

Instruction Page

Thank you for your interest in registering for the 2016 National Maternal Nutrition Intensive Course's online self-paced webinar. Registration is only available through the University of Minnesota course site. WIC Staff are required to self-enroll to establish a profile in the University of Minnesota registration system and gain access to the course site (available on September 1). Each person must create a University of Minnesota guest username and password. If you participated in the 2015 program, you should login with the user ID and password that you created last year. Note that the last day for participants to register is November 15 to allow sufficient time to complete the course.

Following are instructions with screen shots. We recommend following along with these instructions.

Our Group ID is: **G000084**

STEP I: Create a Guest Account

1. Click on [this link](#) which is customized for our organization. Scroll to the bottom of the page, click on the course name.

University of Minnesota
3 Morrill Hall
100 Church St. S.E.
Minneapolis, MN
55455

612-625-0406
donotreply@umn.edu

Join Mailing List
Your Email Sign Up

| Course Title | Status |
|--|-----------|
| PUBH X201 National Maternal Nutrition Intensive Course - Online Distance | Available |

2. Click on 'Add to Cart' link (note: the "Contract Fee" should read \$0.00).

Enroll Now - Select a section to enroll in

| Section Title | Type | Dates | Course Fee(s) | CEUs |
|---|--------------------|------------------------------|---------------------|-----------|
| PUBH X201 - 001 2015 National Maternal Nutrition Intensive Course - Distance | Online, self paced | Sep 14, 2015 to Nov 30, 2015 | Contract Fee \$0.00 | 1.33 CEUs |

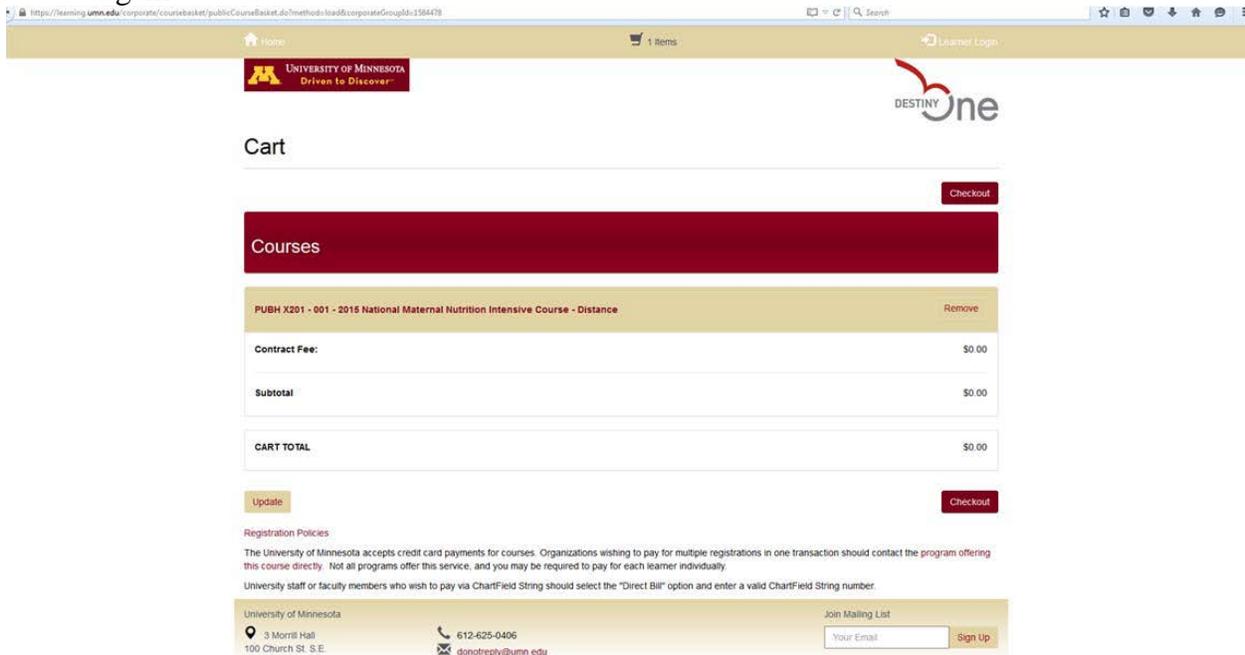
Description
Designed for dietitians, nutritionists, certified nurse midwives, registered nurses and nurse practitioners, physicians and public health professionals who serve preconceptional, pregnant, postpartum and breastfeeding women, this continuing education program focuses on the improvement of maternal and infant health through the delivery of risk-appropriate, high-quality nutrition services.

Group Pricing
Large Group of 11-20 people is \$200*
Small Group of 2-10 people is \$130*
*each additional person over the group rate is \$10 per person

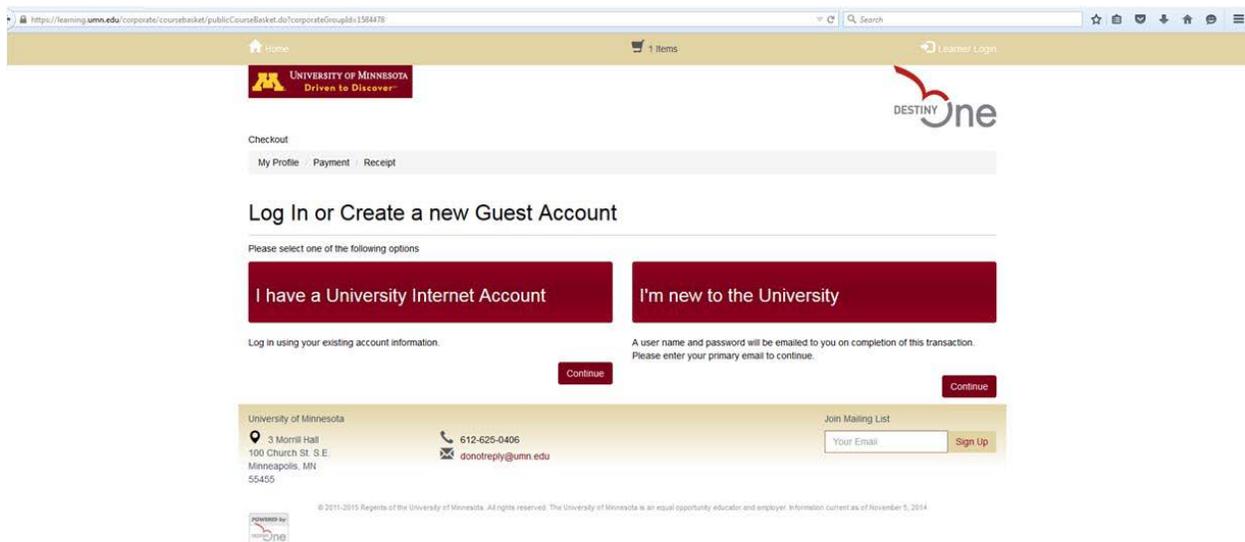
Outline
This year's conference topics include:

- Vitamin D in Pregnancy and Lactation
- Promoting Breastfeeding among Obese Women
- Environmental & Policy Approaches to Breastfeeding Promotion & Support
- Depression and Physical Activity in Pregnancy & Postpartum
- Fetal Organs of Disease
- Choline Supplementation in Children with Fetal Alcohol Spectrum Disorders
- Nutrient Contents of Infant and Toddler Foods
- Early Feeding Influences on the Infant Microbiome
- Food Allergies

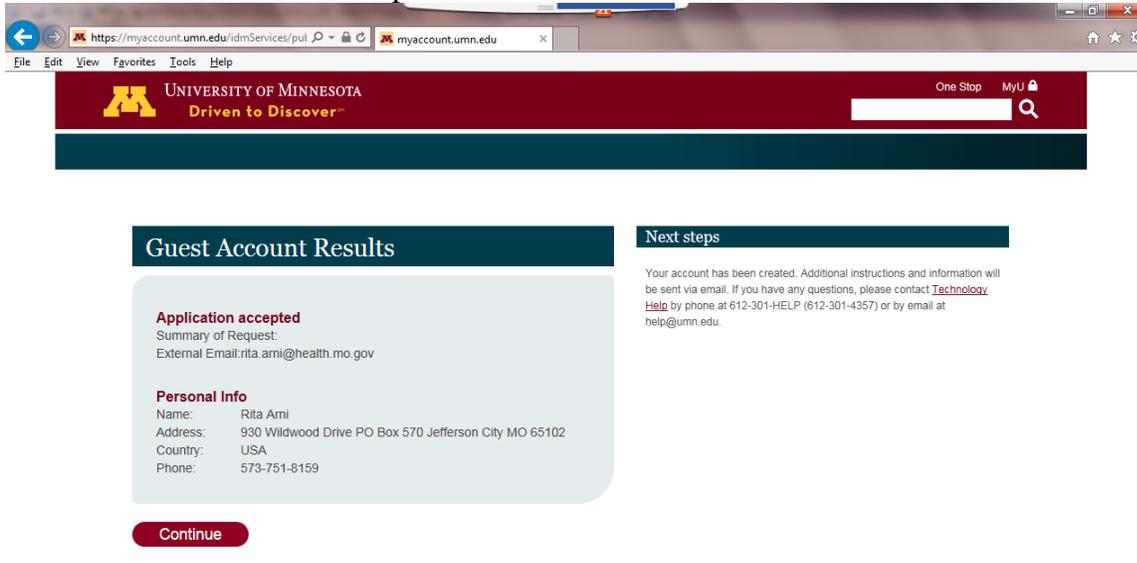
3. Click “Checkout” in the pop-up. Your cart total should still be \$0.00. Click “Checkout” again.



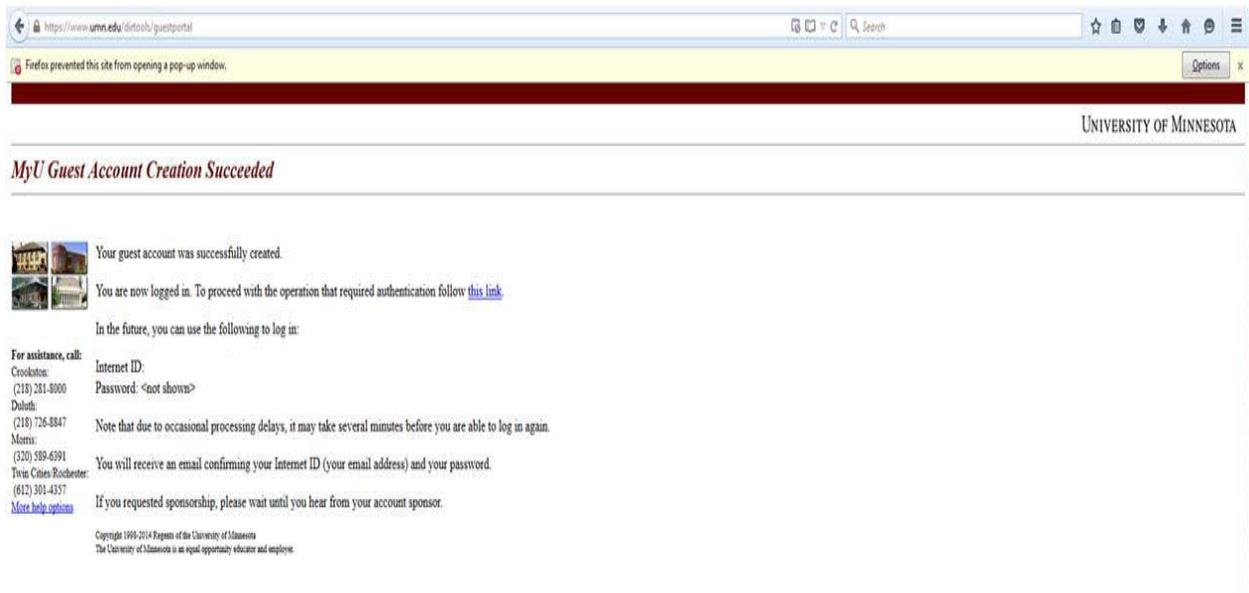
4. Log In or Create a New Guest Account:
 - a. If you participated in the program last year, click on the “Continue” button under “I have a University Internet Account” and login with the user ID and password. If you do not remember your login/password click on the “Forgot your ID/Password” links to retrieve and reset.
 - b. If you are new to the University, click on the “Continue” button under I am new to the University selection.



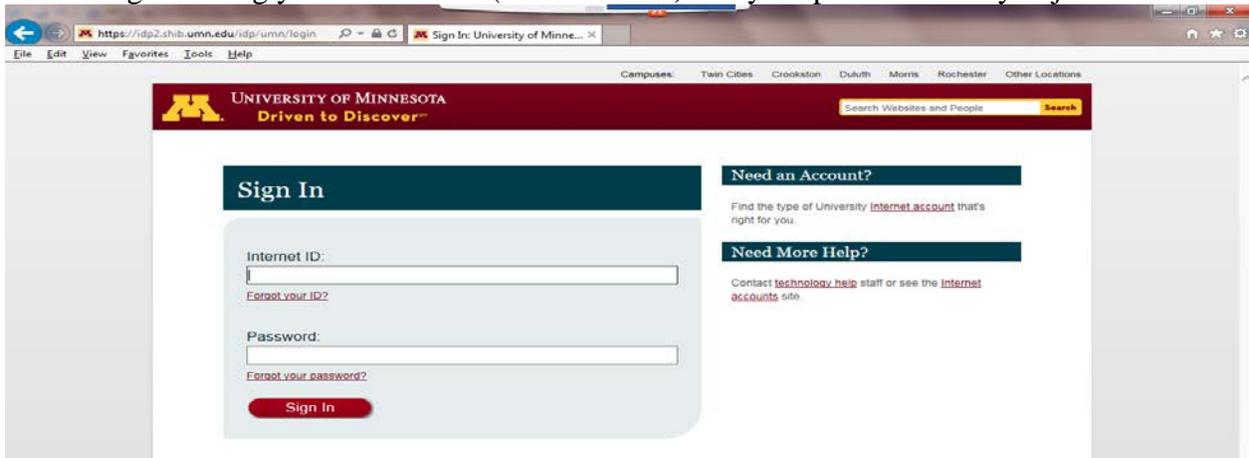
- Input your information for your account. Use your current email address. Click “Submit.” Then make note of the Internet ID (your email address) and the password. You will need this for future reference.



5. Click “Continue.”



6. Sign in using your internet ID (email address) and your password that you just created.



- Complete the form on this page. In the employer information section, enter our group code from the instructions and click “Add Group.”

Employer Information

Group Affiliations

If you were supplied a Group Code (e.g., for your company or organization) enter it here. If a group is listed below, you may also choose to add yourself to that group. Eligibility for group membership will be reviewed by program staff.

Group Code: Add Group

Currently Associated Groups:
 You are an employee of the following employer(s) or are a member of the following group(s). If this is incorrect, please update your profile or contact University of Minnesota for assistance.

| Code | Name | Delete |
|---------|--|--|
| G000084 | Missouri Department of Health & Senior Services (Site) | Delete |

If this is incorrect, please update your profile or contact your program for assistance.

- Once all sections are complete, click “Continue Checkout” at the bottom of the page.

Your initials here

* I understand that the University of Minnesota abides by FERPA regulations and will not release my student information unless I expressly give the University of Minnesota permission to do so.

* I understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

The University of Minnesota will release the following enrollment details to the appropriate company or group: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s), and fees due.

For additional information or assistance, please contact the program that offers your class. Use the [Program menu](#) to find web links and contact information for your program.

[Privacy Policy](#)

Continue Checkout

- Check the box to agree to the policies. Your cart total should still total \$0.00. Click “Continue Checkout” again.

The screenshot shows a web browser window with the following content:

Cart

Enrollment Information

PUBH X201 - 004 - 2016 Maternal Nutrition Intensive Course - Online

| | |
|----------------------|--------|
| Contract Fee: | \$0.00 |
| Subtotal: | \$0.00 |
| CART TOTAL: | \$0.00 |

Policy Confirmation

Enrollment Policies and Procedures
 Your contract with the University:

I have read and understand the registration and privacy policies and approve charging the above indicated amount on my credit card, or, if authorized, to my University department chart string.

[Print Registration Policies](#)

Continue Checkout

Registration Policies
 Required fields are indicated by *

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10. Success! You are enrolled in the course and will receive an email confirmation from the University.

The screenshot shows a web browser window with the URL <https://learning.umn.edu/corporate/courseb...>. The page is titled "Receipt | University of Minn...". The navigation bar includes "Home", "0 Items", and "Learner Login". The University of Minnesota logo and tagline "Driven to Discover" are at the top. Below the logo, there is a "Checkout" section with links for "My Profile", "Payment", and "Receipt". The main heading is "Receipt". A message states: "You will also receive a receipt by email." The recipient's address is: Rita Arni, 930 Wildwood Drive, PO Box 570, Jefferson City, MO 65102, USA, rita.arni@health.mo.gov, (573) 7518159, Student Number: . The basket information is: Basket No.: , Date: Jul 5, 2016. A message at the bottom says: "The transaction was successfully completed. Please print this page for your records." Below the receipt is a "Cart" section with a red header "Enrollment Information". It lists the course: "PUBH X201 - 004 - 2016 Maternal Nutrition Intensive Course - Online". A table shows the "Contract Fee" as \$0.00 and the "Subtotal" as \$0.00.

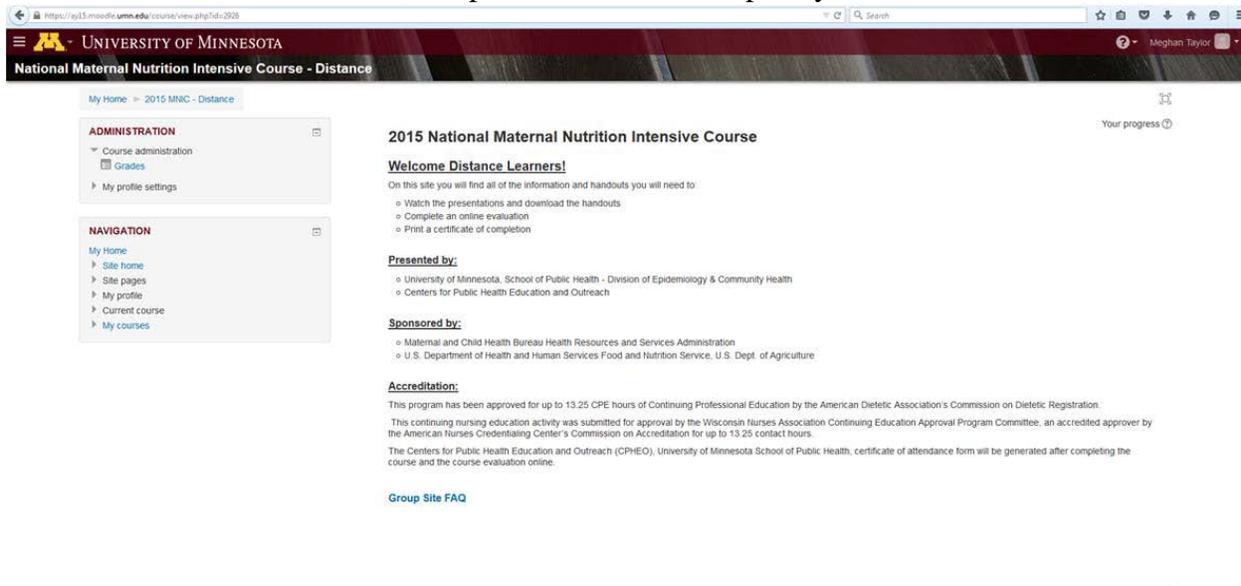
11. Scroll down on your current page (Receipt Page) and click on the link for <http://learning.umn.edu>

12. Click on "Learner Portal" and select "Learner Home."

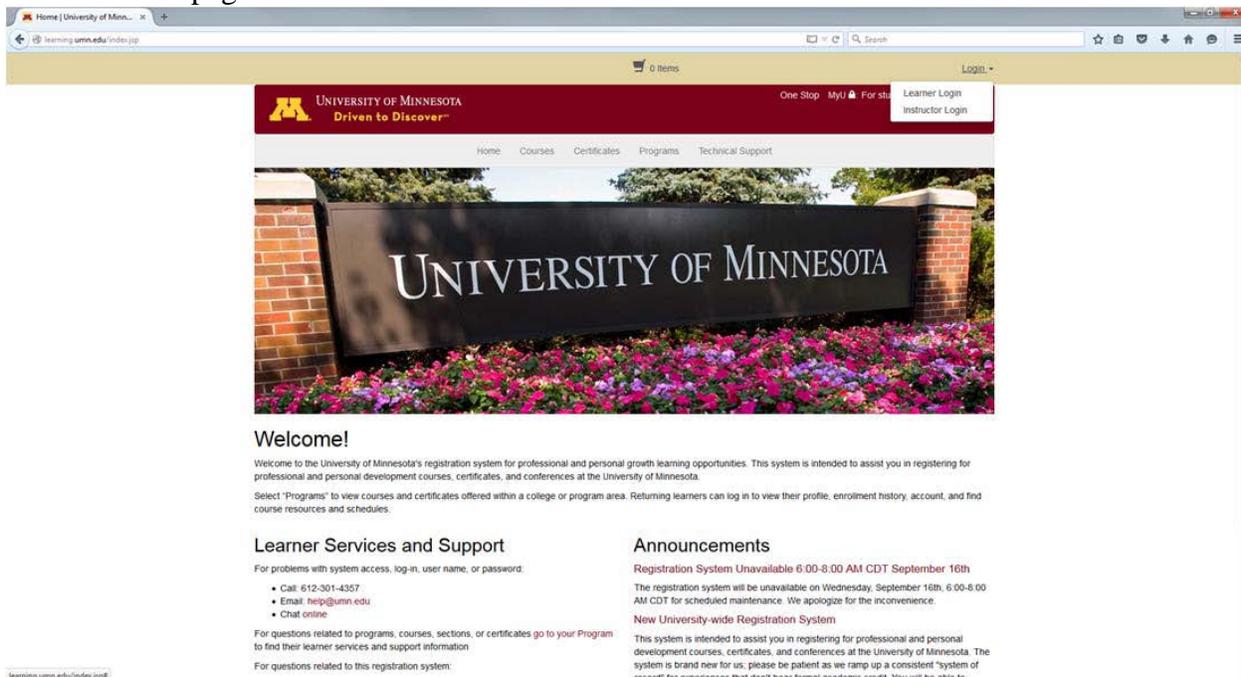
The screenshot shows the "Learner Home" page for Meghan Taylor. The URL is <https://learning.umn.edu/portal/student/studentHome.do?method=load>. The page features the University of Minnesota logo and tagline "Driven to Discover". The navigation bar includes "Home", "Courses", "Certificates", "Programs", and "Technical Support". The user's name "Meghan Taylor" and email "megnbryanwedding@gmail.com" are displayed. A welcome message says: "Welcome to your Learner Home page." Below this are instructions: "For on-line course materials, scroll to the applicable course in the list below and click the link in the On-line Resources." and "To obtain confirmation of enrollment, completion, PDU / CEUs, or grades: navigate to My Enrollment History and click the 'Print' button for that class." and "If you have problems accessing your course content, contact the program offering your class." The "My Current Courses" section shows a table with one course: "PUBH X201 - 001 2015 National Maternal Nutrition Intensive Course - Distance", which is "Available". The course is available from "14 Sep 2015" to "30 Nov 2015". There is a link to "View Online Resources". The "Announcements" section has a message: "Registration System Unavailable 6:00-8:00 AM CDT September 16th". The "Upcoming Events" section says "There are no items to show." The footer contains contact information for the University of Minnesota and user name & password help.

13. Click on the course name under “View Online Resources”. This is where you will access the course every time you want to between September 1, 2016 and November 30, 2016.

14. This is what the course website looked like last year. On this page, you can access handouts, watch videos, complete evaluations and print your certificate!



15. Not ready to view the material yet? Want to come back later and watch more videos? Need to print your certificate? No problem! Visit <http://learning.umn.edu> and click on “Login” and “Learner Login” in the upper right hand corner. Select “I have a University Account.” Use your email address and password to log in and repeat steps to access the course page.



Video Viewing

To earn your Certificate of Attendance, participants must watch the presentations and follow along on the provided handouts, complete the online evaluation for each presentation viewed, and then print your certificate. Access to the site opens on September 1, 2016, and closes on November 30, 2016, at 11:55 pm CST. All viewing and evaluations must be completed by this date and time.

Accreditation

- The Missouri Department of Health and Senior Services Nutrition Training Institute (NTI) has approved up to 12 contact hours of Continuing Nutrition Education Credit for WIC Staff.
- The Academy of Nutrition and Dietetics Commission on Dietetic Registration has approved 12 Continuing Professional Education hours for RDs and DTRs.
- This continuing nursing education activity was submitted for approval by the Wisconsin Nurses Association Continuing Education Approval Program Committee, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation for up to 12 contact hours.

Questions/More Information

We look forward to your participation in the program. In the meantime, please feel free to contact the University of Minnesota if you have questions or need assistance as you plan for your participation. Chris Carlstrom can be reached at carls020@umn.edu (612.624.3029) or Coleen Dorman at ctdorman@umn.edu (612.626.6626) for questions related to the process or accessing the information.