

1. Go to the following website:

<https://www.coloradoshines.com/>

2. Click on "PDIS Log In"



3. If you have an account with Colorado Shines, then log in, otherwise, click "Create Account." If you are creating an account, be sure to use YOUR PERSONAL EMAIL to make it easier on yourself.

A screenshot of a login page titled "Log in to the PDIS". It features two input fields: "LOGIN" with a red asterisk and a help icon, containing the placeholder text "Enter Email Address"; and "PASSWORD" with a red asterisk and a help icon, containing the placeholder text "Enter Password" and a small "ps" icon. Below the password field is a blue link for "Forgot Password?". A blue "Login" button is positioned below the fields. At the bottom, there is a link "Don't have an account?" with a help icon, and a "Create Account" button below it.

4. If you are creating an account, you should see the following screen:

Create an Account

To create a PDIS account, please complete the fields below. Use your personal email address to ensure you always have access to the PDIS, even if you change employers.

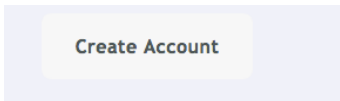
After you select "Create Account", an email will be sent to you. Use the password creation link in that email to finish setting up your new account.

Account Username

* EMAIL ADDRESS
Enter Email Address

* CONFIRM EMAIL ADDRESS
Confirm Email Address

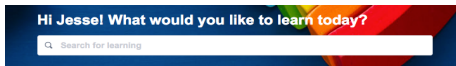
Keep scrolling down and fill in all of the fields. When done click "Create Account"



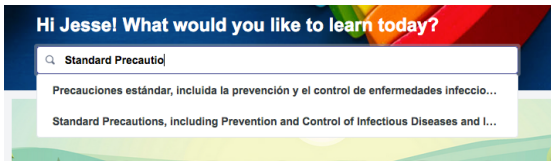
5. Once Logged On click on the blue "Go to Learning" button



6. This will take you to this screen:



7. In the search field type in “Standard Precautions” and you should see the following:



Click on the English course title and then you should see this:

A screenshot of a course page. The main heading is "Standard Precautions, including Prevention and Control of Infectious Diseases and Immunizations". Below the heading, it says "Last Updated: 06/14/2021", "Duration: 1 hour, 30 minutes", and "5 stars (37)". Under "Details", it states: "This online course reviews how to use of safe sleeping practices to reduce the risk of sleep-related infant death. If you're interested in taking this training in-person instead, you can [view a list of in-person trainers for this course](#)". It also lists "Clock Hours: 1.5 hours", "Course Delivery Method: Self-paced online course", and "Counts Toward: Annual Licensing training requirements". On the right side, there is a smaller version of the course card. It shows the same title and a "Completed" status with a green checkmark. Below that, it says "Training was successfully completed and recorded to your transcript." At the bottom of this card is a blue "Register" button with a dropdown arrow.

Click on the blue “Register” button. Yours will not say “Completed” until you complete the course.

8. Once you complete the course, save your certificate and send me an email containing your PDF certificate to:

Gmcc.registrar@gmail.com

If you have any questions please feel free to reach out to me and I will assist you.