

# 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**.

**REGISTRY MEMBER LOGIN**

### Login Credentials

User Name

User Name

Password

Password

**Login**

- Don't have an online user?
- Forgot your password?
- Forgot your username?

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



MY REGISTRY



LEARN

**3** 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.

### Self-Reported Trainings for (your name)

If you attend trainings or conferences that are not already Registry-Approved, Registry-Verified, or Attendance-Verified (e.g. local CCR&R trainings), you may so they will show up in Section 6 (Self-Reported Trainings) of your Professional Development Record (PDR).

To enter a training, click the "Add New" text below. To edit a training, click the "✎" next to the training. To remove a training from this list, click the "✕" sign and delete icon that shows to the right of the contact hours.

*Note: As the Registry does not verify your attendance at these trainings/conferences, please be sure to keep your certificate of attendance on file.*

Training	Date Completed	Trainer	Contact Hours

**+ Add New**

Training Name

**Mandated Reporter**

Trainer's Name

**DCFS**

Contact Hours

**1**

Completed Date

**Date on Certificate**

**Save**