

*Missouri*

Child & Adult Care  
Food Program

Learning Management  
System Portal  
User Guide



**Missouri Department of Health and Senior Services  
Bureau of Community Food and Nutrition Assistance  
Learning Management System Portal**

**In association with**



Missouri

Child & Adult Care  
Food Program

# Learning Management System Portal User Guide

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## Learning Management System Portal User Guide

The mission of the Heartland Center for Learning Management (HCLM) is to “improve access to education and training for the current and future public health workforce to strengthen competence, performance, and capacity in order to enhance the nation’s public health system.”

This free internet-based learning management system has been created to serve MDHSS Bureau of Community Food and Nutrition Assistance (CFNA) workforce in order to provide convenient access to a catalog of CFNA specific related programs and products. These programs have been produced by Heartland Centers in conjunction with CFNA staff.

For more information, visit our website at [www.heartlandcenters.slu.edu/hclm/index.html](http://www.heartlandcenters.slu.edu/hclm/index.html) or to access courses or create a free learner account at: <http://www.mocacfp.com/>

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#### Learning Management System Highlights:

- All required Child and Adult Day Care Food Program (CACFP) and Summer Food Service Program (SFSP) courses
- User friendly interface
- Broad browser compatibility
- Personal transcript and activity reporting Organizational re-orting capability
- Access to *over 500* high quality courses, programs, and products on a wide variety of public health and emergency preparedness topics though the HCLM General LMS

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**Create a free account today!**

**For more information contact: [lmshelp@slu.edu](mailto:lmshelp@slu.edu)**

# Creating Your Account

**1** If this is your first time to <http://www.mocacfp.com/>, or you previously had an account, you will need to first set up your personal user account in the *new* system by clicking on the “Create New Account” button. You only need to do this once. The next time you visit the site, you will simply login to your account with your username and password.



## A. Choose your username and password

Begin filling out the User Information form.

**1** Select the username to use each time you login.

**2** Choose a Password.

**NOTE: The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s).**

▼ Choose your username and password

Username\*

 **1**

The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password\*

 **2**  Unmask

## B. More details

- 1 Enter your email address
- 2 Confirm your email address.
- 3 Enter your first and last name.

**NOTE: Your certificates will print using your input exactly, so use capitalization and spelling as you would like it to appear on your certificates of completion.**

- 4 Enter your city and country.

### ▼ More details

Email address\*

1

Email (again)\*

2

First name\*

Last Name\*

3

City/town

Country

4

## C. Demographics

- 1 Enter your state, US Postal code, and County.

### ▼ Demographics

U.S. State

Postal Code

County

Non-U.S. State/Province

1

## D. Daycare Provider Information

1 Enter your Daycare Provider Information including your MOPDID number. The MOPDID is required for Child Care Centers. If you are part of a shelter, adult day care, or at-risk program; please put a 0 in the MOPDID field

2 Center name

3 Center address

▼ Daycare Provider Information

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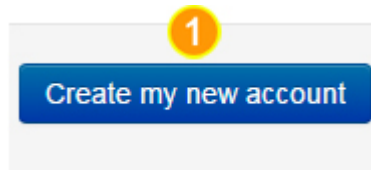
MOPDID Number 1

Daycare Center Name 2

Daycare Center Address 3

## E. Submit Information and Create Account

1 Click on "Create New Account" at the bottom of the page.



## New Account Tips

All fields marked with a red asterisk are re-quired to create a new account.

The System is cases sensitive, make sure to enter your username and password the same way each time you log on.

Make sure to write down your username and password and keep it in a safe place!

# Retrieving Log-in Information

If you can't remember your username or your password, you can find it on the Log-in Page.

- 1 Go to <http://www.mocacfp.com/> and click on the “Log-in” button.



To retrieve your password:

- 1 Click the “Forgotten your username or password?” link.



## Log in

Username

Password

Remember username

1 [Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

- 2 If you know your username, but have forgotten your password; enter your username under the Search by username field.

- 3 Click the “Send temporary password” link. If we can find you in the database, an email will be sent to your email address with a temporary password and instructions how to get access again.

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To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

If you know your username but have forgotten your password, search by username.

Username  2

3

If you've forgotten your username, search by email address.

Email address

### To retrieve your username:

- 1 Click the “Forgotten your username or password?” link.

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**Log in**

Username

Password

Remember username

1 Forgotten your username or password?

Cookies must be enabled in your browser ?

- 2 If you have forgotten username; enter your email under the search by email address field.

- 3 Click the “Search” link. If we can find you in the data-base, your username should auto populate in the username field. If the database does not find your email, this means you must set-up a new account.

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To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

If you know your username but have forgotten your password, search by username.

Username

If you've forgotten your username, search by email address.

Email address  2

3

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# Finding & Launching Courses

1 Go to <http://www.mocacfp.com/> and click on Available Courses.



2 Browse through the courses and find the course you are interested in. The courses are also organized by the category they fall under, i.e. CACFP Orientation, Eat Smart, Nutrition Series, or Adult Day-care.

3 Click the "GO TO COURSE" button to be taken directly to the course in the Learning Management System. If you are not logged in, the LMS will prompt you for your username and password.



# System Navigation and Transcripts

## System Navigation

**1** At any time while you're in the LMS, you can click on the Missouri Child and Adult Care food Program logo at the top left hand side of your screen to get back to a page with additional available MOCACFP courses and a navigation menu. This navigation menu can help you view your transcript, and a FAQ page.



## Transcripts

**1** Click on "My Transcript" on the right hand side of the screen to view your transcript record. This includes all of your trainings in progress and completed trainings.

Once you click on "My Transcript", your transcript record will then appear.

*\*Please note, your transcripts will sometimes take around 15 minutes to show up in to the completed transcripts area.*

A screenshot of the MOCACFP Learning Management System interface. At the top is a light blue header with the Missouri Child &amp; Adult Care Food Program logo. Below the header, the text reads "Welcome to the MOCACFP Learning Management System" and "Welcome to the upgraded Learning Management System, developed in partnership with Missouri Department of Health and Senior Services." A search bar is visible on the right. The main content area is titled "MOCACFP Courses" and shows "Displaying 1 - 17 of 17". Below this is a search box with "Apply" and "Reset" buttons. A table lists two courses: "Adult Day Care Centers and CACFP Participation" and "CACFP Orientation: Civil Rights". Each course has a "More Details" link and a "Launch" button. On the right side, there is a yellow "LMS Navigation" sidebar with links for "Sign Up a New Account", "Login To The LMS", "Training Catalog", "My Trainings", "My Transcript" (highlighted with a callout "1"), and "FAQ".

## Printing Transcripts

1 Click on the “Full Transcripts” button to see a full record of in progress and completed courses, the dates of completion, and your grades, if applicable.



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**MAIN NAVIGATION**

- Training Catalog
- My Transcript

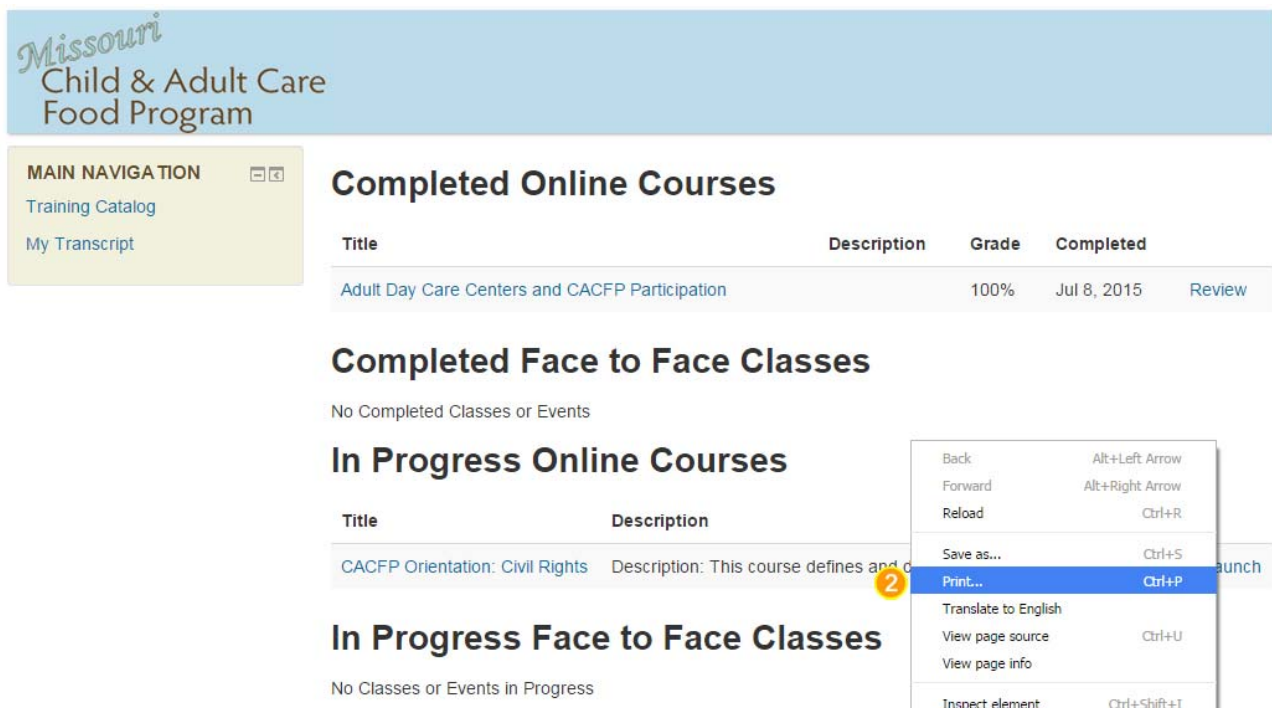
**Full Transcript** 1

Online Courses    Face-to-Face Classes & Events    Programs & Curricula

- In Progress
- Completed

Title	Description
Adult Day Care Centers and CACFP Participation	In this lesson, we will focus on the adult da...m
CACFP Orientation: Civil Rights	Description: This course defines and describe..

2 Your full transcript will open in a new window, right click the new page with your mouse, and select “Print” to print your transcript record.



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**MAIN NAVIGATION**

- Training Catalog
- My Transcript

### Completed Online Courses

Title	Description	Grade	Completed
Adult Day Care Centers and CACFP Participation		100%	Jul 8, 2015    Review

### Completed Face to Face Classes

No Completed Classes or Events

### In Progress Online Courses

Title	Description
CACFP Orientation: Civil Rights	Description: This course defines and c

### In Progress Face to Face Classes

No Classes or Events in Progress

- Back    Alt+Left Arrow
- Forward    Alt+Right Arrow
- Reload    Ctrl+R
- Save as...    Ctrl+S
- Print...    Ctrl+P**
- Translate to English
- View page source    Ctrl+U
- View page info
- Inspect element    Ctrl+Shift+I

# Additional Help and FAQs

## **I NEED TECHNICAL ASSISTANCE, WHAT SHOULD I DO?**

For technical assistance, please contact the LMS Coordinator at [lmshelp@slu.edu](mailto:lmshelp@slu.edu).

## **I HAD AN ACCOUNT WITH THE PRIOR LMS; WILL I NEED TO SET-UP A NEW PROFILE FOR THIS NEW LMS?**

Yes. We are asking all users to set-up a new profile for the LMS. If transcripts are needed from the old LMS, please contact us at [lmshelp@slu.edu](mailto:lmshelp@slu.edu) and we will provide those transcripts to you.

## **I DON'T HAVE AN ACCOUNT. HOW DO I SET ONE UP?**

- If you do not have an account set-up in the new system, the LMS will prompt you to set one up.
- Those who work with Child Care Centers will need their MOPDID number to setup an account. Otherwise, those who are part of a shelter, adult day care, at-risk program, should enter a 0 in the MOPDID field.
- Passwords must have at least 6 characters, at least one number, at least one lower case letter, and at least one upper case letter.

## **I HAVE FORGOTTEN MY USERNAME AND/OR PASSWORD, WHAT SHOULD I DO?**

On the log-in page, click on the link, "Forgotten your username or password" and the next page will prompt you through obtaining your username or password.

## **I HAVE TAKEN A COURSE AND MY TRANSCRIPT IS NOT SHOWING I COMPLETED THE COURSE, WHAT SHOULD I DO?**

Your courses can take 15 minutes to show up on your transcript.

## **I AM A MANAGER AND NEED TO SEE REPORTS FOR MY GROUP OR INDIVIDUALS, WHAT SHOULD I DO?**

Please contact the LMS Coordinator at [lmshelp@slu.edu](mailto:lmshelp@slu.edu) and request the reports needed.

## **I AM INTERESTED IN TAKING OTHER COURSES OTHER THAN THE ONES FEATURED ON THE MOCACFP LMS PORTAL, WHAT SHOULD I DO?**

Please visit [heartlandcenters.com](http://heartlandcenters.com) for over 500 courses to add to your learning experience.

