

Boards, Commission, and OMA & ADA Trainings

**Boards, Commission, and OMA & ADA Training**

Step 1

- Open on of the links below in Google Chrome



<https://psu-abq.teachable.com/p/cabq-boards-and-commissions-training>

<https://psu-abq.teachable.com/p/cabq-open-meetings-act-and-americans-with-disabilities-act-training>

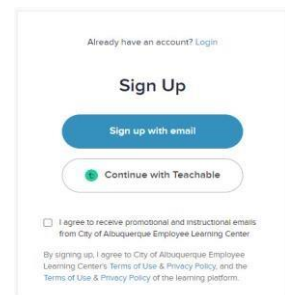
Step 2

- Select Enroll in Course for FREE



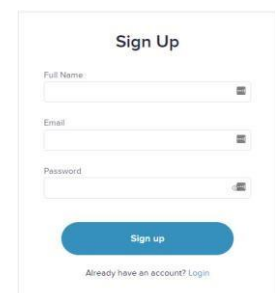
Step 3

- If you are a returning user, click on Login
- If you are a new user, click Sign up with email



Step 4

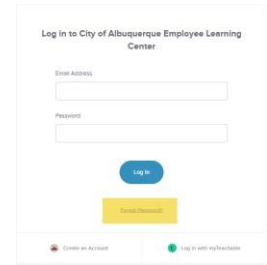
- For new users, enter your full name and email address
- To ensure that you get credit for attending this training, it is important that you use your full legal name
- Create a Password that you will remember



## Boards, Commission, and OMA & ADA Training

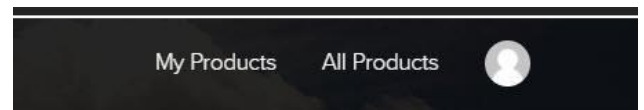
### Step 5

- If you already have an account enter your email address and password
- If you do not remember your password, select “Forgot Password” toward the bottom



### Step 6

- Select “All Products” in the top right corner
- Search for OMA and ADA



### Step 7

- Locate and click on “OMA and ADA Training”



### Step 8

- Click on “Start next lecture”



## Step 9

- Press the blue start button in the middle of the screen

or

Press the play button under the video window



## **Boards, Commission, and OMA & ADA Training**

## Step 10

- When the video is done, press “Complete and Continue” to move to the next video
- You must complete each video before you can move on to the next video



Complete and Continue >

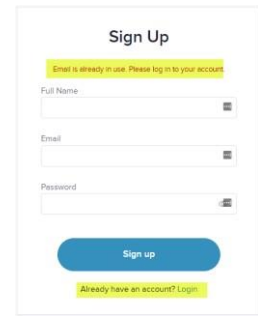
## Step 11

- After finishing the training, members will receive their certificates. Members need to send their certificates to the staff member assigned to their board, commission, or committee. The staff member keeps track of who has completed the training, so be sure to send your certificate as soon as possible.

## Trouble Shooting:

### Login problems:

- If you receive an error message saying “Email is already in use”, then you already have an account
- Select “Login” from the bottom of the page
  
- If you do not remember your password, click “Forgot Password” at the bottom of the Login page



The screenshot shows a 'Sign Up' form with a yellow error message at the top: 'Email is already in use. Please log in to your account'. Below the error message are three input fields: 'Full Name', 'Email', and 'Password'. At the bottom of the form is a blue 'Sign up' button and a yellow link that says 'Already have an account? Login'.



The screenshot shows a 'Login' form with two input fields: 'Email' (containing 'wwheeler@cabq.gov') and 'Password'. Below the password field is a red error message: 'This field is required'. At the bottom of the form are a checked 'Remember Me' checkbox and a yellow 'Forgot Password' link.

### If the videos will not play or you receive a Recaptcha error:

- Ensure that you are using Google Chrome
- Clear your cache

**For any other technical issues contact**

**Rath Chaleunphonh [rath@cabq.gov](mailto:rath@cabq.gov) or 768.3200**

**You can also find trouble shooting tips here: <https://support.teachable.com/hc/en-us/articles/360049983812>**