How to Accept an Invitation from Your Organization

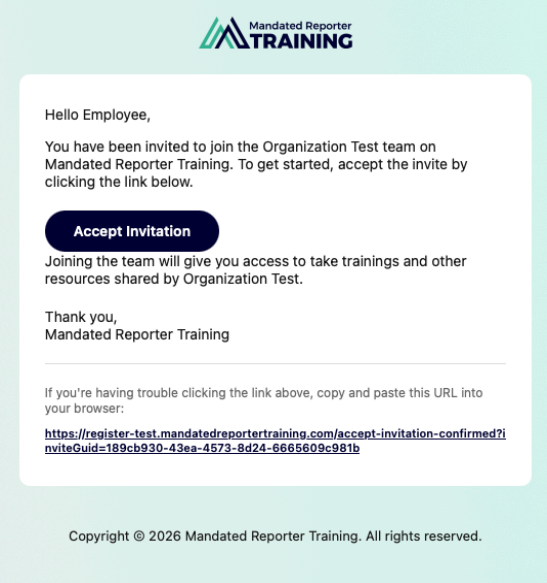
Here are a few terms for searching all your mailboxes:

- Sender/from email noreply@mandatedreportertraining.com
- Term: **"Mandated Reporter Training"**
- Subject: **"Invitation to Mandated Reporter Training"**

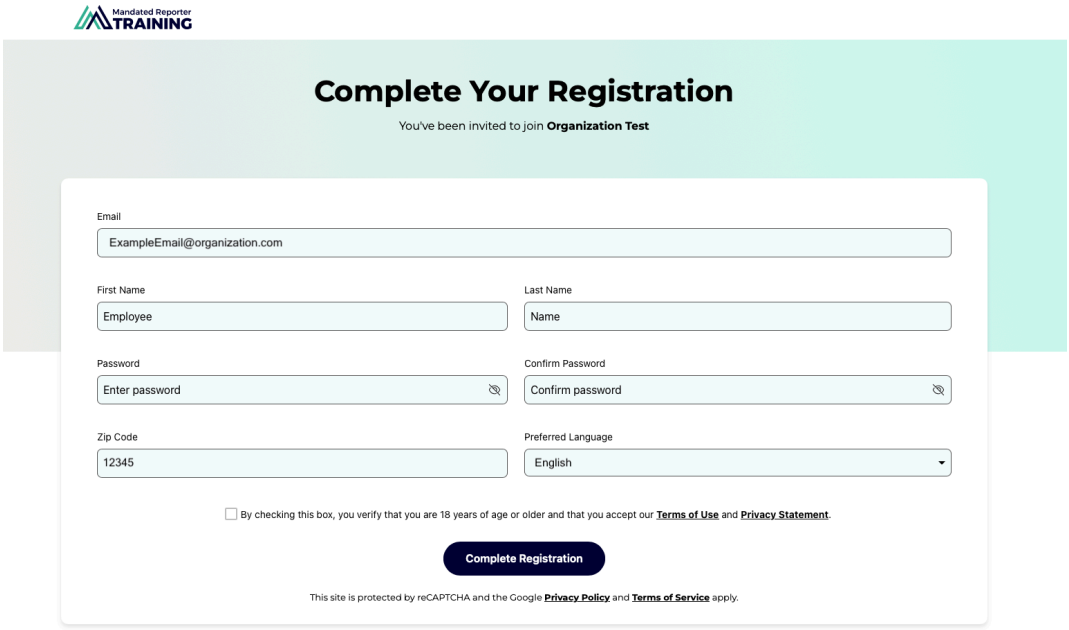
New Users - Need to Register

If your organization admin has sent you an invite but you don't have an account with us, you will need to register using that link. Please follow the steps below to Register using an Organization invite:

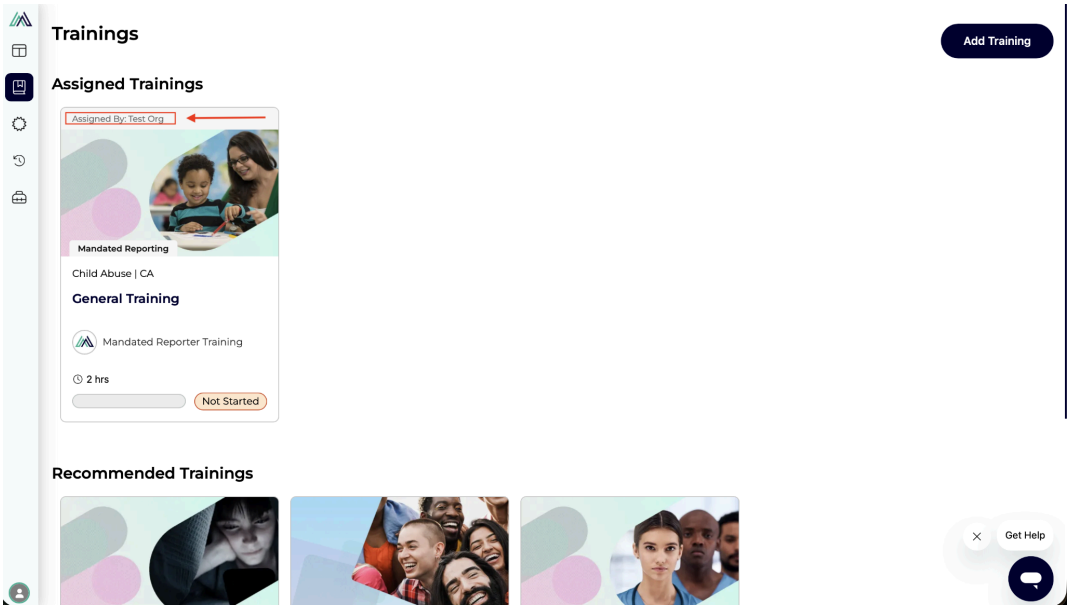
1. Click the "Accept Invitation", then follow the steps to register.
    - *If the invite fails for any reason, it should be visible on the dashboard after logging in OR*
    - *Open a private browser window and copy (right click and select copy link) and paste the link into the search bar. This will prevent caching/an potential bugs.*

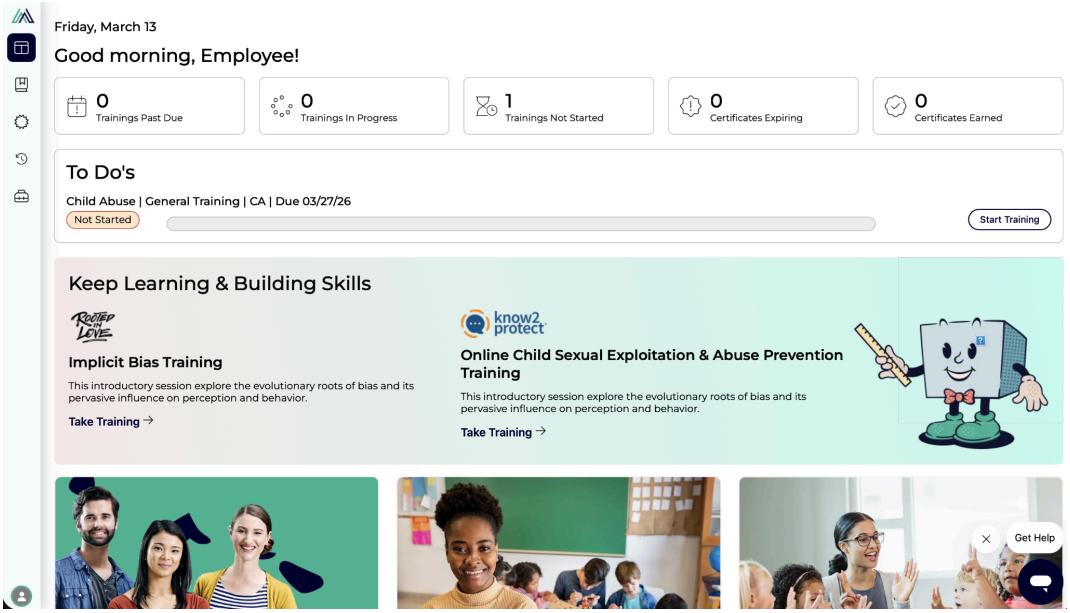


2. Once registered, you'll reach an email verification screen prompting you to enter a six-digit code. Stay on this screen and do not leave it before entering the code.



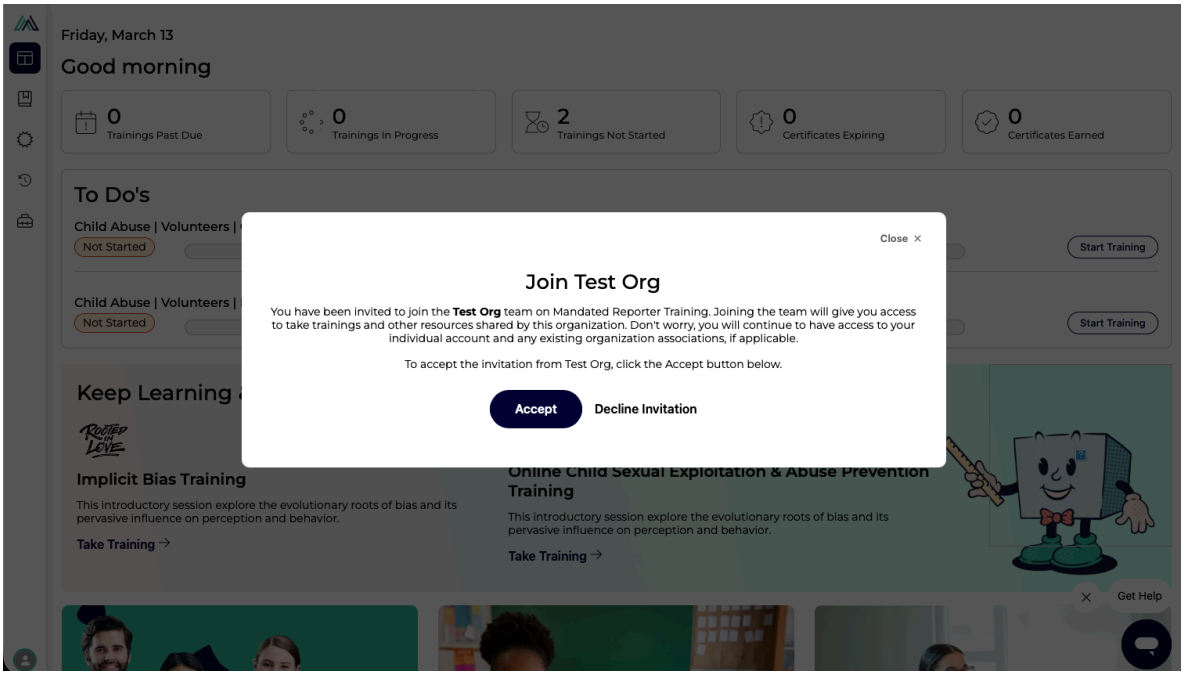
3. After entering the code and logging in, you will be automatically redirected to your account. On your dashboard you should see the Assigned Training tab with your assigned training. See screenshot below.



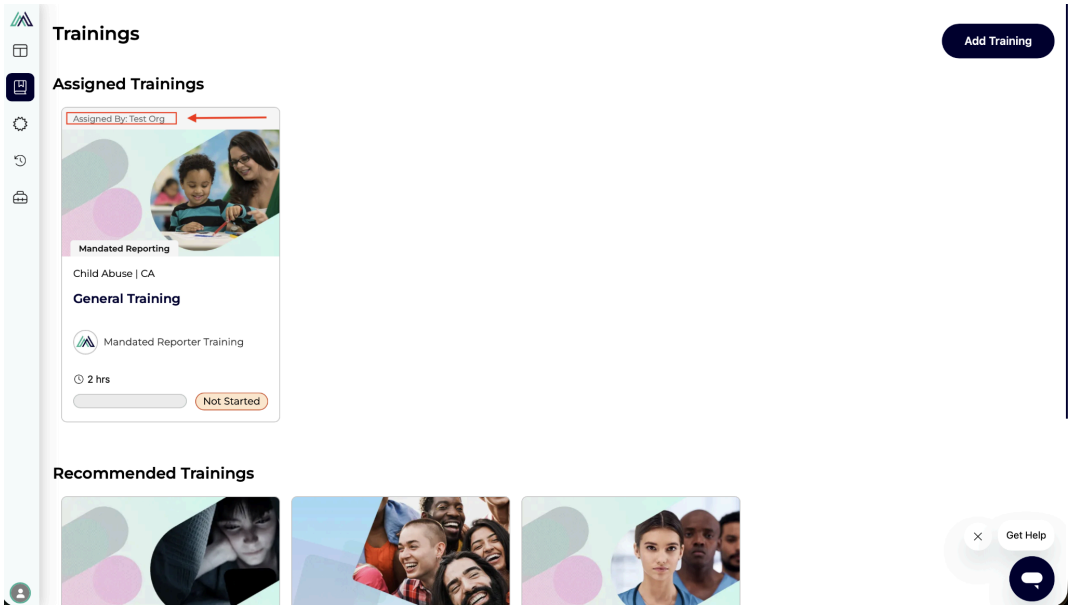


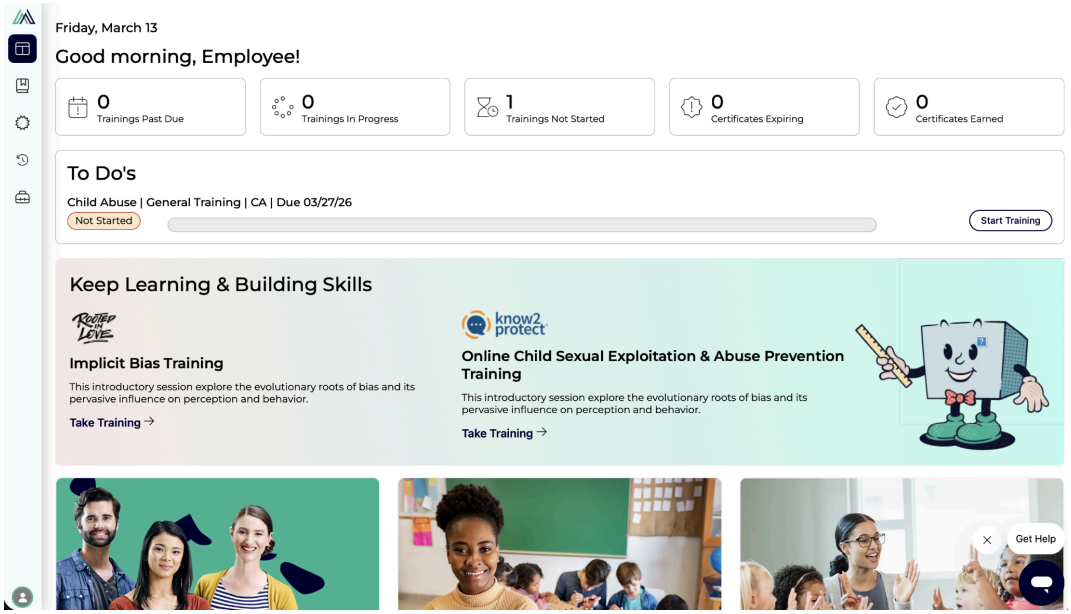
Existing Users - Need to Log In

1. Click the "Accept Invitation", then follow the steps to log in.
    - *If the invite fails for any reason, it should be visible on the dashboard after logging in OR*
    - *Open a private browser window and copy (right click and select copy link) and paste the link into the search bar. This will prevent caching/any potential bugs.*



2. Once logged in, you'll receive an email verification screen prompting you to enter a six-digit code. Stay on this screen and do not leave it before entering the code.
3. After entering the code and logging in, you will be automatically redirected to your account. On your dashboard you should see the Assigned Training tab with your assigned training. See screenshot below.





Support

Still having trouble accepting the invite, or accidentally signed up for an organization admin account? Submit a ticket to our help desk and we'll be happy to assist you.

https://mandatedreportertraining.zendesk.com/hc/en-us/requests/new