

How To Join The OSDE Child Nutrition Programs Civil Rights Online Training 2019/2020

1. Training works best if opened in Google Chrome or Microsoft Edge.
2. Go to <https://osdeconnect.ok.gov>
3. Click create an account.
4. Once you have created an account, you will be presented with a survey. Complete the survey.
5. Click "+Add" on your homepage to add your module.
6. Click the "Redeem" tab.
7. Use the redeem code "5661-9AC5-D2AE" and Click "Redeem"
8. Select "Open" to view your module.
9. View the "WELCOME TO THE NEXTTHOUGHT PLATFORM".
10. After viewing the "Platform" Click on "Up Next" Objectives and Information.
11. After reading the Objectives and Information. At the bottom of the page it states "Next Lesson". Click on "Next Lesson" or the arrow.
12. Read the "Civil Rights Compliance and Enforcement" PowerPoint.
13. Once completed click on the Content Tab or click on the "X" on the top left hand corner.
14. At the top of the page you will see in blue "View Certificate". Click on it and you will receive your certificate of completion.
15. Click on "Download" to the left of the "X" at the top right.
16. Print Certificate.
17. Look at the top left hand corner of your screen and click on the back arrow. You should be at the opening page.
18. Look for your initials in a colored dot at the upper right corner, click on it, then scroll to "Sign Out".

This is a required Child Nutrition Programs Training. You must complete all reading to be able to receive the Civil Rights Training Certificate.

If staff members are viewing this training and not logged into OKEdge to receive credit their name must appear on a sign-in sheet with the date of their training. Sign-In Sheets are required to be kept on site.

When you would like to return to the training, simply log back into the homepage <https://osdeconnect.ok.gov> and click on the Civil Rights Module on your dashboard.