NEVADA ADSD
Aging & Disability Services Division

# Personal Care Attendant Training Sign-Up Guide

## Welcome to the Nevada Aging and Disability Services Division (ADSD) Training Portal.

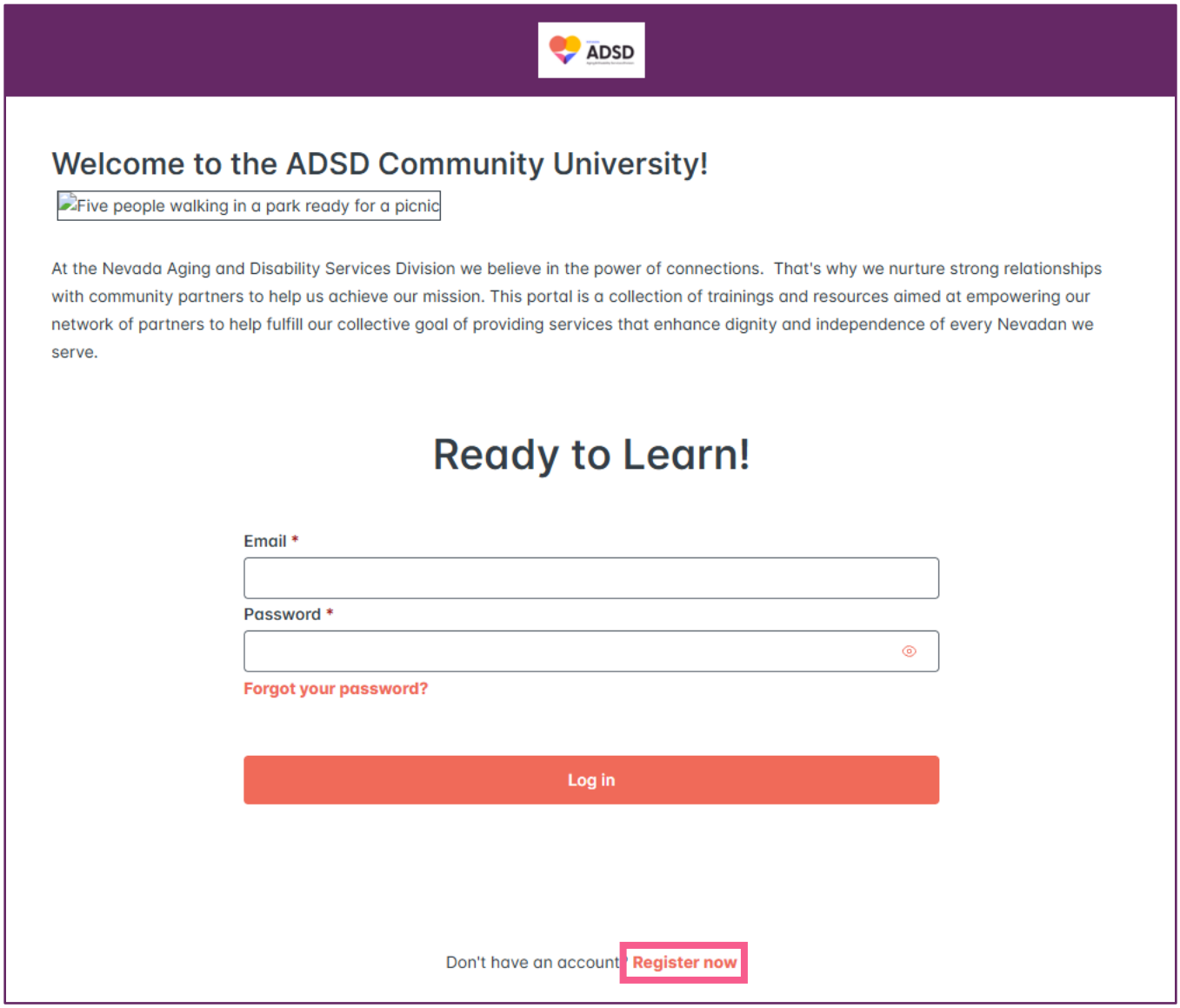
This guide will walk you through setting up your account and enrolling in the Personal Care Attendant (PCA) Training. The registration process takes about 15 minutes and the training takes about 10 hours.

What you need before you begin:

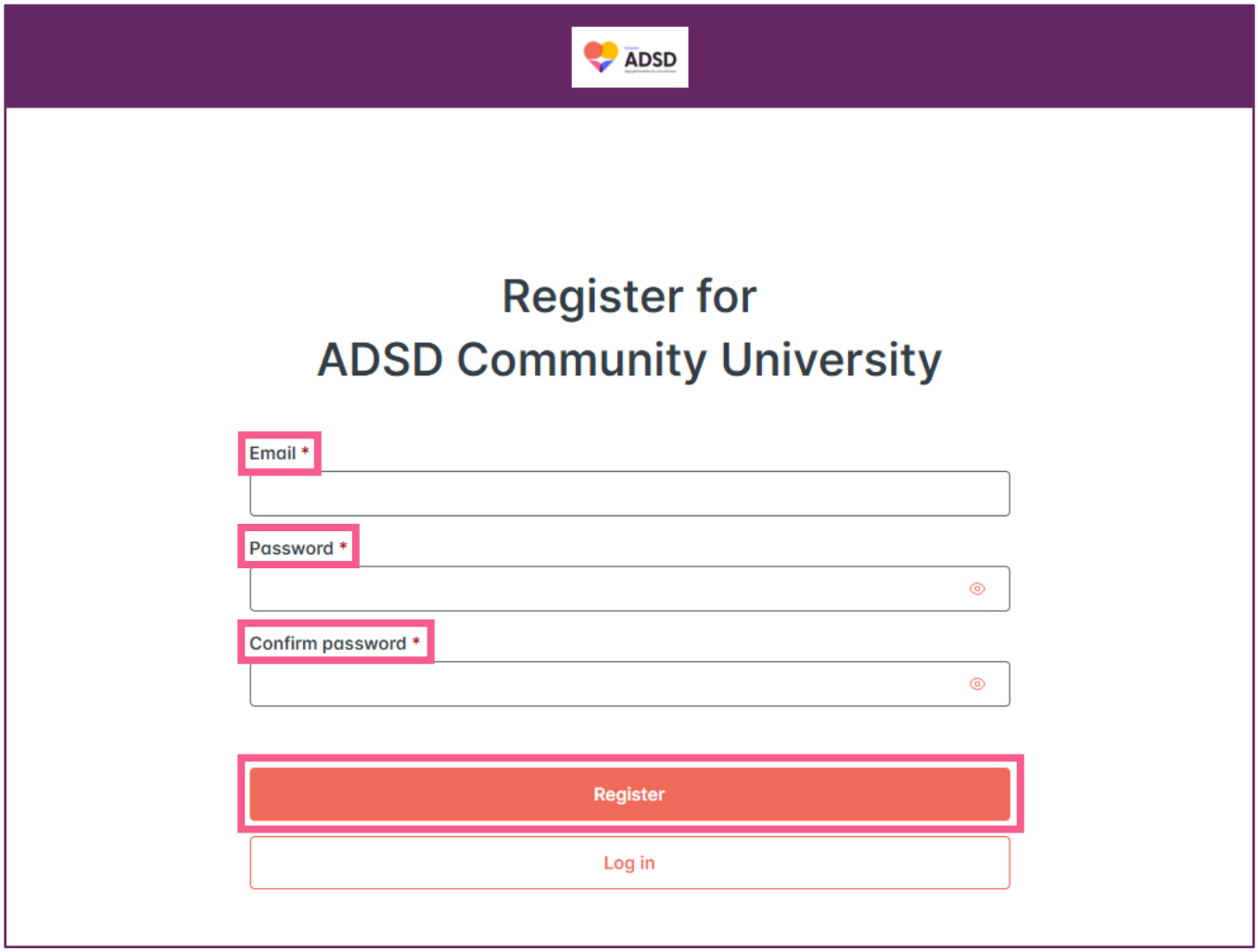
- A valid email address.
- A computer, tablet, or smartphone with internet access.

# Account Creation

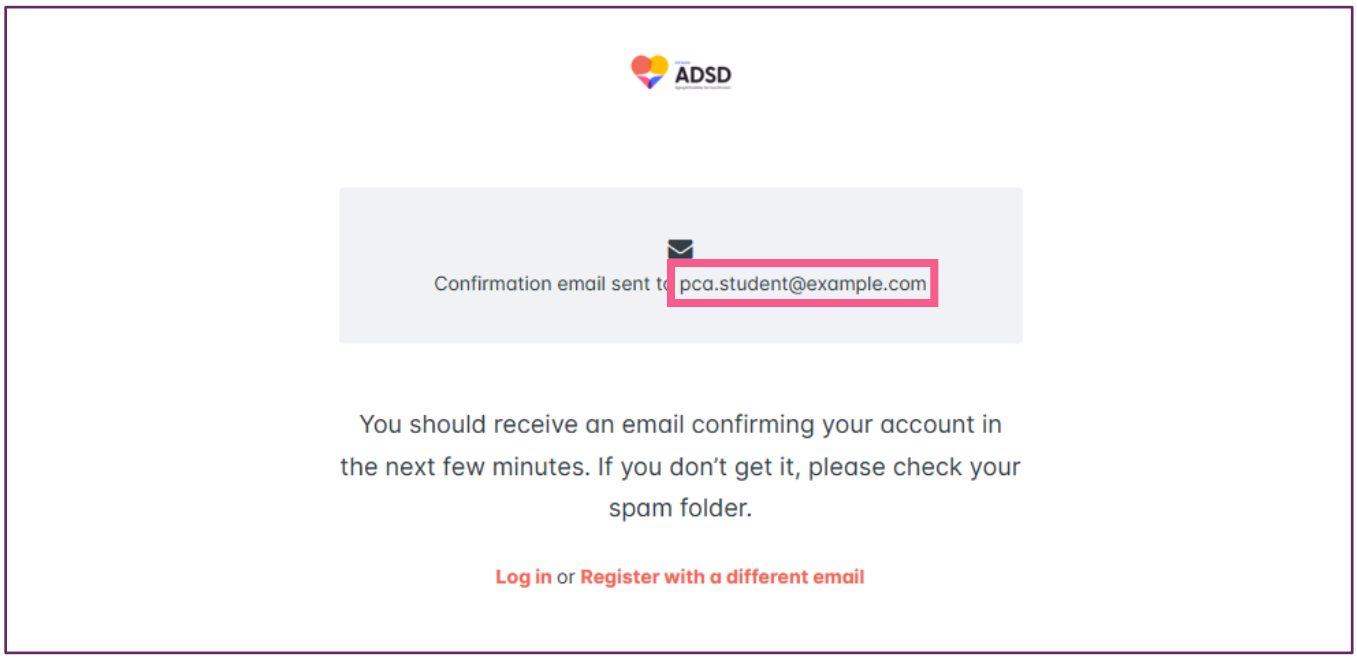
Step 1: Open your browser and navigate to https://nevadaadsd.learnupon.com/ and select "**Register now**".



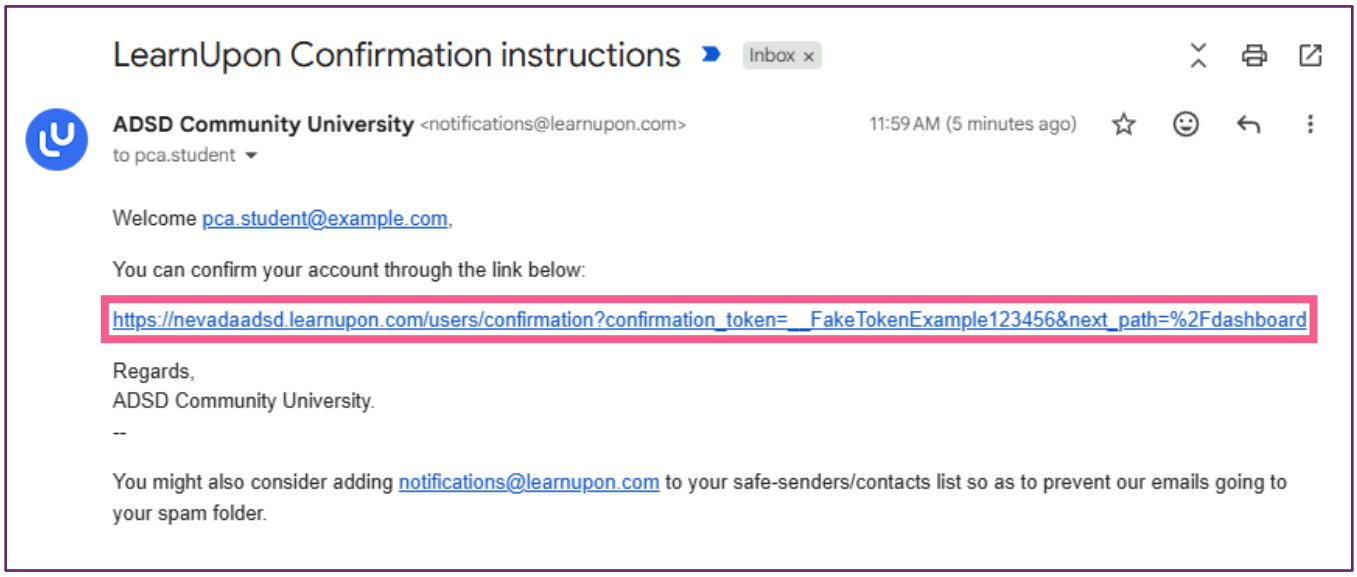
Step 2: Fill out the registration form. Enter your "**email address**", create a secure "**password"**, and "**confirm that password**". Once completed, select "**Register**". Make sure your password contains at least 1 number, 1 special character, 1 uppercase character, 1 lowercase character, and is at least 6 characters long.



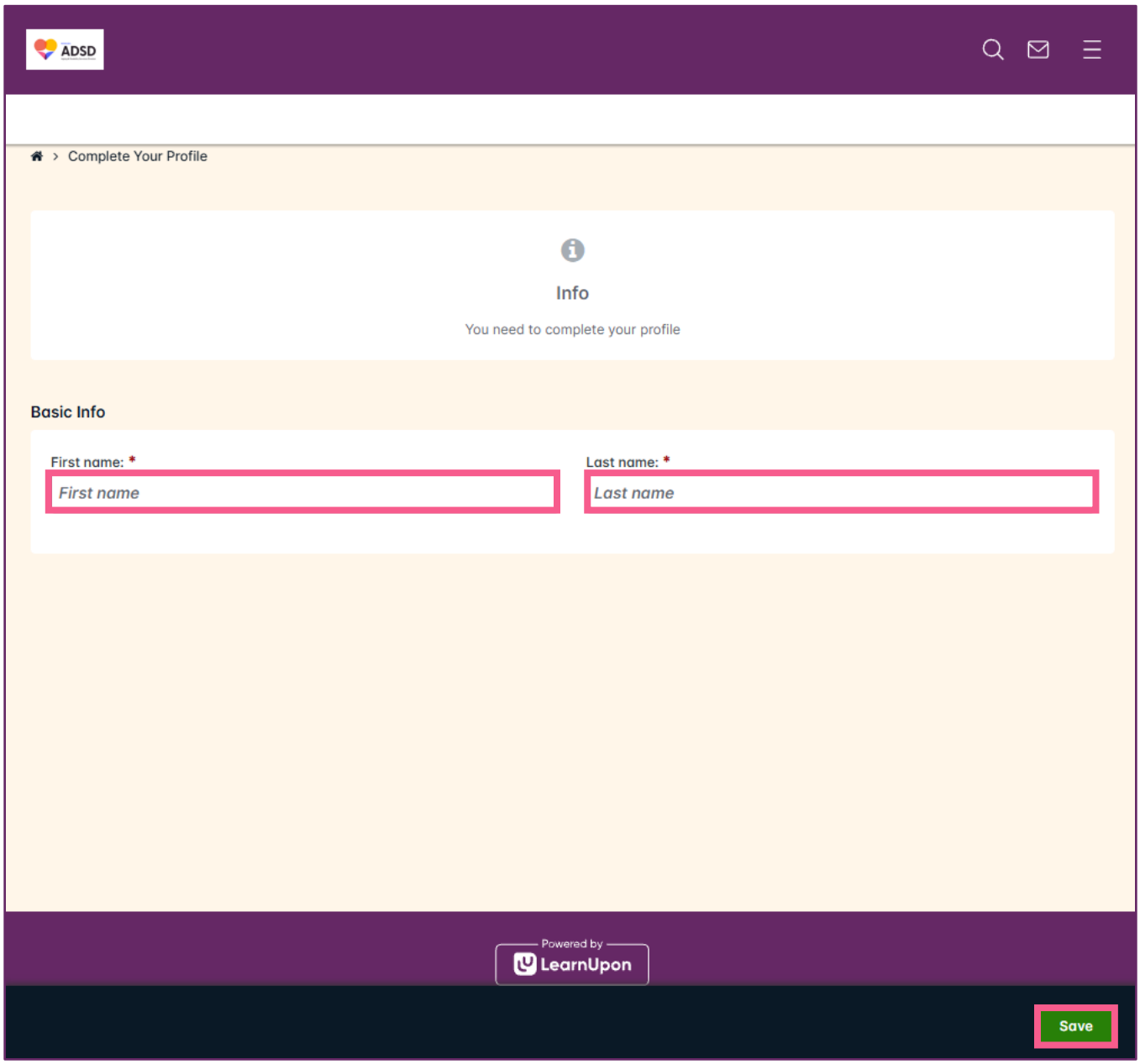
Step 3: Once submitted, the webpage will update and state a confirmation email has been sent to the email address you had entered in "**Step 2**".




Step 4: Check your email inbox. You will receive a confirmation email from "**notifications@learnupon.com**" with the subject line "**LearnUpon Confirmation instructions**" to verify your account. You will generally receive this within 5 to 15 minutes of registration but can take up to a day. If you did not receive it, first confirm that you are logged in and checking the correct email address. If you are still not seeing it, check to see if it is in your spam folder. Once located, "**click the confirmation link**" to confirm your account.

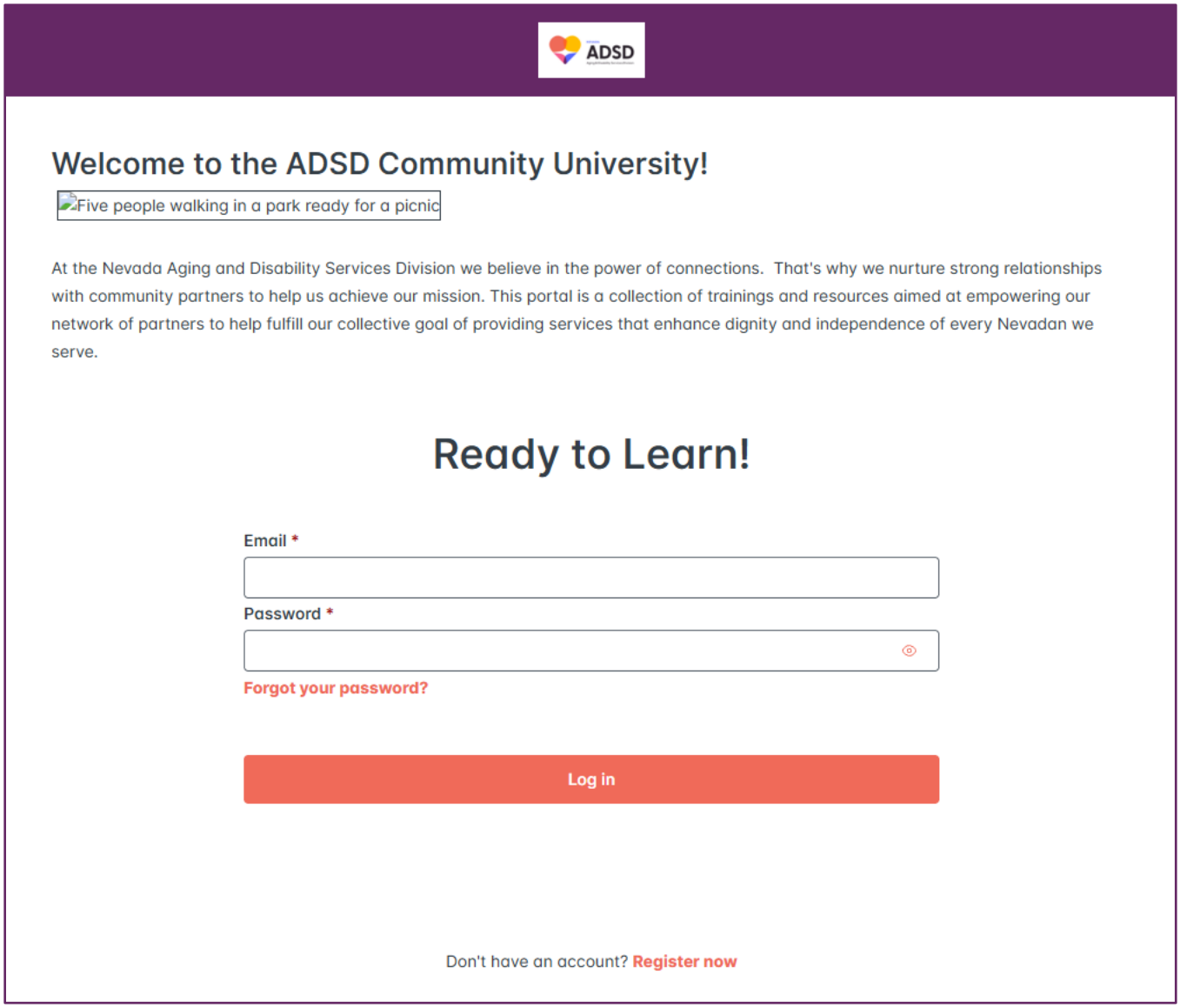


Step 5: Complete your profile. You will next enter your "**First name**" and "**Last name**". Be sure this is accurate as this will be utilized to verify training completion. Once completed, select "**Save**".

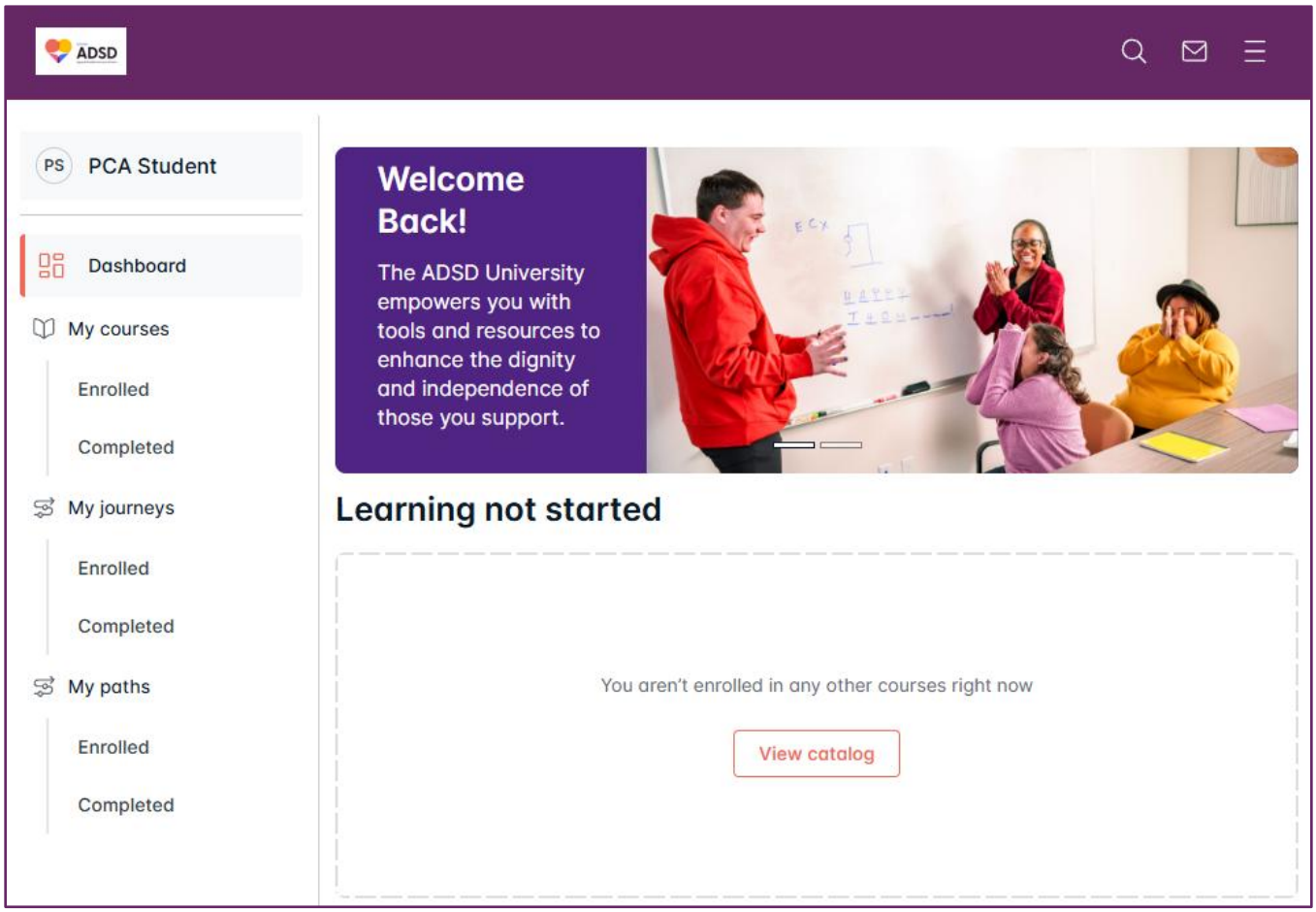


# Enrolling in PCA Training

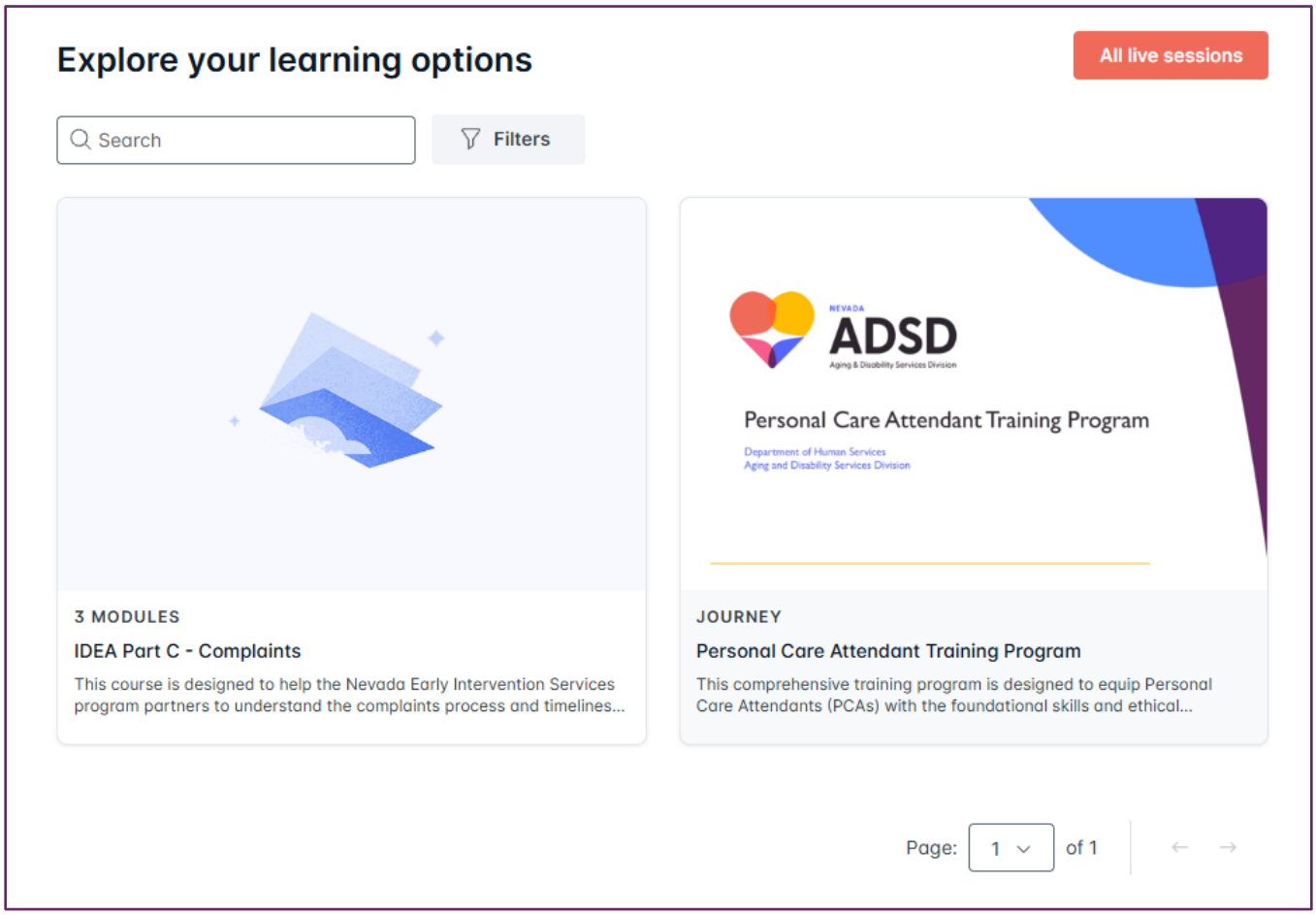
Step 6: If you have not registered an account, please go to Step 1 in this guide. Once you have a registered account, open your browser and navigate to https://nevadaadsd.learnupon.com/ and log on to the Nevada ADSD Learning Portal by entering your "**email address**", "**password"**, and selecting "**Log in**".



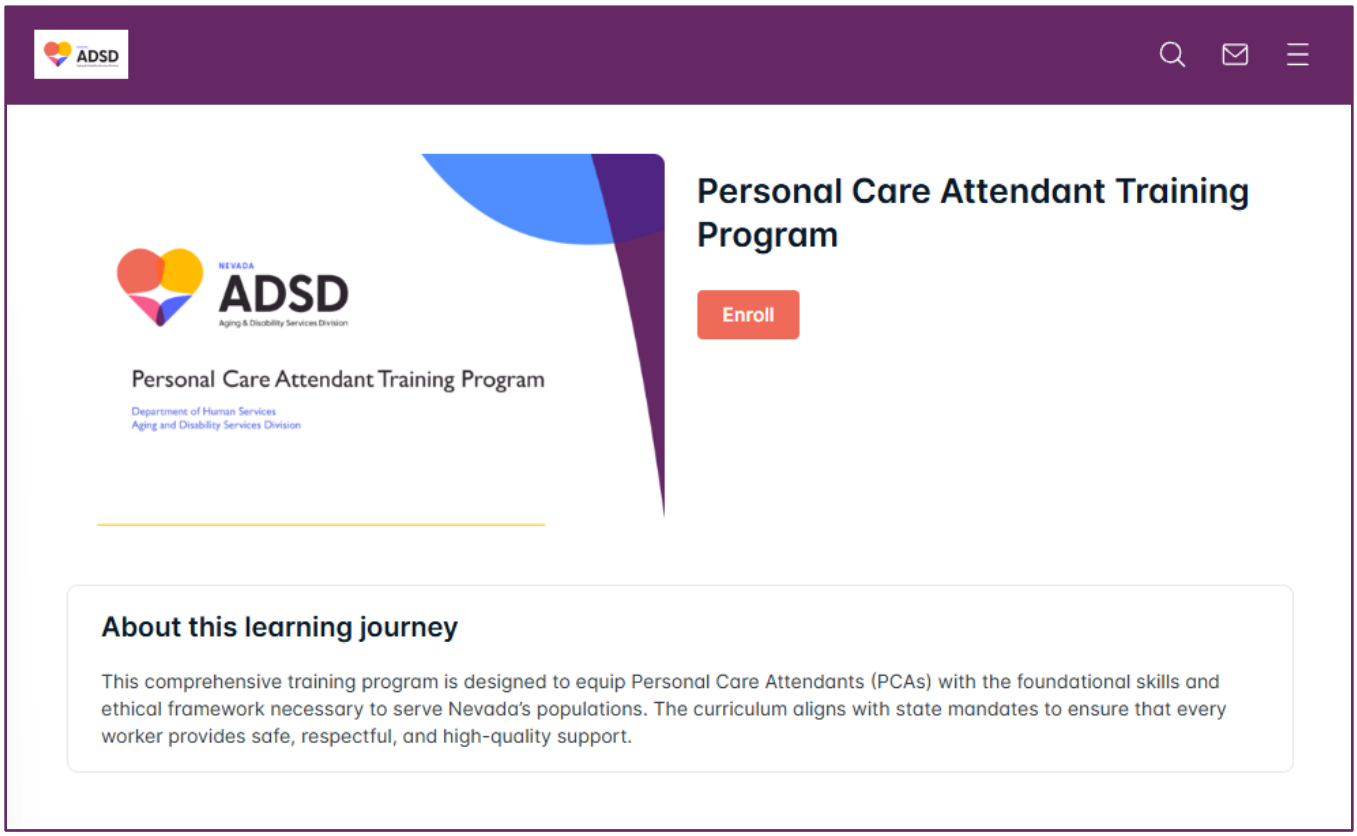
Step 7: To access the catalog, select "**View catalog**".



Step 8: The "**Personal Care Attendant Training Program**" may appear on this screen or you may need to navigate to it using the arrow icons in the bottom right corner. If you are having difficulty finding it, you may also navigate to https://nevadaadsd.learnupon.com/catalog?sort=name_asc&live_sessions=false&has_certificate=false&text=PCA to find PCA-related trainings. Select "**Personal Care Attendant Training Program**".



Step 9: Select "**Enroll**" to enroll into the "**Personal Care Attendant Training Program**".




Step 10: You will receive an email notification stating you have been enrolled into the "**Personal Care Attendant Training Program**" and the first module "**DCW Training Completion and Workforce Pre-survey**". Within the training program, select "**Start now**" to begin the training program. Good luck!

