girl scouts
of eastern missouri

Course and Certificate Upload Instructions for Missouri Child Abuse and Neglect Mandated Reporter Training

Girl Scouts of Eastern Missouri uses the online course provided by Missouri KidsFirst for our council's mandated reporter training in gsLearn. Opening Missouri Child Abuse and Neglect Mandated Reporter Training in gsLearn reveals a direct link to the online course on the Missouri KidsFirst website. Because this course is hosted on a third-party website with no tracking connection to gsLearn, volunteers must provide proof of completion within the gsLearn course itself. This is accomplished by downloading the certificate earned on the Missouri KidsFirst website, and then uploading it to the provided upload module in the gsLearn course.

The following instructions will guide volunteers as they complete Missouri Child Abuse and Neglect Mandated Reporter Training and upload their certificate to gsLearn.

Accessing the Missouri KidsFirst online course:
1. Log in to your MyGS account on the GSEM website and select gsLearn in the navigation menu
2. Find the course, Missouri Child Abuse and Neglect Mandated Reporter Training, on your gsLearn dashboard or by searching the term "mandated" in the Content Library; if you previously completed this course in gsLearn, it may be located in the In Progress or Completed tabs of your gsLearn dashboard rather than the default Not Started tab.
3. Click on the course to open it, then select Start This Course below the course description
4. Review the Girl Scouts of Eastern Missouri procedures for the disclosure or suspicion of child abuse or neglect in the first course module, then select Next Module in the upper right corner of the screen
5. Review the course instructions in the second module, then click the provided direct link to the Missouri KidsFirst website
6. You must register on the Missouri KidsFirst website (at no cost) to access the online course
7. Complete the ~2-hour course and pass the final quiz to be awarded a certificate of completion from Missouri KidsFirst

Uploading a Missouri KidsFirst completion certificate:
1. After completing the online course, a link is provided to download and save the completion certificate (PDF); you may access this certificate at any time on the Missouri KidsFirst website
2. Go back to gsLearn and open Missouri Child Abuse and Neglect Mandated Reporter Training (will be under the In Progress tab on your gsLearn dashboard)
3. Either resume the course or open the last module entitled Upload Completion Certificate from Missouri KidsFirst
4. Upload the PDF of your certificate where indicated; a clear photo of your printed certificate showing name and completion date is also acceptable to upload
5. After uploading, your Missouri KidsFirst certificate will be reviewed by council staff and added to your membership record; this course will not show as complete in gsLearn until council staff reviews and accepts your certificate
6. If you completed this or a similar course while working or volunteering for another Missouri organization, you may upload that certificate instead, which will be reviewed for acceptability by council staff

Once the certificate is uploaded, reviewed, and accepted, your course completion and renewal date will be available to view in your Achievements section in gsLearn.