

2019 ALEOOOP CIT AND COUNSELOR TRAINING - ONLINE

Here are the instructions for the CIT and Counselors to access and complete the required online training.

STEP ONE

Go to this website:

<https://firstnetcampus.com/MELJIF2/entities/MEL/logon.htm>

(Or go to www.NJMEL.org, and click on the link to MEL SAFETY INSTITUTE, and hit the button for LMS LOGIN.)

STEP TWO

For new users:

Create a log in by clicking the "I am a new user" button at the bottom of the page. Select organizations that begin with A, Municipality: Allendale, Department: Allendale and create your unique login.

When registering new login, enter your information and select Department: "Other" and Employment: "Volunteer"

Create log in and password. Log in.

KEEP YOUR LOG IN DETAILS SOMEWHERE SAFE like maybe keep it as a "note" in your cell phone! You will need to log in again next year if you come back to ALEOOOP.

For returning counselors who previously registered, log in using your registration credentials or use the "forgot your password or user name" to obtain your log in, and log in. If you lost your log in and cannot retrieve it you will need to start as a new user and complete the training again.

STEP THREE

For new users:

You should now be logged in. Choose ONLINE TRAINING and then search for and "enroll" in each of the courses listed below. Once you have "enrolled" (it is free!) you can launch and complete each of these online training programs.

At the conclusion each program PRINT your training certificate. You can also log in later and print all the certificates. You will need to hand in the completed certificates in at ALEOOOP orientation.

AQUATIC SAFETY FOR CAMP COUNSELORS
BULLYING PREVENTION AT CAMP
CHILD SEXUAL ABUSE PREVENTION AT CAMP
PLAYGROUND SAFETY FOR CAMP COUNSELORS
THE PROFESSIONAL LIFEGUARD
TRIP AND TRANSPORTATION SAFETY

For returning counselors:

You should now be logged in. At the top of the screen choose "My Training" and then click the "Completed" box on the right side. From there find the link under "certificate" that says "view all" and click that link. Now you should see all the courses you completed in the past. Double check against the above list to confirm you have completed all courses and print out the certificates. You will need to hand in the certificates at orientation.

If you have not completed all of the above online courses, or if you would like to refresh on any topics, use the instructions above for new users to repeat any courses.

If you have trouble or questions please alert Ms. Lederman or Mr. Heffernan, or send an email to info@aleoop.org for help.

Get excited for a great summer!

ALEOOOP