Coldspring Learning Center User Manual

Covered in this document:

System Requirements

Before signing into Coldspring Learning Center, please ensure that your computer meets the following system requirements. Your web browser must support cookies. Please use Internet Explorer, Google Chrome, Mozilla Firefox, or Apple Safari.

Sign In

You should receive an email from help@coldspringcenter.org with your username and password. You can access your courses any time at www. learningcenter.coldspringcenter.org by entering your email address and password and clicking "Sign In."

Forgotten Password

Go to www.ColdspringCenter.org/LearningCenter, click "Can't access your account?"

Enter the email address associated with your account and press "Email Password." You will receive an email from help@coldspringcenter.org with your password.

Account Settings

You can update your email address, change your password, or enter your CEC information in Account Settings. After logging in to Coldspring Learning Center, select "Your Account" then "Account Settings."
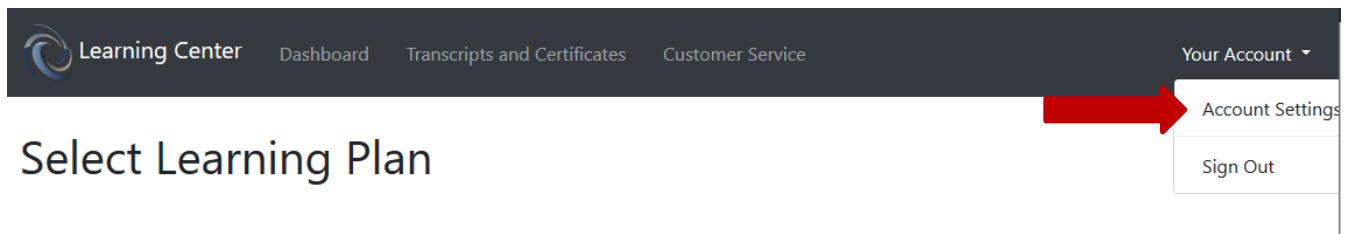
You may update any information you would like by entering new information and pressing the button next to each section changed to save.

- **Update Email Address:** This will change the email address you use to log in to Coldspring Learning Center and where you receive communication from the Coldspring Team.
- **Change Password:** You may enter a personalized password that is easy for you to remember – this will be used to log in to Coldspring Learning Center. See directions on Pg. 2 for forgotten passwords.
- **Continuing Education Credit (CEC) Reporting:** You may enter your CEC information if you would like to receive CECs for completing your training (CECs awarded will appear on the certificate). If left blank, you will not receive CECs.

When you are finished, click "Return to Learning Plans."
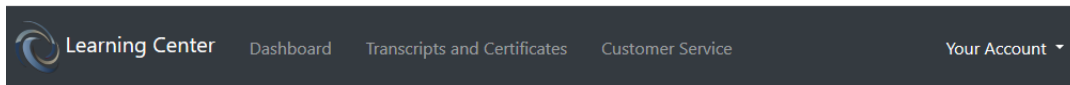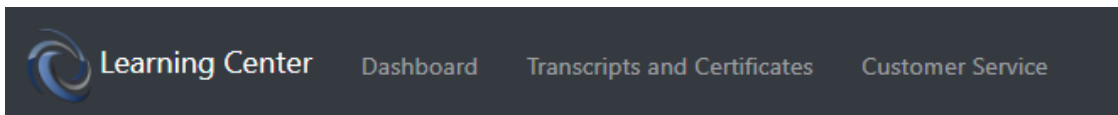
Begin the Training

If you are enrolled in more than one online Training Series, you will see the training Learning Plans when you first log in. Choose the training you'd like to take.

If you are only enrolled in one Training Series, you will immediately see the training content:

You must complete the items in order. To launch an item in the Course Plan, click on the item. The item will turn blue once you have successfully completed it, show as green if it is the next thing in line for you to take, and be black if it isn't something that you can select yet.

Foundations - HIPAA and Confidentiality NEW

HIPAA and Confidentiality - Resources and References.pdf

HIPAA and Confidentiality - Slides.pdf

NEW** Foundations - HIPAA and Confidentiality

Download Files

Supportive files may be available to you in two ways. Some files may be at the very beginning of the training series as "Helpful Files". Files are also included in most Course Plans.

Learning Center   Dashboard   Transcripts and Certificates   Customer Service

Case Management Certificate Program

Helpful Files:

Trauma Informed Care Workbook - PDF.pdf

Course Plan

Select a course to view details

Foundations - HIPAA and Confidentiality NEW

HIPAA and Confidentiality - Resources and References.pdf

HIPAA and Confidentiality - Slides.pdf

NEW** Foundations - HIPAA and Confidentiality

Files may include things like Worksheets, Presentation slides, and Resources and References. Files included in the Course Plan will require you to click on the file. You may choose to download the file or simply return to the Course Plan if you don't want to download the file at the moment.

Files are delivered in Adobe Portable Document (PDF) format. You can view and print these files for free by using the Adobe Acrobat Reader:

- Windows PC or desktop - download the "Adobe Acrobat Reader" software directly from Adobe at: https://get.adobe.com/reader
- Apple iPad - download the "Adobe Acrobat Reader for PDF" from Adobe, Inc in the Apple App Store.
- Android device - download the "Adobe Acrobat Reader" from Adobe, Inc in the Google Play Store App.

Print Transcripts or Certificates

Before printing, be sure to follow directions for entering CEC information (pg. 3), if CECs are desired (CECs awarded will appear on the certificate). To print a transcript or certificate, select "Transcripts and Certificates."
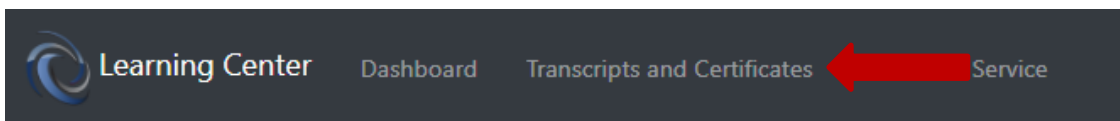
Here you can change the way your name is presented on the certificate by pressing "Update."
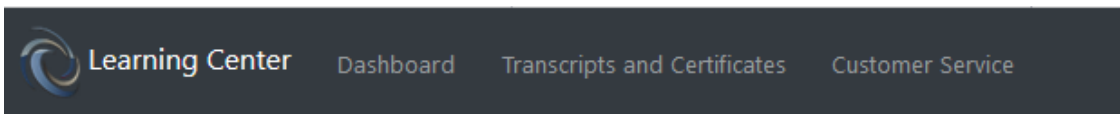
When the name looks correct, select the transcript or certificate of the training you wish to print (note, only the fully completed trainings will have certificates highlighted for printing).

Report Issues

If you encounter any problems with the Coldspring Learning Center website please contact us. You can send an email directly to help@coldspringcenter.org or click on "Customer Service" when logged in to the site.
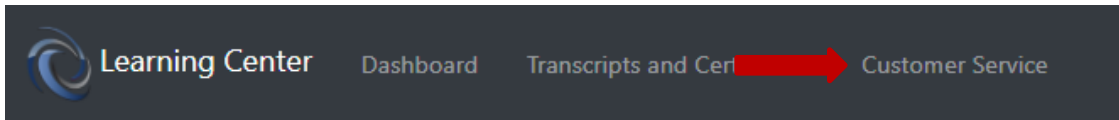
Complete the form and press "Send Message," then click "Return to Dashboard."

Contact Customer Service

Please fill out the form below and we'll do our very best to help, or you can view our online Help.

Your Name:	Bettina Ann Harmon
Your Email Address:	bettinaannharmon@gmail.com
Phone Number:	
Best Time to Reach You:	

Your Message:

Send Message

Return to Your Dashboard

Thank you for using the Coldspring Learning Center!

We hope you enjoy the courses!