



## Course and Certificate Upload Instructions for Mandatory Online Training

All volunteers at Girl Scouts of Eastern Missouri (GSEM) are required to complete the following online courses in gsLearn:

### Girl Scouts Child Abuse and Neglect Prevention Missouri Child Abuse and Neglect Mandated Reporter Training

Instructions for completing these courses and uploading your certificate can be found below.

[Click here to access Girl Scouts Child Abuse and Neglect Prevention](#)

[Click here to access Missouri Child Abuse and Neglect Mandated Reporter Training](#)

Both links will prompt you to log in to myGS. Once you have done so, you will be taken to the course page for each course.

To complete Girl Scouts Child Abuse and Neglect Prevention in gsLearn:

- Select “Start This Course”
- Continue through all the modules until you have completed the “Acknowledgement of GSEM Disclosure or Suspicion of Abuse or Neglect Procedures” Module. **This is a crucial step – you will not be marked as compliant until all these modules are completed.**

Missouri Child Abuse and Neglect Mandated Reporter Training contains a link to the Missouri Network Against Child Abuse website. This is the standard mandated reporter training that GSEM requires for all volunteers. To complete this course in gsLearn:

- Select “Start This Course”
- Follow the instructions in the first module to access the Missouri Network Against Child Abuse website.
- Once you have completed the course on the external website, download and save your completion certificate and return to the course in gsLearn by using the same link provided above or going through your gsLearn welcome dashboard.
- Select the “Upload Completion Certificate” module, and follow the instructions in the module to upload your certificate
- If you are uploading a certificate showing proof of equivalent training completed within the past year as defined in [this FAQ](#), use the same steps above for uploading certificates to this module.

**Note: The “Upload Completion Certificate” module requires you to upload your certificate from the Missouri Network Against Child Abuse website or an equivalent. You should not upload any certificate that says “Girl Scouts Child Abuse and Neglect Prevention Course”.**

Special considerations for renewing mandatory volunteer training:

- If your completion has not yet been automatically reset (renewing early), these courses will still show as 100% complete. **You can still renew early** – just click the first module listed in the course to begin. There will not be a “Start This Course” button if you are renewing early.
- If you only partially completed a required course (20%-80%), you will see a “Continue” button. Click “Continue” to finish the course instead of renewing.

I only need to upload my mandated reporter training certificate – how do I do that?

- If you only need to upload your mandated reporter training certificate from the Missouri Network Against Child Abuse website or an equivalent, click the link above to access Missouri Child Abuse and Neglect Mandated Reporter Training in gsLearn.
- Once the course is open, click the “Upload Completion Certificate” module (second module in the list) and follow the instructions in that module.
- Once you have uploaded your certificate, doublecheck the Acknowledgement module (last module in the list) to ensure that it is marked as complete. It is a simple acknowledgement check box that will not take long, but you will not be marked as compliant until it is completed.