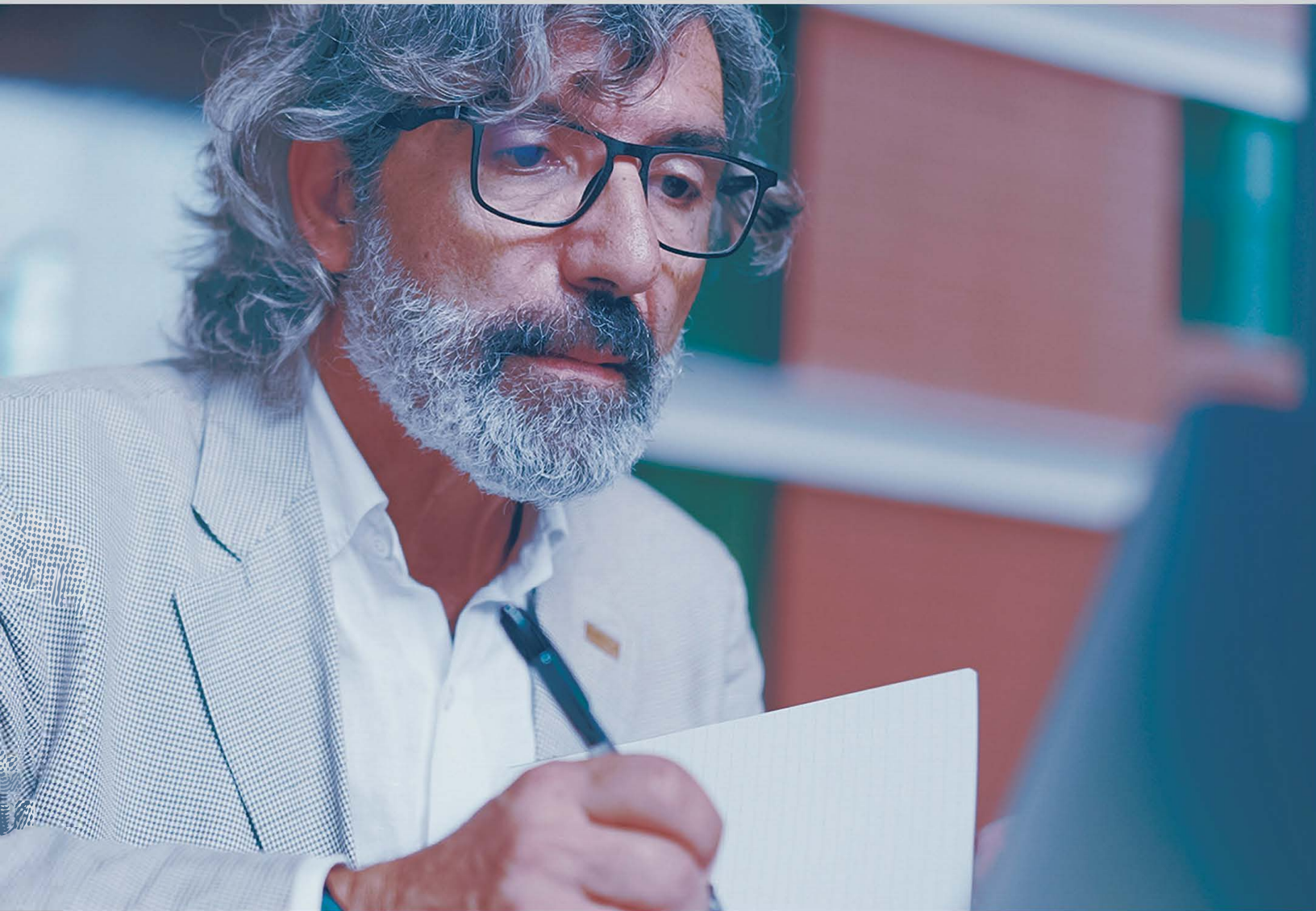


NAVIGATING THE LEARNING SYSTEM

Grants Management Training Course



Navigating the NASWA Learning System

Welcome to NASWA Learning! This roadmap will help you access the NASWA Learning System and enroll in a Grants Management Training course. The Grants Management Training curricula are brought to you in partnership with USDOL.

Access NASWA Learning System

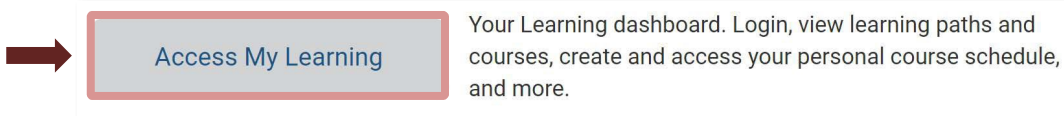
To access the NASWA Learning System, you will need to create a NASWA account. If you already have an account, simply log in to www.naswa.org and skip to the NASWA Learning System. If you have not previously taken NASWA-provided training, you will need to create your NASWA Learning account by following the steps below.

Create a NASWA Account

1. Go to the **NASWA Website**. www.naswa.org
2. Click the red **LOGIN** button at the top of the screen.
3. Click **“New to NASWA? Create an account.”**
4. Click **“Register”** next to NASWA Government Partner.
 - If you work for a state agency, select NASWA State Member
5. Complete the form and click **“Add NASWA Account”**.
6. After registering with NASWA, you will also need to “create a new account” with NASWA Learning.

Go to the NASWA Learning System

1. From the NASWA Website homepage, click the box titled **“NASWA Learning.”** This will take you to naswa.org/learning.
2. Once on the NASWA Learning page, click the **“Access My Learning”** button.



Create a NASWA Learning Account (for new users only)

If you are new to NASWA Learning, clicking the **“Access My Learning”** button will take you to an account creation page. Click **“Create New Account”** and follow the instructions to create your account. This account will be in addition to the member account you created.

If you have previously taken training through NASWA, you will bypass this account creation screen and be directed to your Learning homepage.

Note: New NASWA and NASWA Learning accounts have an approval process by which administrators check the validity of accounts and provide the appropriate level of access for each user. **Accounts are typically approved within 1 business day.**

Find and Access Training

1. Once you are logged into your NASWA Learning homepage, type “**Grant**” in the search bar, then select the “**Grants Management Training**” link.



What would you like to learn today?

Q Grant



Grants Management Training Curriculum

2. Click the blue “**Enroll**” button.

A dark blue rectangular card for 'Grants Management Training Curriculum'. On the left is a photo of a woman in a white lab coat talking to a man. To the right of the photo, the text reads 'Grants Management Training Curriculum'. On the far right, it says 'Enroll in the Curriculum to get started' above a blue 'Enroll' button.

3. Click “**Start**” to open the curriculum you wish to select.

A light yellow header bar shows '> Curriculum' with a star icon and 'Required', 'Complete 2 in any order', and '0/2'. Below are two curriculum items:

Grants Management SMART Training Curriculum View Details	Not Started	Start
Conducting Effective Grant Monitoring Training Curriculum View Details	Not Started	Start

4. Once you have chosen the desired curriculum and clicked start, press the “**Enroll**” button to access the content.

A dark blue enrollment card for 'Grants Management SMART Training Curriculum' with an 'Enroll' button. Below it is a curriculum map interface with tabs for 'Overview', 'Content', and 'History'. A 'Save' button is in the top right. The map shows:

> Curriculum Map	Optional	0/1	
> Module: Overview	★ Required	Complete all in order	0/4

5. Click the start button to launch any eLearning lesson in a separate browser window. We recommend using either Microsoft Edge or Google Chrome as your browser when accessing NASWA Learning.

Need More Help? Contact our helpdesk at learning@naswa.org.