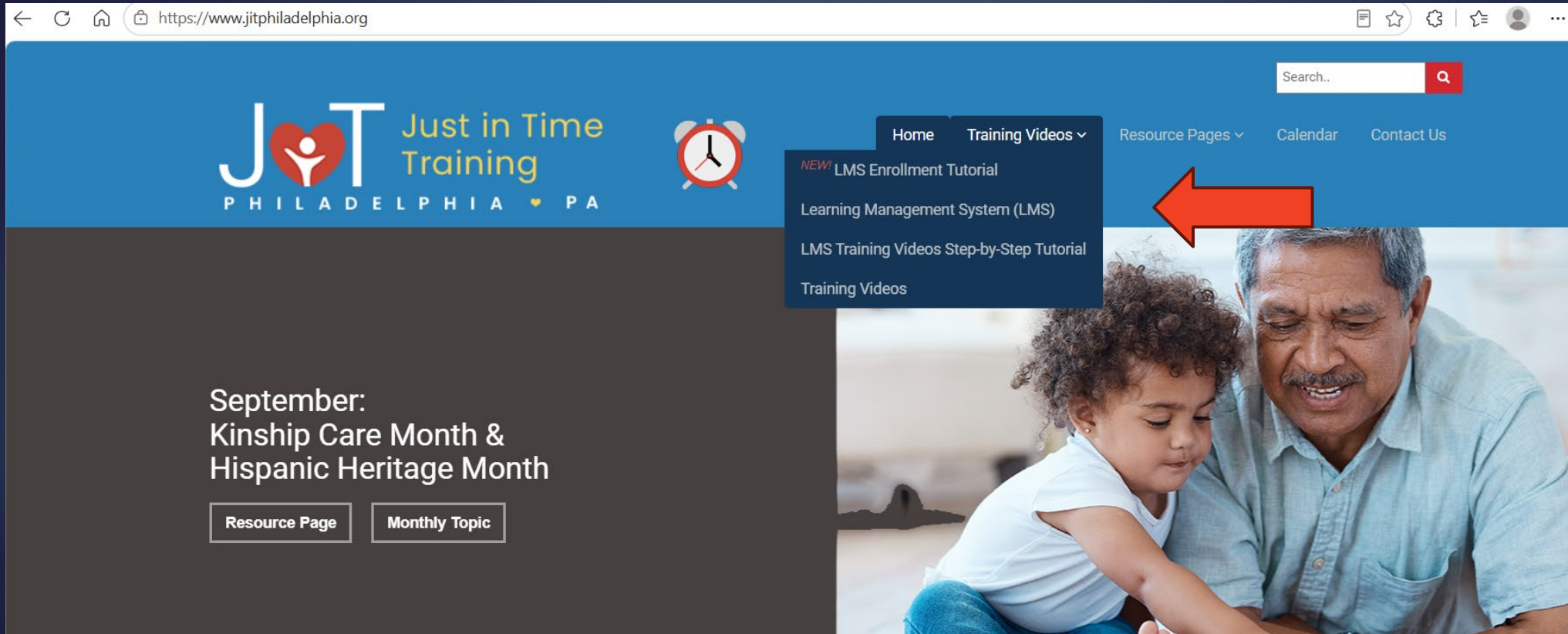




Just in Time Training Learning Management System

HOW TO ENROLL and SIGN IN

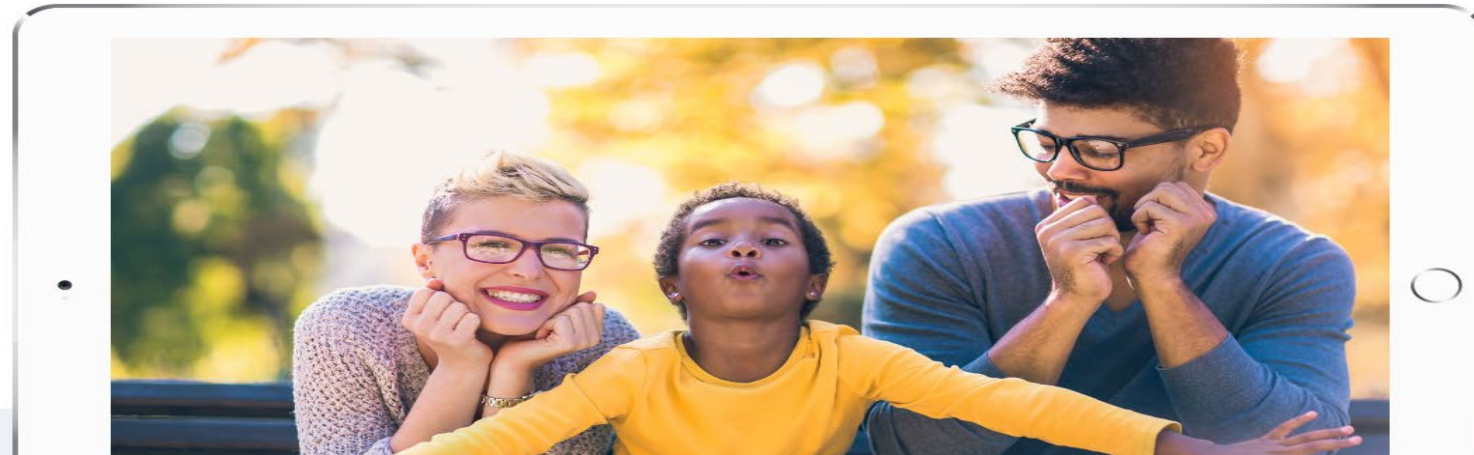


Step 1: Open your web browser and go to www.JITPhiladelphia.org

Step 2: Click on Training Videos tab, then “Learning Management System” in the drop-down menu

Just in Time Training Network

Training You Need, When and Where You Need It



Step 3: Click on "Create Account"



Login or sign up to start learning

— or —

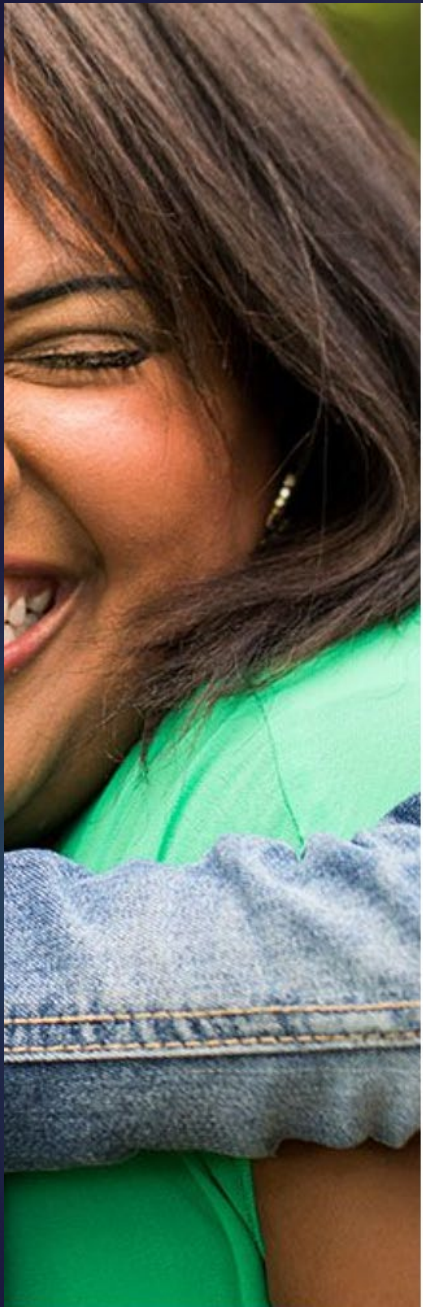
What's your e-mail?

Your password?

[Create Account](#) [Forgot your password?](#)



Step 4: Click **Create Account once more** in the lower left corner



Sign up to Just in Time Training
Network!



– or –

What's your name? *

Name

What's your e-mail? *

E-mail

Your password? *

Password

Enter it once more, please *

Password

☐ I accept the [Terms & Conditions](#) *

☐ I would like to receive news, tips and tricks, and other promotional material

Start your learning journey

[Sign in with your account](#)

[Forgot your password?](#)

Step 5: Complete these fields:

NAME: **First and Last name**

E-MAIL: Make sure it is correct and use a valid email address

PASSWORD: Enter any password

Step 6: Click on Terms & Conditions, review them, then click Accept

Step 7: Click Start your learning journey



We received your request!

Thank you for your request to join the Just in Time Training Network!

The information you have provided will help us determine if you are already a part of our Network.

We will review your request ASAP, but it can take up to **2 business days** to review and validate your request.

Until then, do not hesitate to reach out to us at jitsupport@usf.edu if you have any questions.

Don't stop here! Wait a few seconds for the next screen to appear.



All about you

Thank you for requesting to join Just in Time Network. We are excited to have you here! To help us provide you with training that is important to you, we need a little information about you.

****This form must be completed before we can approve your request****

If you have any questions, contact us at jitsupport@usf.edu

Let's get started!

Step 8: Click the blue box “**Let's get started!**”

Where are you from?

Knowing where you are from will help us to make sure you have access to training that has been developed specifically for your county or state. Some of the details will also help us to provide reports to our contracted agencies.

*Firstname / Lastname

*Which COUNTRY do you live in?

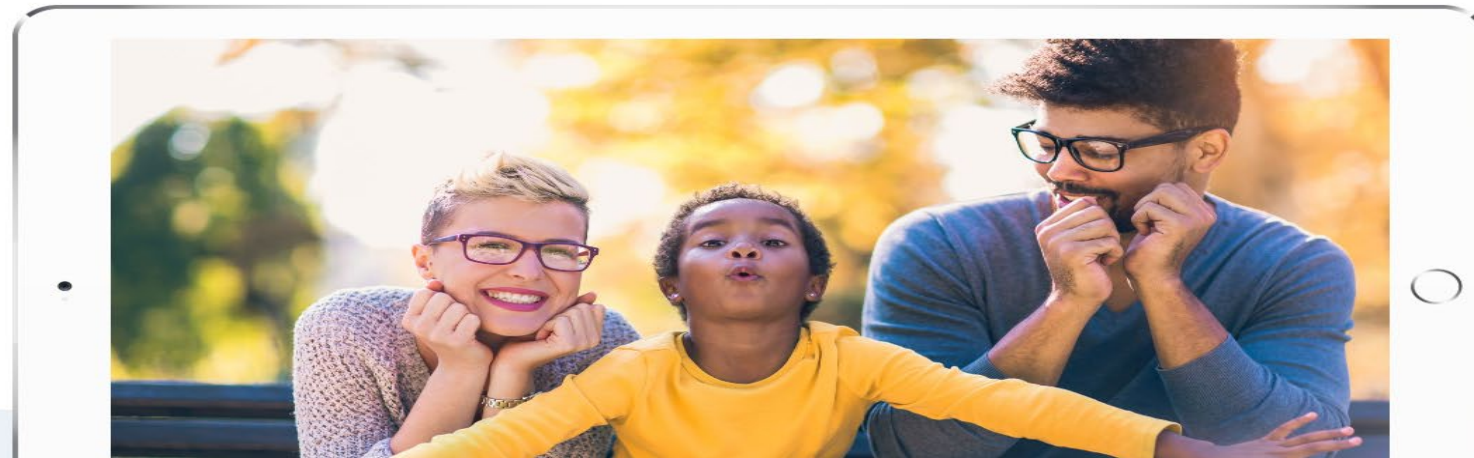
*Which state do you reside in?

Step 9: Complete the short questionnaire and click **“SUBMIT”** at the end

* If you do not receive the welcome email in your inbox, please check your spam folder.

Just in Time Training Network

Training You Need, When and Where You Need It



Step 10: Once your account is approved, go to www.JITPhiladelphia.org, click on Training Videos, then Learning Management System. Once this screen appears, click “**Sign in**”, then enter the email address you used to create the account and your password on the next screen, and click “**LOGIN.**”

Important TIPS:

- You must watch the *entire* video to be able to access the quiz.
- You can pause a video and return to it later. *However*, if you try to return to it on a different device or browser, you may need to start over to gain access to the quiz.
- If the video contains knowledge checks, you *must answer them to move forward* in the video.
- If you have multiple tabs open, and are not watching the video, you *may not* be able to access the quiz.
- If you stop and start, use the play arrow to start and *not the scroll bar* as you may skip ahead and be unable to access the quiz.
- To stay compliant, always complete **one course at a time** and keep your login credentials secure.

If you have any technical difficulties, please let us know the type of device and browser you are using, the title of the course, and details about your issue so we can troubleshoot the problem.