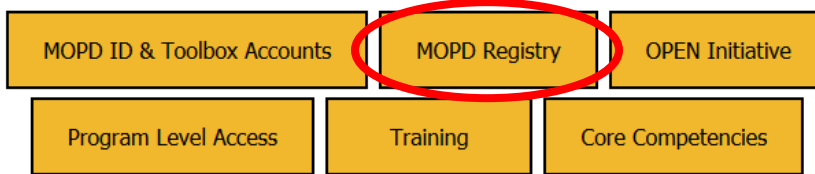


Making Sure the Clock Hour Program Training Report is ready for my Child Care Facility Specialist

1. The Program Director should create a Toolbox Account.

Step-by-step instructions are available on the MOPD Registry page of the OPEN website.

Click the gold buttons for more information about



Please make a selection from the choices above for more information.

2. The Program Director should request Program Level Access.

Step-by-step instructions are available on the Program Level Access page of the OPEN website.

Click the gold buttons for more information about



Please make a selection from the choices above for more information.

3. Once Program Level Access has been granted, the program director will login to their Toolbox account and manage the program's staff list. This is how to make sure that the report shows all of the staff employed at the program.

Step-by-step instructions are available on the Program Level Access page of the OPEN website.

This is where the Program Director can add individuals to the organization page on the Toolbox using their MOPD ID number or their MOPD ID information.

Click the gold buttons for more information about



Please make a selection from the choices above for more information.

4. Once the staff list is complete, the program director will run the program training report.

Step-by-step instructions are available on the Program Level Access page of the OPEN website.

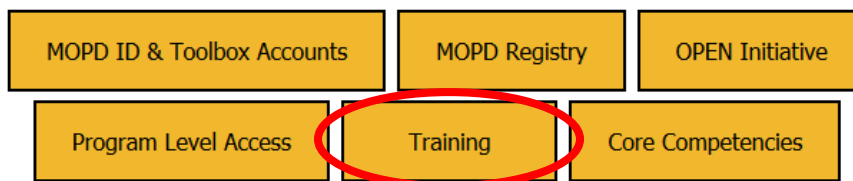
Click the gold buttons for more information about



Please make a selection from the choices above for more information.

5. If there are questions about the report, information can be found on the Training page of the OPEN website.

Click the gold buttons for more information about



Please make a selection from the choices above for more information.

Please do not hesitate to contact OPEN with any additional questions.

OPEN Initiative
openinitiative@missouri.edu
<https://www.openinitiative.org/>