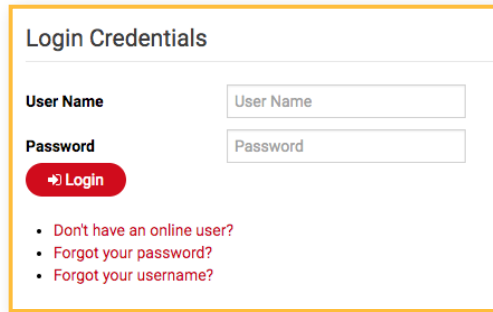
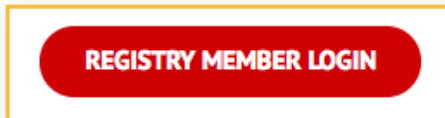


Gateways to Opportunity® Registry Tips

How to Self-Report Trainings

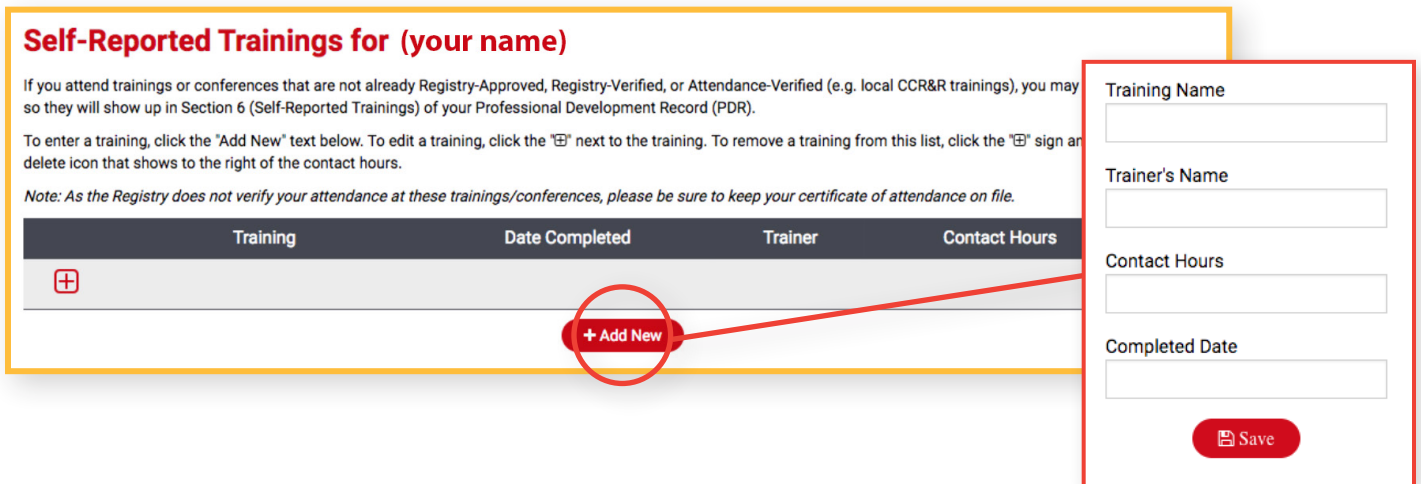
1 Go to **www.ilgateways.com**. Click the **Registry Member Login** button. Log into the Gateways Registry Dashboard with your **username** and **password**.

A login form titled "Login Credentials". It contains two input fields: "User Name" and "Password". Below the fields is a red "Login" button. 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 the training information and click save. Remember Section 6 of your Professional Development Record (PDR) may be used to keep track of trainings attended, but certificates must be kept as documentation of attendance.

A screenshot of the "Self-Reported Trainings" form. The title is "Self-Reported Trainings for (your name)". Below the title is a paragraph of text and a note. There is a table with columns for "Training", "Date Completed", "Trainer", and "Contact Hours". A red circle highlights a "+ Add New" button in the table. To the right of the table is a form with fields for "Training Name", "Trainer's Name", "Contact Hours", and "Completed Date", and a red "Save" button at the bottom.