

# Adding Classes and Participants in the Microcredential Training Partner Dashboard

## Instructions to add classes and students for the WisCaregiver Careers CDCP Microcredential Program

Once your application is approved, you can add classes and participants to your Dashboard.

When your training application is approved, you will receive the following approval email:

Hello Casey ProdTesting,

Your CDCP Microcredentialing Program application for Spinal Cord and Traumatic Brain Injuries: Casey's Prod Test has been approved. Your approval period is from 5/30/2024 to 5/29/2027. You may now add approved classes and participants to your dashboard. Instructions for adding classes and participants, as well as other features of your dashboard, can be located on our website: [Certified Direct Care Professional - UW-Green Bay \(uwgb.edu\)](https://www.uwgb.edu/cdcp/)

If you have questions, please contact us at [cdcp@uwgb.edu](mailto:cdcp@uwgb.edu)

Thank you!

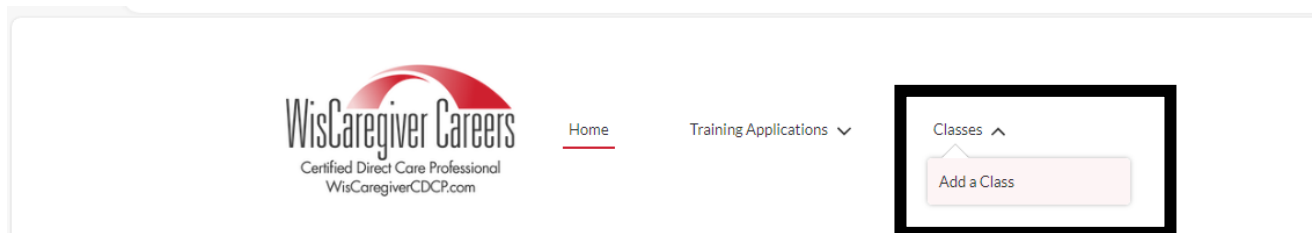
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Log-in to your Microcredential Dashboard using the username and password you created at Registration: [Login \(uwgb.edu\)](https://www.uwgb.edu/cdcp/)

# Adding Classes and Participants in the Microcredential Training Partner Dashboard

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Select “Classes” and “Add a Class”:



You will be taken to the “Classes and Participants” page.

You will have two options: *Editing an Existing Class or Creating a New Class*. In this how-to guide, you will *Create a New Class* based on your recently approved application:

## Classes and Participants



The screenshot shows a form titled "Classes and Participants". At the top, there is a dropdown menu labeled "Select an Existing Class" with "--None--" selected. Below this is a radio button labeled "Create new Class", which is highlighted with a black rectangular box. At the bottom right of the form is a red "Next" button.

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## Instructions to add classes and students for the WisCaregiver Careers CDCP Microcredential Program

All of your approved trainings will be available in the dropdown menu. Choose the training you would like to add participants to, the start and end dates/times, and the location of the training.

Select “*Next:*”

**Important Note:** You can only add completed classes with dates in the past. Future sessions may not be added until they have been completed. If you attempt to add future training dates, you will receive an error message and be unable to continue.

### Classes and Participants

Create new Class

\* Class Type

\* Start Date/Time

\* End Date/Time

\* Location

Distance Learning (Virtual)

Hybrid (part in-person, part virtual)

In-Person

# Adding Classes and Participants in the Microcredential Training Partner Dashboard

## Instructions to add classes and students for the WisCaregiver Careers CDCP Microcredential Program

The participants of your training have completed our CDCP Training and will be in our system.

**Important Note:** You should **NOT** add non-CDCP participants to your Dashboard. Adding non-CDCP participants will result in inaccuracies in the CDCP Registry.

Prior to adding your first participant, we recommend verifying they are listed on our CDCP Registry. You can find the Registry here: [Registry Search - Certified Direct Care Professional - UW-Green Bay \(uwgb.edu\)](https://www.uwgb.edu/cdcp-registry/)

### Search the CDCP Registry

To search the registry, please enter the first and last name of the CDCP being checked. Select the correct CDCP by clicking on the magnifying glass next to the name. The training will show in a separate window. To print, click on the print button and print options will open.

First Name	<input type="text"/>	*Last Name	<input type="text"/>
Middle Initial	<input type="text"/>	Email	<input type="text"/>
Date of Birth	<input type="text"/>		
<input type="button" value="Q Search"/>			

# Adding Classes and Participants in the Microcredential Training Partner Dashboard

## Instructions to add classes and students for the WisCaregiver Careers CDCP Microcredential Program

If the individual you are searching for does not come up on the Registry and you believe this to be an error, please contact us at [cdep@uwgb.edu](mailto:cdep@uwgb.edu)

Enter the first participant's name. You will receive a dropdown to add that participant. Click the participant's name and ***"Add Participant"***:

### Classes and Participants

Add Participants for Spinal Cord and Traumatic Brain Injuries: Casey's Prod Test 2024-05-30  
May 30, 2024

Participant Full Name is required for searching. Put first name first, then last name.

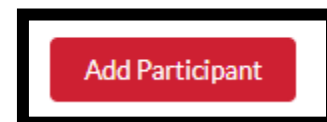
Select Participant

Aaron Rodgers

Aaron Rodgers, Hank (test@yahoo.com 5/9/2006)

Class Participants	
0 items	
Name	Registration Status
No items to display.	

Participant not found



# Adding Classes and Participants in the Microcredential Training Partner Dashboard

## Instructions to add classes and students for the WisCaregiver Careers CDCP Microcredential Program

Enter the zip code and phone number of the participant and select “*Next*”:

Classes and Participants

First Name	Aaron
Middle Initial	Hank
Last Name	Rodgers
Email	test@yahoo.com
Date of Birth	May 9, 2006
* Zipcode	<input type="text" value="12345"/>
* Phone	<input type="text" value="9205554555"/>

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# Adding Classes and Participants in the Microcredential Training Partner Dashboard

## Instructions to add classes and students for the WisCaregiver Careers CDCP Microcredential Program

Continue this process until all of your CDCP Participants are added and select **“Next”**:

Classes and Participants

**Add Participants for Spinal Cord and Traumatic Brain Injuries: Casey's Prod Test 2024-05-30**  
May 30, 2024

Participant Full Name is required for searching. Put first name first, then last name.

Select Participant

Participant not found

**Class Participants**  
Showing 1 of 1 item

Name	Registration Status
<input type="radio"/> Aaron Rodgers, Hank (test@yahoo.com 5/9/2006)	Draft

IMPORTANT - Add all participants before clicking "Next"

**Important Note:** If you added a participant in error, simply remove them by choosing the radio button next to their name and selecting **“Remove Selected Participant”**:

**Class Participants**  
Showing 1 of 1 item • 1 item selected

-	Name	Registration Status
<input checked="" type="checkbox"/>	Aaron Rodgers, Hank (test@yahoo.com 5/9/2006)	Draft

# Adding Classes and Participants in the Microcredential Training Partner Dashboard

## Instructions to add classes and students for the WisCaregiver Careers CDCP Microcredential Program

You will have one final opportunity to review your participant roster before completing participant registration. Once you are ready to move forward, select **“Register Participants.”** If you need to make additional changes, select **“Go Back”**:

### Classes and Participants



Confirm participants to add:

Class Participants
Showing 1 of 1 item
Participant Name
Aaron Rodgers, Hank (test@yahoo.com 5/9/2006)

Click "Register Participants" if the list looks correct. Click Go Back to make additional changes.

**Go Back**

**Register Participants**

Once you have registered your participants, you will return to your **Microcredential Training Partner Dashboard**. Our online, searchable, [public registry](#) will reflect the CDCP’s completion of the training. Certified Direct Care Professionals (CDCPs) who complete microcredential training will receive a corresponding digital badge from the best-aligned category

If you have any questions adding classes or participants, please reach out to our WisCaregiver CDCP Team at [cdcp@uwgb.edu](mailto:cdcp@uwgb.edu)