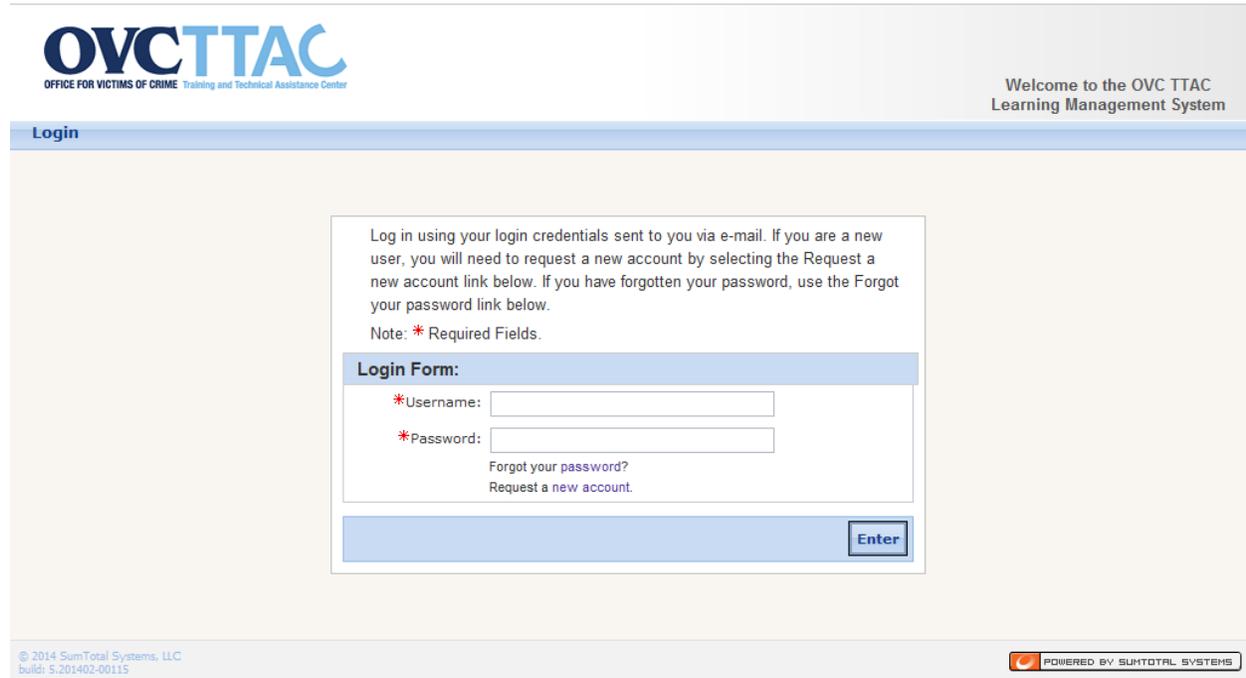


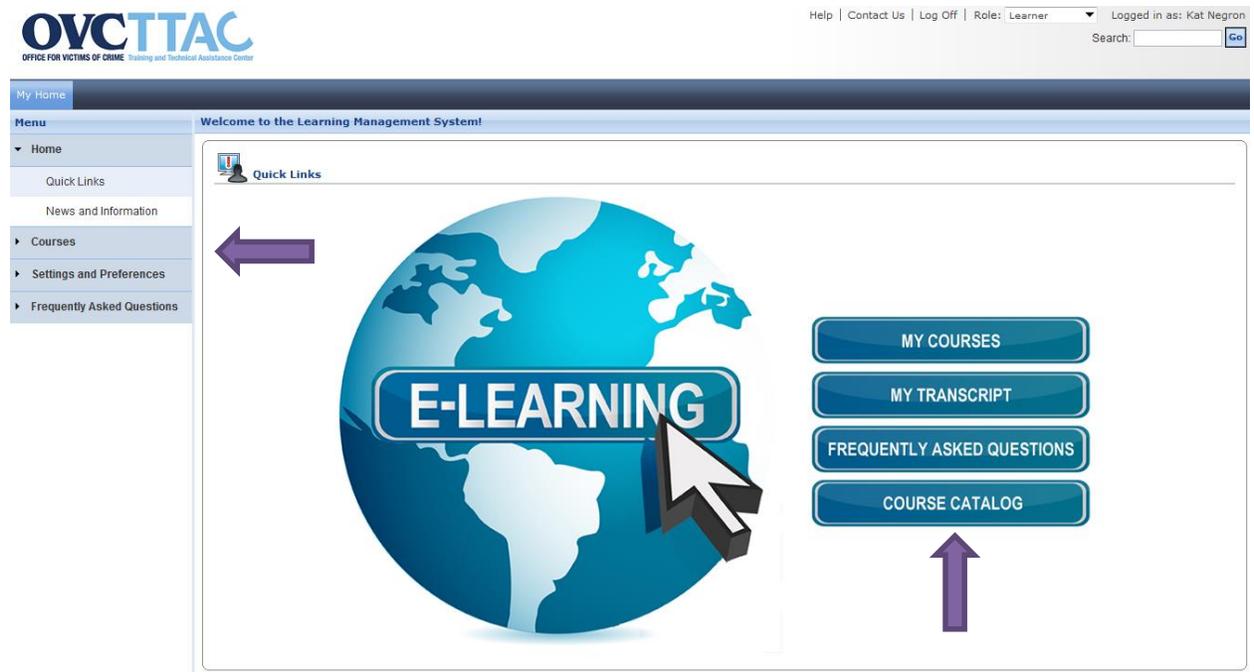
Enrollment Information for VAT *Online*

Step 1: Log into the Learning Management system using your login credentials.



The screenshot shows the OVCTTAC Learning Management System login page. At the top left is the OVCTTAC logo. At the top right, it says "Welcome to the OVC TTAC Learning Management System". Below the logo is a "Login" header. The main content area contains a text box with instructions: "Log in using your login credentials sent to you via e-mail. If you are a new user, you will need to request a new account by selecting the Request a new account link below. If you have forgotten your password, use the Forgot your password link below." Below this is a "Note: * Required Fields." and a "Login Form:" section. The form has two input fields: "*Username:" and "*Password:". Below the password field are two links: "Forgot your password?" and "Request a new account." At the bottom right of the form is an "Enter" button. At the bottom left of the page, there is a copyright notice: "© 2014 SumTotal Systems, LLC build: 5.201402-00115". At the bottom right, there is a logo for "POWERED BY SUMTOTAL SYSTEMS".

Step 2: Select **Course Catalog** from the button on the main graphic in the middle of the screen. You can also access the catalog by selecting **Courses** from the left menu, and then **Catalog**.

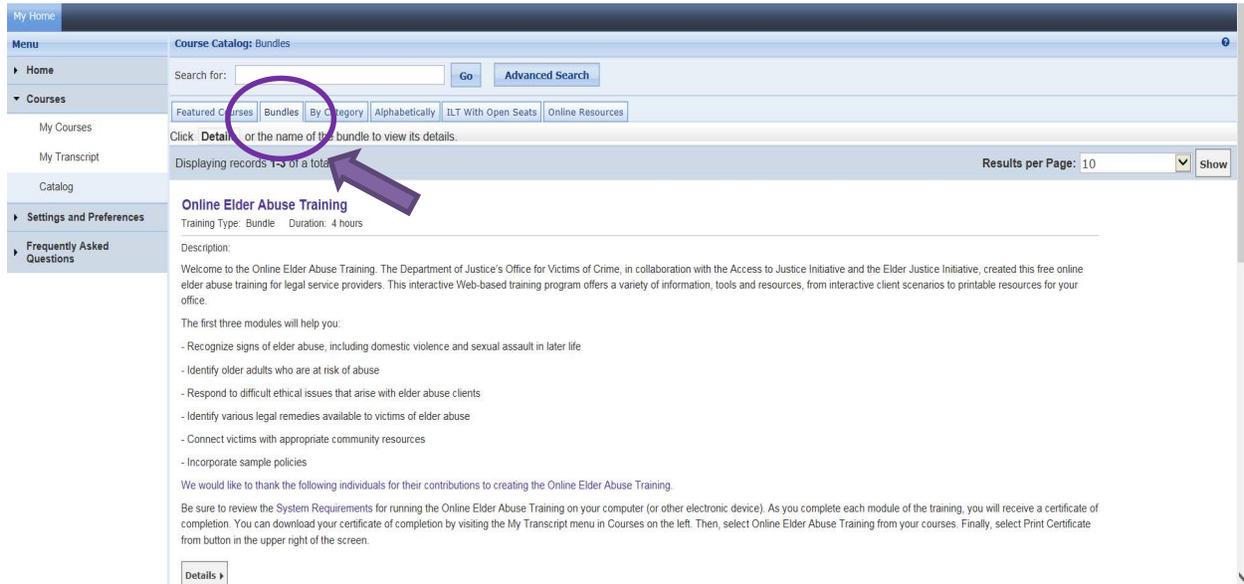


The screenshot shows the main dashboard of the OVCTTAC Learning Management System. At the top left is the OVCTTAC logo. At the top right, there is a navigation bar with "Help | Contact Us | Log Off | Role: Learner" and "Logged in as: Kat Negron". Below the logo is a search bar with "Search:" and a "Go" button. On the left side, there is a "Menu" section with a "My Home" button and a "Menu" dropdown. The "Menu" dropdown is expanded, showing "Home", "Quick Links", "News and Information", "Courses", "Settings and Preferences", and "Frequently Asked Questions". The main content area is titled "Welcome to the Learning Management System!" and contains a "Quick Links" section. The "Quick Links" section features a large graphic of a globe with "E-LEARNING" written across it. To the right of the globe are four buttons: "MY COURSES", "MY TRANSCRIPT", "FREQUENTLY ASKED QUESTIONS", and "COURSE CATALOG". A purple arrow points to the "COURSE CATALOG" button. Another purple arrow points to the "Courses" menu item in the left sidebar.

Enrollment Information for VAT *Online*

Step 3: After reaching the **Catalog** select the **Bundles** tab at the top of the **Catalog** screen. You can enroll in the following bundles:

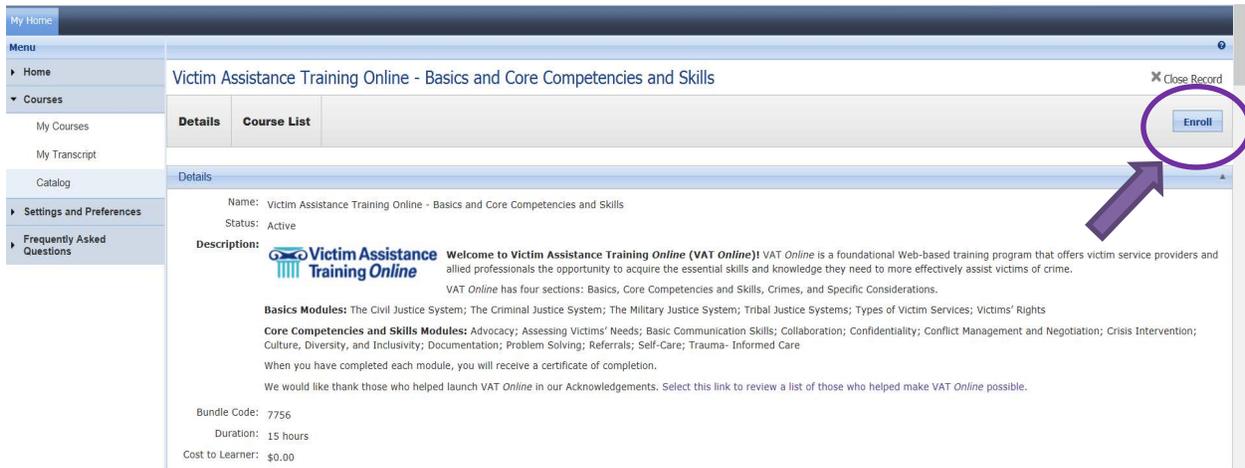
- Victim Assistance Training Online – Basics and Core Competencies and Skills
- Victim Assistance Training Online – Crimes
- Victim Assistance Training Online – Specific Considerations



Step 4: Select the **Details** ([Details](#)) button of the Victim Assistance Training (VAT) *Online* bundle you would like to view.

Enrollment Information for VAT *Online*

Step 5: Select **Enroll** in the upper right corner of the **Details** screen.



The screenshot shows a web application interface. On the left is a navigation menu with options: Home, Courses (expanded to show My Courses, My Transcript, and Catalog), Settings and Preferences, and Frequently Asked Questions. The main content area is titled "Victim Assistance Training Online - Basics and Core Competencies and Skills" and has a "Close Record" link in the top right. Below the title are two tabs: "Details" (selected) and "Course List". In the "Details" tab, there is an "Enroll" button in the top right corner, which is circled in purple with a purple arrow pointing to it. The "Details" section contains the following information:

Name: Victim Assistance Training Online - Basics and Core Competencies and Skills
Status: Active

Description:  **Welcome to Victim Assistance Training *Online* (VAT *Online*)!** VAT *Online* is a foundational Web-based training program that offers victim service providers and allied professionals the opportunity to acquire the essential skills and knowledge they need to more effectively assist victims of crime. VAT *Online* has four sections: Basics, Core Competencies and Skills, Crimes, and Specific Considerations.

Basics Modules: The Civil Justice System; The Criminal Justice System; The Military Justice System; Tribal Justice Systems; Types of Victim Services; Victims' Rights

Core Competencies and Skills Modules: Advocacy; Assessing Victims' Needs; Basic Communication Skills; Collaboration; Confidentiality; Conflict Management and Negotiation; Crisis Intervention; Culture, Diversity, and Inclusivity; Documentation; Problem Solving; Referrals; Self-Care; Trauma- Informed Care

When you have completed each module, you will receive a certificate of completion.

We would like thank those who helped launch VAT *Online* in our Acknowledgements. Select this link to review a list of those who helped make VAT *Online* possible.

Bundle Code: 7756
Duration: 15 hours
Cost to Learner: \$0.00

Step 6: Check to make sure you have successfully enrolled in the training by visiting the **My Courses** menu on the left side of the screen under **Courses**. Your VAT *Online* courses will appear under **My Elective Learning**.