent

Enter information for the individual whose name will appear on the certificate

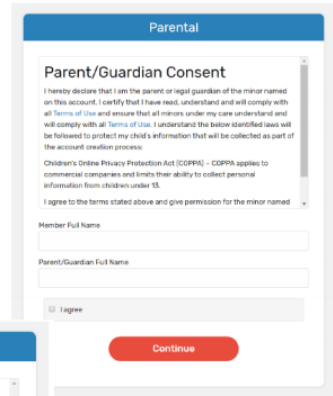
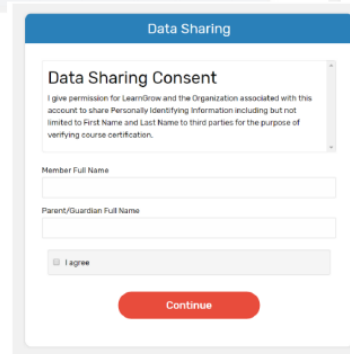
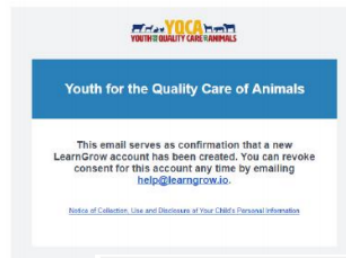
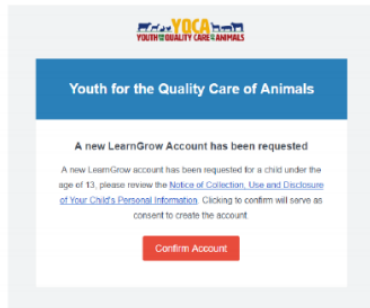
A parent or guardian must create the account for a member that is 12 or younger

Email entered for member that is 12 or younger, must be that of a parent or guardian



# Creating An Account – FFA & Independent

For members 12 or younger



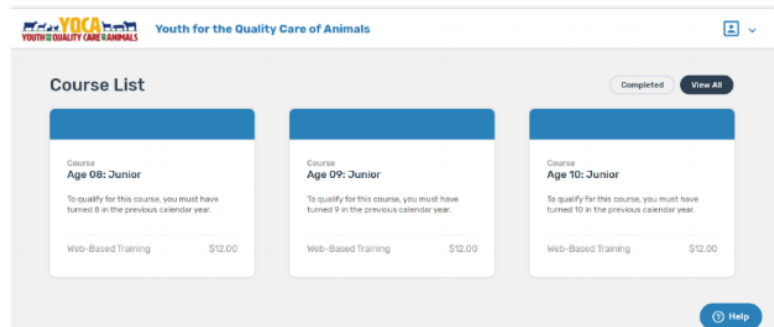
# NAVIGATING THE ACCOUNT

## Navigating The Account

Home screen for member

To start a course, click one of the course listed

- Be sure the select Web-Based Training or Instructor-Led Training
- Read the description of the course carefully to make sure the individual associated with the account meets the requirements



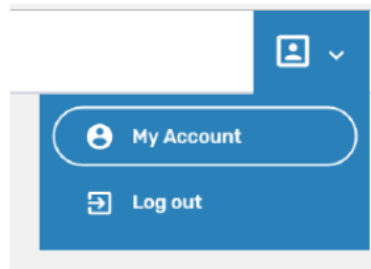
# Navigating The Account - Menu

## Account Menu

- Upper right of every screen after logging in

## My Account Screen

- Shows individual's information
- If account is not linked to 4-H Online, password can be changed here

A screenshot of a 'My Account' page. At the top left is a back arrow and the text 'Back to Course List'. The page title is 'My Account'. It is divided into sections: 'Login Info' with fields for 'UserName' (demo youth) and 'Password' (masked with dots); 'Personal Info' with fields for 'First Name' (Demo), 'Last Name' (Youth), and 'Email' (demo@nomail.com); and 'Demographic Info' with fields for 'Date of birth' (2/22/2002), 'Gender' (Female), 'Ethnicity' (Non-Hispanic), 'Race' (White), and 'Residence' (Town under 10,000 and rural non-farm).

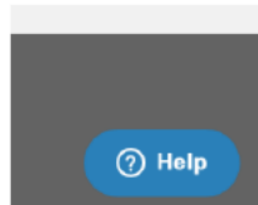
# Navigating The Account - Help

## Help

- Lower right of every screen after logging in

## Getting Help

- After clicking 'Help', user will be presented with a screen to send a message

A screenshot of a 'Leave us a message' form. It has a title bar with a close button (X). The form contains: a text input for 'Your name' with 'Demo' entered; a text input for 'Email address\*' with 'demo@nomail.com' entered; a text area for 'How can we help you?\*' which is empty; an 'Attachments' section with a dashed border and the text 'Add file or drop here'; and a footer with the 'zendesk' logo, a 'Cancel' button, and a 'Send' button.

# PURCHASING A COURSE

## Purchasing A Course

1. Select a course
2. Purchase the course
3. Pay for the course

**1** Course List

Course  
Age 08: Junior  
To qualify for this course, you must have turned 8 in the previous calendar year.  
Web-Based Training \$12.00

**2** Course

Age 08: Junior  
To qualify for this course, you must have turned 8 in the previous calendar year.  
\$12.00 [Purchase Course](#)

Animal Well Being

- Knowledge Builder
- Skills Lab

**3** Select payment method

Course: Age 08: Junior  
Amount: \$12.00  
Type: Web-Based Training

Apply a gift card if you have one

Gift Card  [Apply](#)

Select from one of your existing credit cards or add a new one.

[Add Credit Card](#)

Your Saved Credit Cards

Add Credit Card

Cardholder Name   
Card Number   
Expiration Date: Jan 2017  
Validation (CVV)

[Add Credit Card](#) [Cancel](#)

## Purchasing A Course

4. Finalizing payment
5. Viewing the receipt

**4** Select payment method

Course: Age 08: Junior  
Amount: \$12.00  
Type: Web-Based Training

Apply a coupon code if you have one

Coupon Code  [Apply](#)

Select from one of your existing credit cards or add a new one.

[Add Credit Card](#)

Your Saved Credit Cards

- VISA Demo Parent 4xxx-xxxx-xxxx-4444

[Purchase Course](#)

**5** Course Registration

Age 08: Junior  
To qualify for this course, you must have turned 8 in the previous calendar year.

Course Registration Status [Go to Course](#)

Registered

Invoice

Invoice Number	Invoice Amount
2	\$12.00
Invoice Status	Amount Paid
Paid	\$12.00
Invoice Balance	\$0.00

# COMPLETING CERTIFICATION

## Completing A Course

Must pass 3 quizzes to get certified

- Animal Well-Being
- Food Safety
- Life Skills

Select a Knowledge Builder and Skills to gain knowledge and test your skill

- Status will show throughout to track progress

Back to Course

- Will return user to menu page to select another Knowledge Builder, Skills Lab or Quiz

The screenshot shows a course page for 'Age 08: Young Adult'. The course title is 'Age 08: Young Adult' with a sub-note: 'To qualify for this course, you must have turned 8 in the previous calendar year.' Below this, there are two main sections: 'Animal Well Being' and 'Food Safety'. Each section contains three items: 'Knowledge Builder', 'Skills Lab', and 'Quiz'. The 'Quiz' items are marked as 'Required'. To the right of the course list, there are three status indicators: 'Viewed' with a green circle, 'Completed' with a green checkmark, and 'In Progress' with a yellow pause icon. At the bottom of the course list, there is a 'Back To Course' button. Below the course list, there is a section titled 'Lesson Details - Knowledge Builder' with a 'Viewed' indicator.

## Printing A Certificate

Return to course menu screen to print certificate after all quizzes have been passed

Can download as a PDF to save locally and/or send electronically

The screenshot shows a course page for 'Age 08: Junior'. The course title is 'Age 08: Junior' with a sub-note: 'To qualify for this course, you must have turned 8 in the previous calendar year.' The status is 'Status: Completed' with a 'View Registration Details' button. There is a 'Print Certificate' button.

