

LearnUpon User Guide

Welcome to The Child Abuse Prevention Center's (CAPC) training website, LearnUpon! All CAPC training will be administered through this website:

capcenter.learnupon.com

This User Guide will walk you through how to access your account, register for and complete training, and other common questions that come up about how to navigate the website. Whenever you have questions about LearnUpon, please refer to this guide before contacting the CAPC Training Team. If you do not find an answer to your question in this User Guide, you can email the CAPC Training Team at trainingteam@thecapcenter.org. Remember that responses to emails are not immediate, so please allow up to 24 hours to receive a response. The CAPC Training Team does not respond to emails on the weekend.

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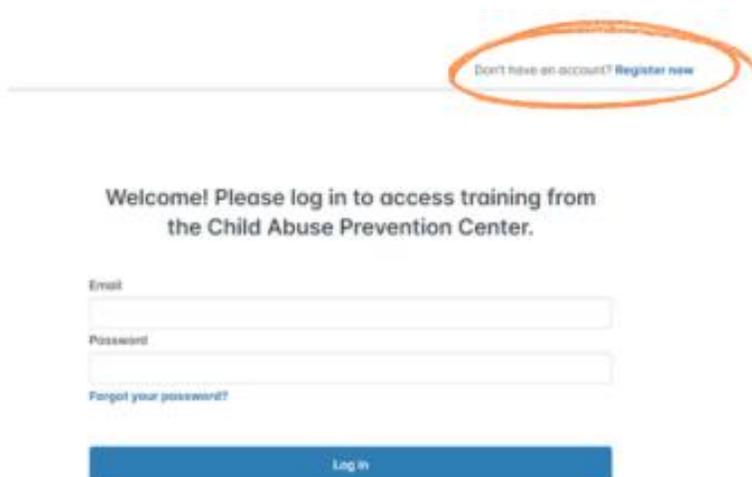
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Creating An Account

To create an account, click “Register now” on the top right of the screen.



Don't have an account? [Register now](#)

Welcome! Please log in to access training from the Child Abuse Prevention Center.

Email

Password

[Forgot your password?](#)

Enter your email address and create a password, then click “Register.”



Register for CAPC Training

Email

Password

Confirm password

You will receive a confirmation email sent to the email address you used to create your account. Click the link in that email to confirm your account.

You can confirm your account through the link below:

https://capcenter.learnupon.com/users/confirmation?confirmation_token=NkQrDyQtXDeIggVFmXg5Eg



Regards,
Child Abuse Prevention Center Training Team.

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You might also consider adding notifications@learnupon.com to your safe-senders/contacts list so as to prevent our emails going to your spam folder.

Once you click the link, you will be taken back to LearnUpon to finish creating your account. Please complete all the fields on the screen. If you did not receive an Access Code, please enter NA.

After you finish creating your account, you will be taken to your Home page.

How to Register for a Training

Once you have logged into your LearnUpon account, click on the banner at the top of your Home page to be taken to the Catalog.



You will now see a list of all available trainings. To register for a training, click the button that reads “Register.”

JUL 09 Mandated Child Abuse Reporter Training Live Learning Session

The pre-test for this training must be completed at 1:00pm the day before the scheduled live training. The Mandated Child Abuse Reporter Training (MCART) ensures mandated reporters are aware of their legal responsibilities to report known or suspected child...
[Read more](#)

B&B MCART

July 9, 2025 09:00 AM - 12:00 PM (Pacific Time (US & Canada))

Webinar

AS IA Ashley Simon + 1 more

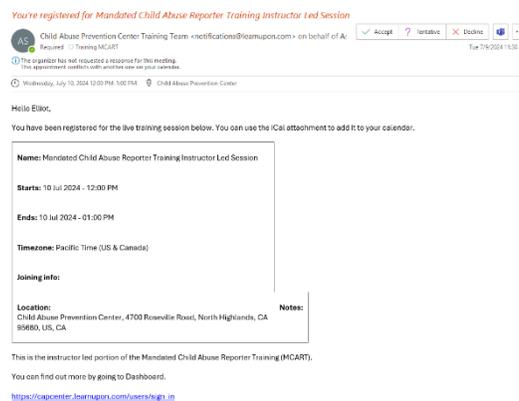


30 seats available

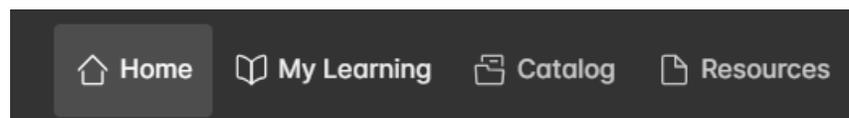
After clicking “Register,” a notification in green will pop up on your screen that reads “You have successfully registered to the session.”



You will receive a calendar invite to the email address associated with your LearnUpon account. This calendar invite will contain all the information you need to join the training, like the Zoom link for virtual trainings or address for in-person trainings.



Next, navigate to your Home page by clicking “Home” on the menu at the top of your screen.



The training you just registered for will be listed under “Learning not started.” Click the icon to access that training.

Learning not started

Course LIVE session



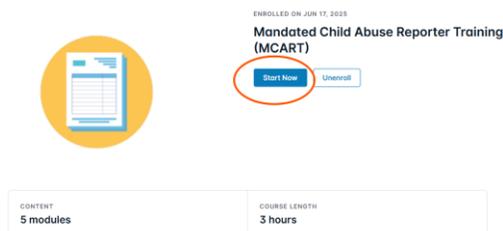
Mandated Child Abuse Reporter Training (MCART)

Enrolled on July 9, 2024

The Mandated Child Abuse Reporter Training (MCART) ensures mandated reporters are aware of their legal respons ...

3h Session Jul 10, 12:00 PM Certificate

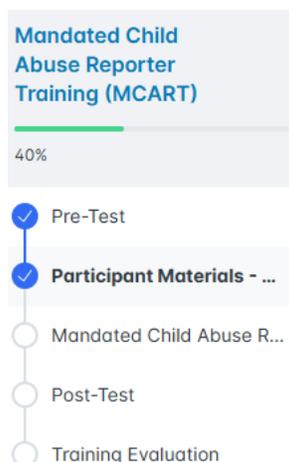
You will be taken to the course detail page which lists the course description, outcomes, and the course content. Click “Start Now” to complete any required pre-work.



Follow the instructions provided on your screen to complete the pre-test. To navigate throughout the course, click the “Next module” button on the bottom right of your screen.



You can view your course progress in the box on the left side of the screen.



All prework has been completed when you reach the Live Learning Session module. The next step is to attend the Live Learning Session, which is the live portion of the training. You can find the details for the live session in the Live Learning Session module. You can also cancel your registration and select another date from this page.

Mandated Child Abuse Reporter Training Live Learning Session

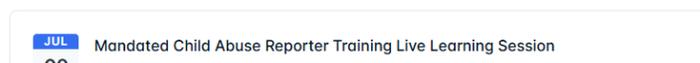
[View sessions](#)

Description

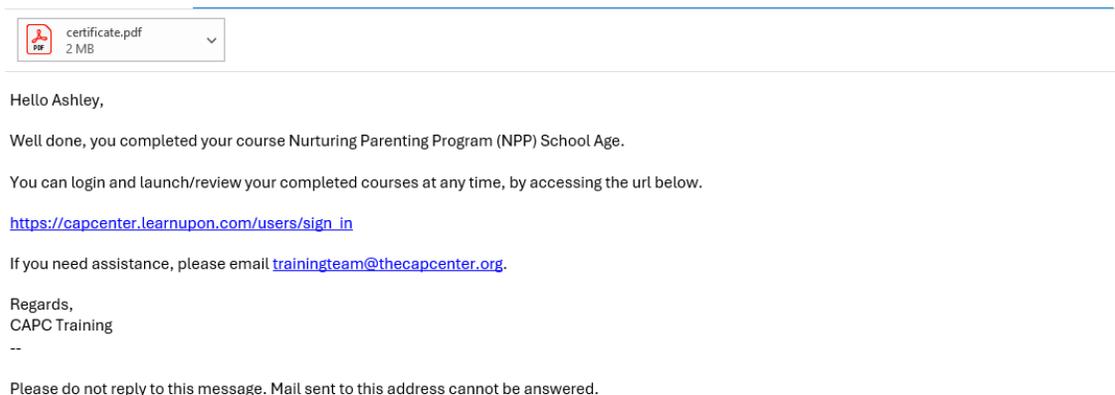
The pre-test for this training must be completed at 1:00pm the day before the scheduled live training.

The Mandated Child Abuse Reporter Training (MCART) ensures mandated reporters are aware of their legal responsibilities to report known or suspected child abuse or neglect in California. During this training, participants will learn to recognize indicators of abuse and neglect and how to make a report using the California Department of Justice Suspected Child Abuse Report (SCAR) form.

This training is for mandated reporters who serve children, youth, and/or families as an AmeriCorps Member through the Child Abuse Prevention Center or as a staff member or volunteer at a community agency, school, child care center, healthcare provider, etc., that serves Sacramento County. If you do not meet either of these requirements, please email trainingteam@thecapcenter.org for further assistance.



After you have attended the live portion of the training, you can complete the post-test and evaluation. Once you have completed all the modules in a course, your certificate of completion will be emailed to you at the email address associated with your account and will be available to download from LearnUpon.

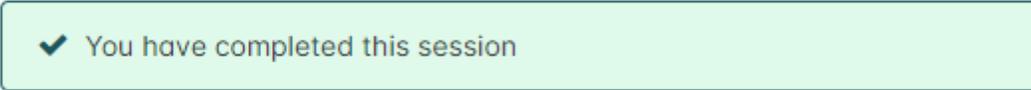


After Attending a Live Learning Session

After you have attended the live portion of the training, you will be able to complete any required post-work and the evaluation. To do this, you will log into your LearnUpon account, go to the “Learning in progress” section of your Home page, and click on the course icon for the training you have just completed.

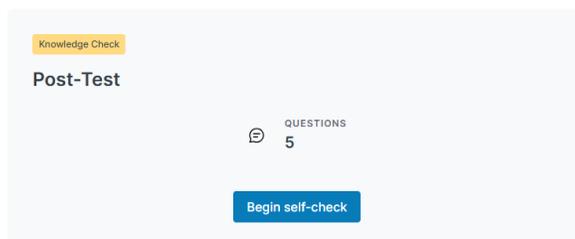


This will take you to the Live Learning Session module, which should now have a green bar across the top that reads “You have completed this session.”

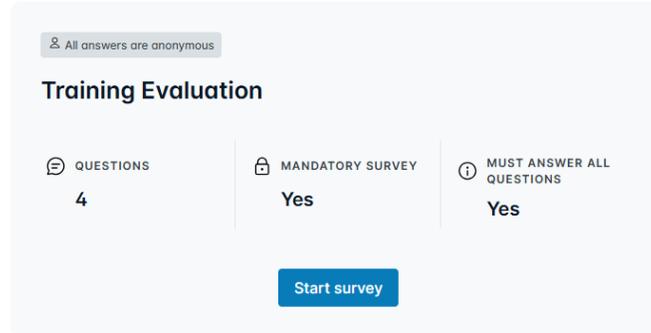


✓ You have completed this session

Click “Next Module” at the bottom right of your screen. This will take you to the post-test.



Follow the instructions on the screen to complete the post-test, then click “Next Module.” This will take you to the evaluation.

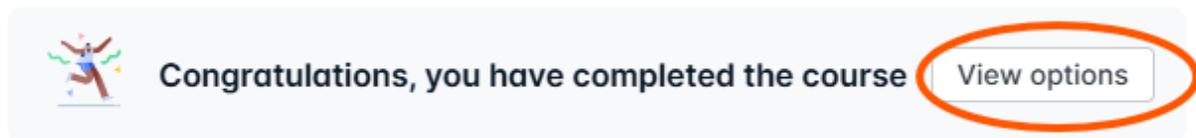


Follow the instructions on the screen to complete the evaluation. Next, click the “Leave Survey” button at the top right of your screen.

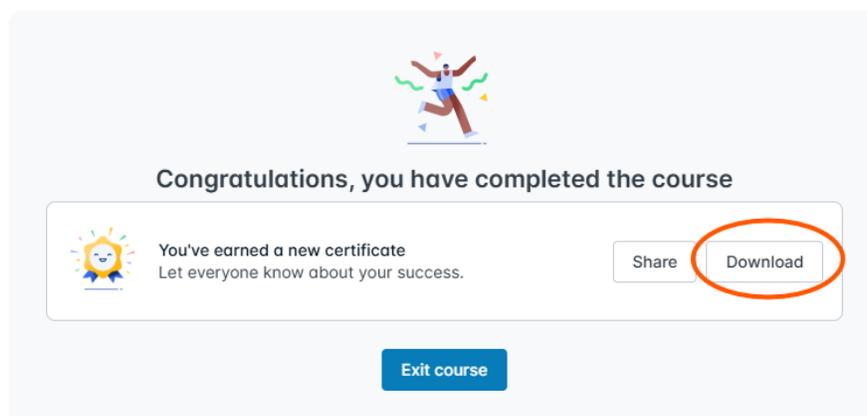


Leave Survey

Next, click the “View Options” button.



You can now download your certificate by click the “Download” button.



 Download Certificate

Your file has been generated and is **available here for download**. (This URL will expire in 15 mins)

Close

Your certificate of completion will also be emailed to you.

Your course completion details for Mandated Child Abuse Reporter Training (MCART)



Child Abuse Prevention Center Training Team <notifications@learnupon.com>
To Training MCART



Mon 7/15/2024 5:02 PM



Hello Elliot,

You can login and launch/review your completed courses at any time, by accessing the url below.

https://capcenter.learnupon.com/users/sign_in

If you need assistance, please email trainingteam@thecapcenter.org.

Regards,
CAPC Training

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Please do not reply to this message. Mail sent to this address cannot be answered.