



RCCP Portal



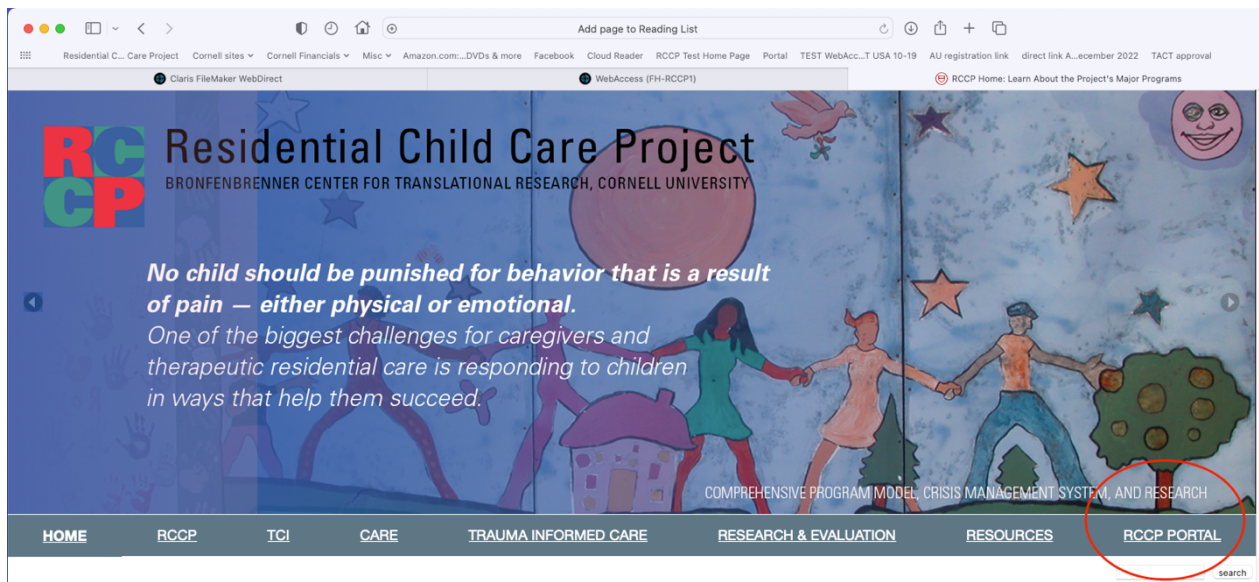
INSTRUCTIONS FOR USING THE RCCP PORTAL

The RCCP Portal is a web-based tool for certified TCI/TCIS/TCIF trainers and CARE Educators. The Portal provides the user with:

- All individual training history with RCCP
- Certification status and dates
- Document sharing – Core TCI and CARE tools used by certified trainers and educators, PowerPoint, video clips, etc.
- ****More options and resources will be added to the Portal as they are developed****

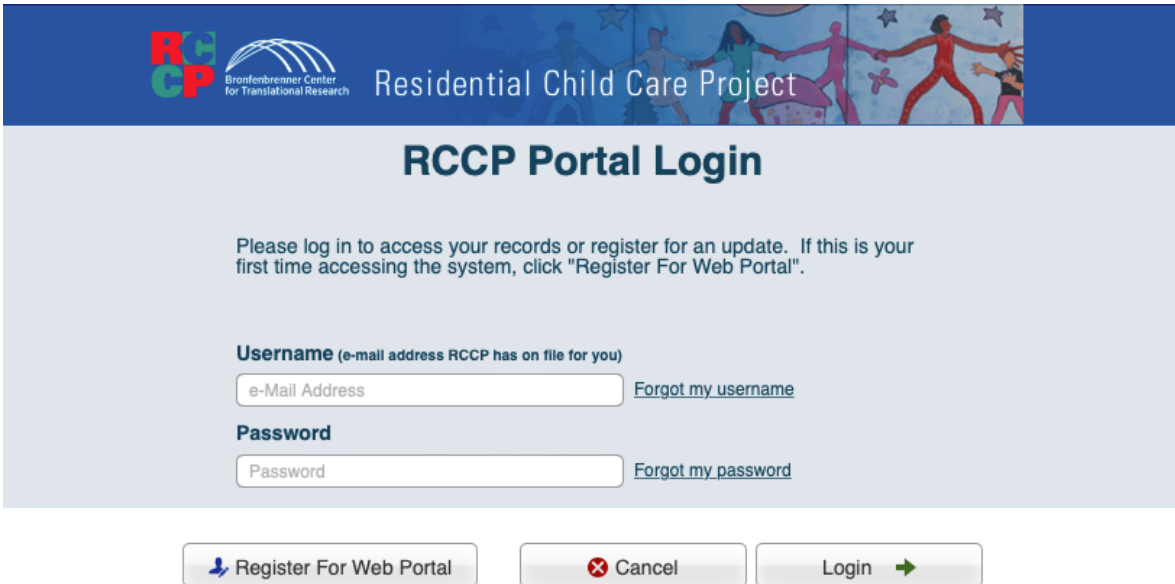
Go to the RCCP web site at <http://rccp.cornell.edu>.

Click on “RCCP Portal” in the dark gray menu bar.



Click on the Portal logo on the left:

At the log-in page



The image shows the 'RCCP Portal Login' page. At the top, there is a blue header with the RCCP logo (Bronfenbrenner Center for Translational Research) and the text 'Residential Child Care Project'. Below the header, the main title is 'RCCP Portal Login'. A message reads: 'Please log in to access your records or register for an update. If this is your first time accessing the system, click "Register For Web Portal".' There are two input fields: 'Username (e-mail address RCCP has on file for you)' with a sub-label 'e-Mail Address' and a 'Forgot my username' link; and 'Password' with a 'Forgot my password' link. At the bottom, there are three buttons: 'Register For Web Portal' (with a blue arrow icon), 'Cancel' (with a red X icon), and 'Login' (with a green arrow icon).

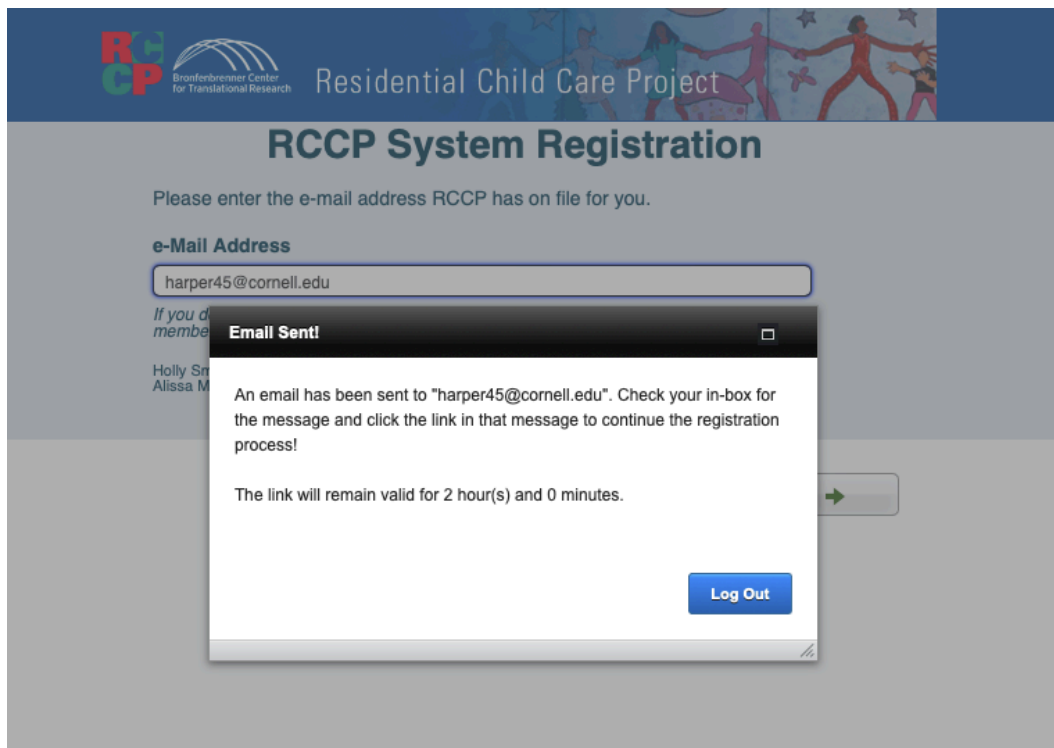
Registering for the Portal

1. Click the Register For Web Portal button. You will see the following:



The image shows the 'RCCP System Registration' page. At the top, there is a blue header with the RCCP logo and the text 'Residential Child Care Project'. Below the header, the main title is 'RCCP System Registration'. A message reads: 'Please enter the e-mail address RCCP has on file for you.' There is one input field labeled 'e-Mail Address'. Below the input field, a message reads: 'If you don't know that e-mail address, please contact one of the following RCCP staff members:'. There are two columns of contact information: Holly Smith (hs226@cornell.edu) and Alissa Medero (ab358@cornell.edu) on the left; Debra Mojica (dmh20@cornell.edu) and Katelyn Decker (kmd279@cornell.edu) on the right. At the bottom, there are two buttons: 'Cancel' (with a red X icon) and 'Confirm' (with a green arrow icon).

2. Enter the email address RCCP has on file – you will see the following:



3. An email will be sent. Click the link and follow the steps to complete Portal registration.
4. Note all passwords are secure and encrypted. RCCP staff cannot see, or retrieve, passwords.

Log in instructions for registered users

1. Go back to the Portal



2. Enter your email and password
3. Click Login

2 May 2023

Using the Portal

1. The Portal home page

RCCP Bronfenbrenner Center for Translational Research Residential Child Care Project

Log Out

Welcome to the RCCP Main Menu.

Tips for best user experience:
Use one of these browsers:
-Internet Explorer
-Edge
-Chrome
-Safari
Firefox is NOT supported

Do NOT use your browser's "back" button, use only the navigation displayed on the web site.

To cut/copy/paste, use your browser's Edit menu, OR use keyboard shortcuts. Right clicking will not work for cut/copy/paste.

This web site requires a consistent internet connection. If your speeds are variable, you may experience pauses as data is passed to and from the server.

My Overview
Staff List
Webinar Sign-Up

2. My Overview button – leads to the user’s training history with RCCP
 - a. Completed Classes tab – leads to the user’s certifications by class completed

Log Out Main Menu

Submit Correction

Eugene Saville
eMail: eas20@cornell.edu
Phone: 607-254-5210
Mobile:
Cornell University / RCCP
Supervisor: Eugene Saville

Current and Upcoming Classes

Class	Location	Date Start/End	Status
TxT (USA)		7/11/2033 7/15/2033	Active

Completed Classes

Course	Dates	Status	Certification(s) Received
Update: Post Crisis Response (PCR) - USA	6/23/2022-6/24/2022	Active	Click To View
TxT (USA)	1/27/2020-1/31/2020	Active	TxT TxT
Update: TCI for Developmental Disabilities (DD) - USA	6/4/2018-6/8/2018	Complete	N/A
Conference Re-cert	6/21/2016-6/24/2016	Active	N/A
Conference Re-cert	5/9/2012-5/11/2012	Active	N/A
Conference Re-cert	5/8/2012-5/8/2012	Active	N/A

b. Certification Details – leads to the user’s certifications by class completed

Completed Classes

Certification	Cond? Upgrade?	Status	Effective/Renewal Date	Class
Standing Restraint	<input type="checkbox"/>	Received	7/15/2033 7/15/2035	TxT (USA)
Seated Restraint	<input type="checkbox"/>	Received	7/15/2033 7/15/2035	TxT (USA)
Small Child Restraint	<input type="checkbox"/>	Received	7/15/2033 7/15/2035	TxT (USA)
Prone Restraint	<input type="checkbox"/>	Received	7/15/2033 7/15/2035	TxT (USA)
Supine Restraint	<input type="checkbox"/>	Received	7/15/2033 7/15/2035	TxT (USA)
TxT TxT	<input type="checkbox"/>	Received	7/15/2033 7/15/2035	TxT (USA)
Dual TCI / TCIS	<input type="checkbox"/>	Received	6/24/2022 6/24/2024	Update: Post Crisis Response (PCR) - USA
TxT TxT	<input type="checkbox"/>	Received	6/24/2022 6/24/2024	Update: Post Crisis Response (PCR) - USA
TxT TxT	<input type="checkbox"/>	Received	1/31/2020 1/31/2023	TxT (USA)
TxT TxT	<input type="checkbox"/>	Attempting		Update: TCI for Developmental Disabilities

Certification Detail

Cert	Physical?	Eff Date	Exp Date	Class

c. Current and Upcoming classes - shows what you have registered for

Current and Upcoming Classes

Class	Location	Date Start/End	Status
TxT (USA)		7/11/2033 7/15/2033	Active

d. Submit Corrections – you can send data corrections to a “holding” screen in our database – for RCCP staff to fix for you

Submit Correction

- Correct My Name
- Correct My eMail
- Correct My Phone
- Correct My Mobile #
- Correct
- Correct My Agency
- Other Correction

Current and Upcoming Classes

Class	Location	Date Start/End	Status
TxT (USA)		7/11/2033 7/15/2033	Active

3. Staff List – ****ONLY populates for supervisors or agency training coordinators who have been granted access****

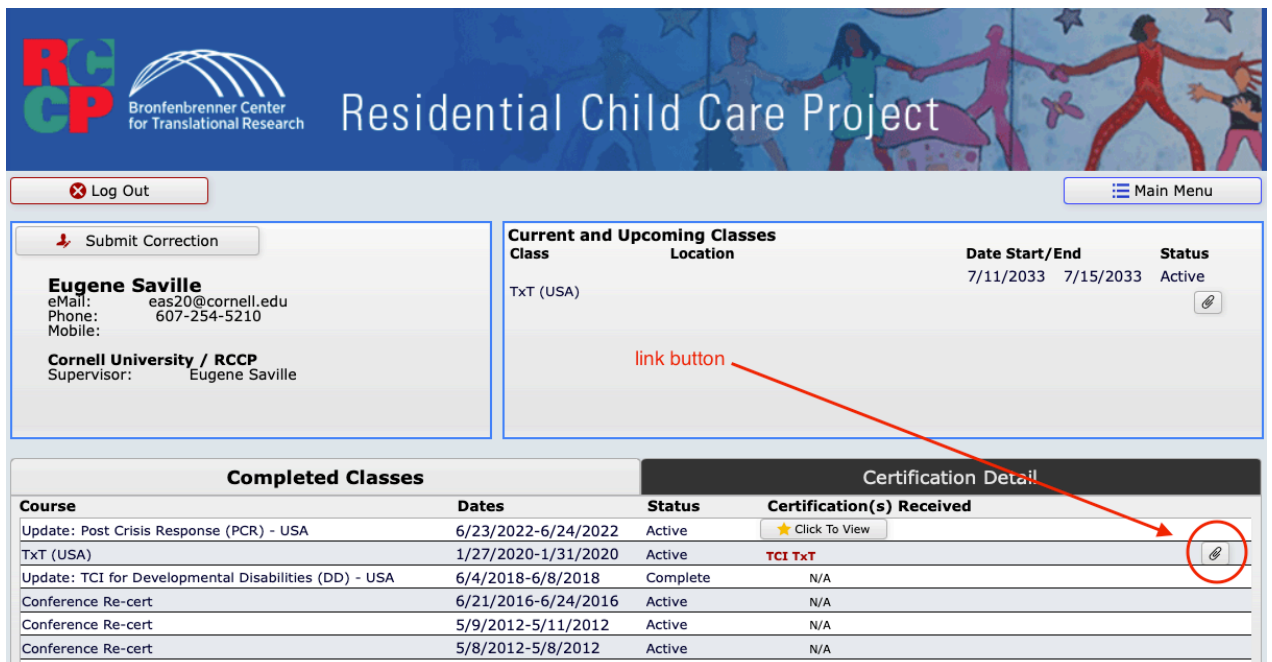
Used by training coordinators who need to view staff trainer/educator history and certification. Access to view this information about other people is available via written request.



4. Webinar sign-up – if available, users will be able to sign up for webinars RCCP may be hosting.

Downloading resources / tools

1. Go to Main Menu.
2. Click on My Overview.
3. Look under the Completed Classes tab.
4. Look for the download/link button – will appear next to each class with content..



5. Click the link button

6. You will see a list of resources



7. Download files as needed