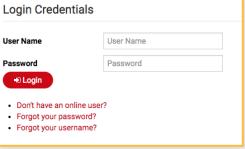
## Gateways to Opportunity® Registry Tips

## How to Self-Report the Mandated Reporter Training

This training must be self-reported to the Registry.

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





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





Click **Add New**, Enter *Mandated Reporter* as the training name, *DCFS* as the trainer name, *1* 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.

