**Tutorial for How to Register for the Online CACFP Training**
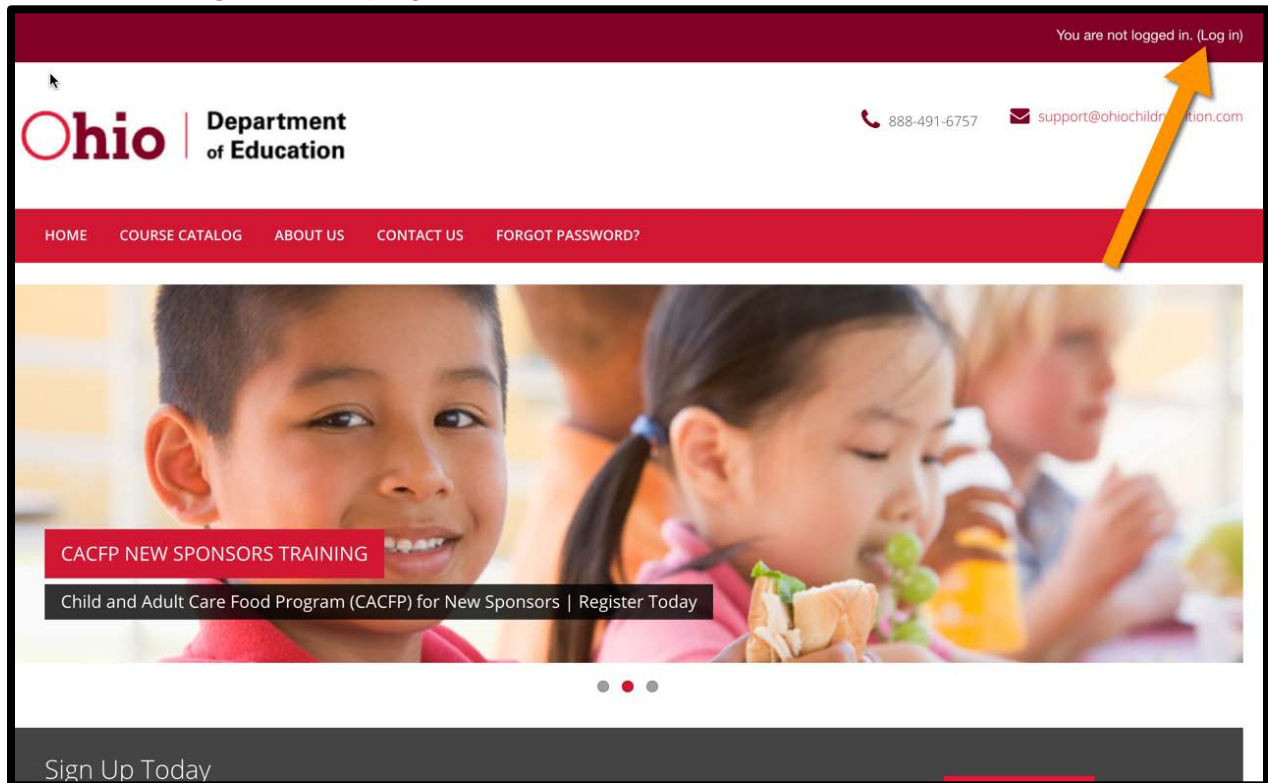
1. Open up a web browser such as Google Chrome
2. Go to http://ohiochildnutrition.com
3. Click **Login** in the top right

4. Log in if you already have a user account. If you do not have a user account, click button labeled **Create New Account** in order to create your new user account.
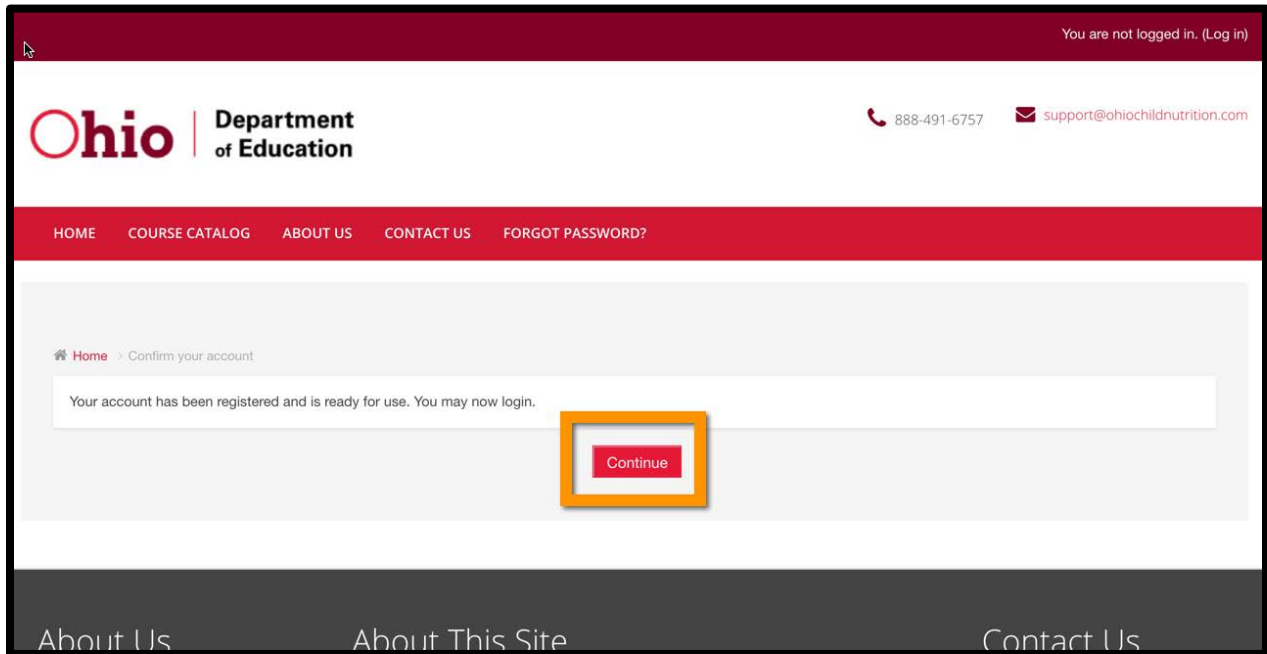
5. Complete the form to create new user account.

When you reach the **Agreement Number** field:
- If you already have an Agreement Number, then enter the number here.
- If you do NOT have an Agreement Number, then enter this temporary placeholder number for now: 123456
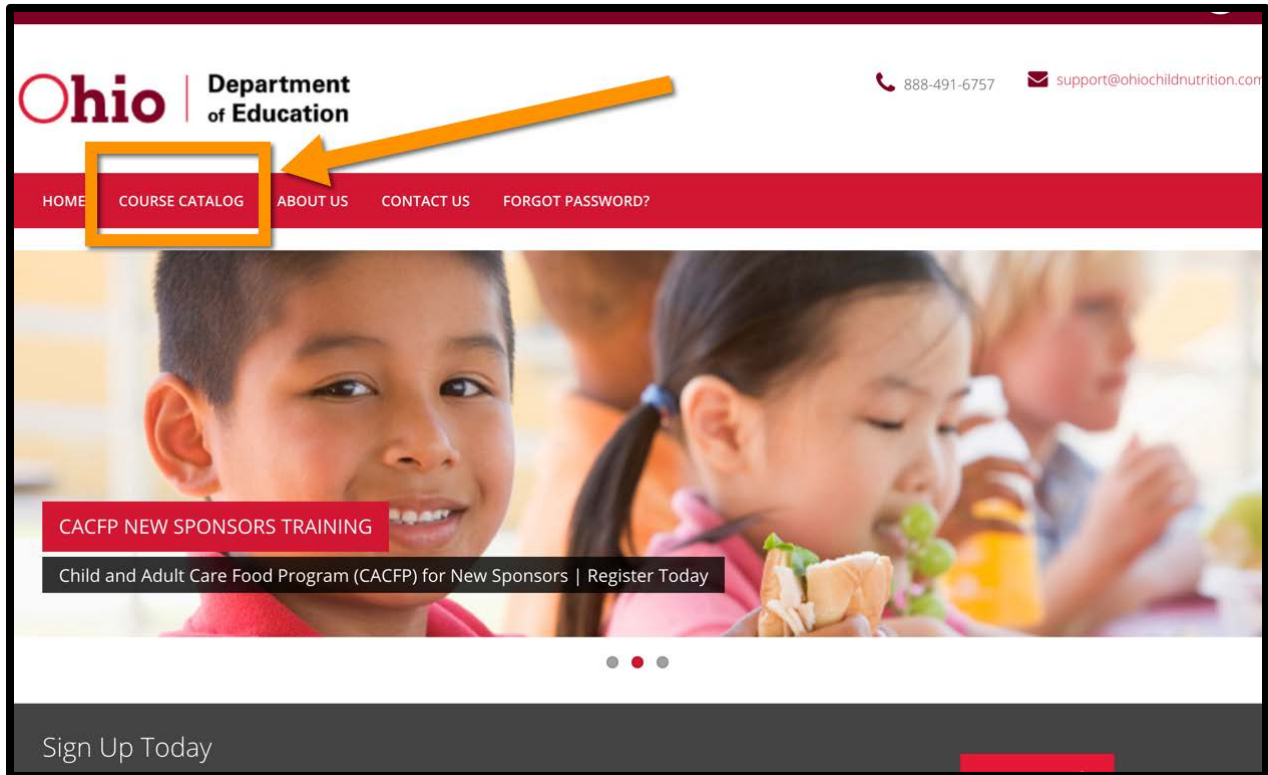
6. Click the **Continue** button.



7. Click **Login** in the top right in order to login with your new user account.

8. You are now be logged into Bright Track.

Click **Course Catalog** in the main menu in order to view a listing of the courses you can register for.

9. Click the Course Title you wish to register for.

10. Scroll down until you see the field **Enrollment Key** and enter this enrollment key:

enrollment key: buckeyes

Click the button **Enroll Me**

11. You can begin taking the course! Start by clicking on the links on the course homepage.

12. Complete all course activities and make sure all boxes are checked.



13. After all course activities have been completed, you will be able to generate your certificate of training.

NOTE: You will not need to email your certificate to Ohio program administrators, they will be notified automatically.