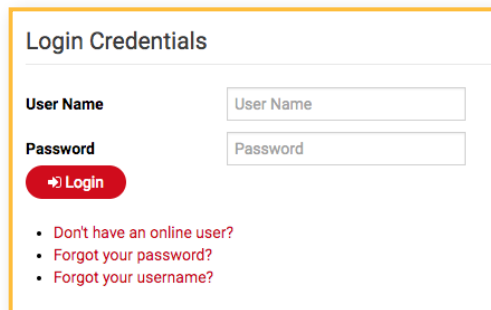
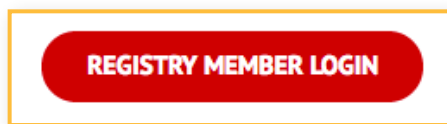


# Gateways to Opportunity® Registry Tips

## How to Self-Report the Mandated Reporter Training

This training must be self-reported to the Registry.

- 1 Go to **www.ilgateways.com**. Click the **Registry Member Login** button. Log into the Gateways Registry Dashboard with your **username** and **password**.

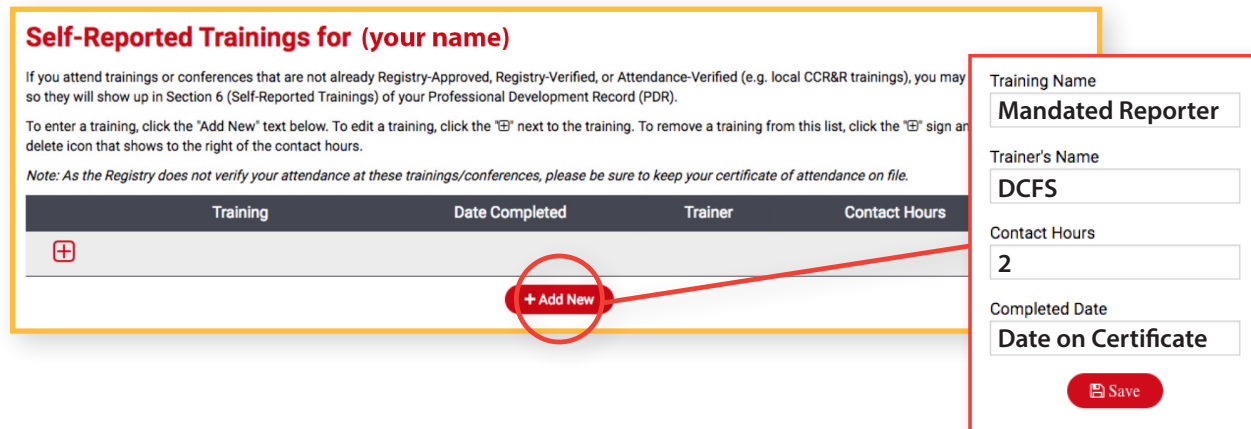
A screenshot of the login page. It has a title "Login Credentials". Below it are two input fields: "User Name" and "Password". Below the fields is a red "Login" button with a right-pointing arrow. At the bottom, there are three links: "Don't have an online user?", "Forgot your password?", and "Forgot your username?".

- 2 Click the **My Registry** Portal. Then click the **Learn** section.



- 3 Click **Add New**, Enter **Mandated Reporter** as the training name, **DCFS** as the trainer name, **2** for the contact hours, and the Issued Date on your certificate of completion and click save.

Remember Section 6 of your Professional Development Record (PDR) may be used to keep track of trainings attended. Keep your training certificates in a file. You must be able to produce a copy when requested by IDHS.

A screenshot of the "Self-Reported Trainings for (your name)" page. It has a table with columns "Training", "Date Completed", "Trainer", and "Contact Hours". Below the table is a red "+ Add New" button. To the right is a form with fields for "Training Name" (Mandated Reporter), "Trainer's Name" (DCFS), "Contact Hours" (2), and "Completed Date" (Date on Certificate). A "Save" button is at the bottom.