

## Potential Kentucky Early Care and Education Trainers Instructions for Required Training on Data Entry

This is to provide you with instructions for completing the required 2 hours of training on the cabinet's designated database, ECE-TRIS. This 2 hour training is for potential and renewing Kentucky Early Care and Education Credentialed Trainers. This training will **not** count for licensing clock hours.

### Instructions on how to access the training

- a. Navigate to : <https://learn.trc.eku.edu/moodle/course/view.php?id=59>
- b. On this page you will login with your ECETRIS credentials (username and password)  
*If you do not have an ECE-TRIS account, please complete the Personal Information Form found on the FORMS page and fax that to ECE-TRIS.*
- c. Once you login, you will see a message to enter an **Enrollment Key: QualityTrainingData2018\***  
  
*You must enter the enrollment key exactly as shown. If the access code does not appear to be working, try to either copy/paste it from the screen and not email or type it in directly. Sometimes with some computers Microsoft adds what our developers call "background characters" that throws off copy/paste.*
- d. Next you will see a page with the Training Objectives and Module listings to begin the course. This course has 9 modules with checks for understanding throughout the sections. You will only be able to progress through the modules in sequential order.

- e. Now click the link below the Module 1 to begin.

Module 1

 Introduction and Overview

2. Now click  and the course will launch.
  - a. Notice on the left of the screen you will have a menu of sections for module you are currently viewing. You will not be able to progress to any section or module until all of the previous areas have been completed.
  - b. When you have completed the Modules you will be returned to the dashboard. It would be at this point credit would be assigned and you be notified of that action. The credit section is not yet included in this test version. There is also an optional survey.

**If you encounter any issues while completing the course, please click on the helpdesk button.**



[Training Credit will automatically be added to your ECE-TRIS Training Record upon Completion](#)