Information & Instructions

Technical Requirements

Before attempting to take KEYS, make sure to have an up-to-date internet browser. The course is compatible with:

- Firefox 2.0 and higher
- IE 7.0 and higher
- Safari 1.0 and higher
- Chrome (all versions)

Second, disable any pop-up blockers and have a stable internet connection. Streaming the course is a lot like streaming a video on YouTube or Netflix, so a spotty wireless connection may not yield the best results.

Due to compatibility and reporting issues, tablets and mobile devices should *not* be used to complete KEYS.

Creating an Account

When you click on the link to take KEYS, the first screen will ask you to enter your email address, first and last name. *Be sure to enter the email address you use for your AHG membership records, so that your training records can be easily updated in AHGconnect.* Entering your name and email address on the first screen does not register you for any third party service—it simply allows AHG to track your training progress and results.

AHG, Inc. pays a usage fee for each email address registered with the system. Seeking to be a good steward of the funds required to make this online training possible, AHG requests that you not sign in multiple times with different email addresses.

> Click to take AHG's KEYS to Child Safety Training:
> **KEYS to Child Safety**

Completing the Training

KEYS to Child Safety is designed to take approximately fifty minutes to complete. If you wish to complete the training in more than one session, you will be required to create a SCORM Cloud account when you exit out of the training for the first time. You will be given the opportunity to create an account through SCORM Cloud (the online system where KEYS is hosted) after closing your internet browser. Once you create a SCORM Cloud account, you can sign in and resume your training at: https://cloud.scorm.com/sc/guest/SignInForm. **Your training records will be accessible to AHG regardless of whether or not you create a SCORM Cloud account.**

If you decide not to create a SCORM Cloud account, your training progress will not be saved and you will be required to start the training from the beginning.

Reporting Completion

One of the most exciting features of KEYS is that it will automatically sync with your training records in AHGconnect! This synchronization may take up to three business days, but does not require that you submit your certificate of completion to AHGconnect.

AHG does recommend that you save a copy of your certificate of completion for your own records, or in case your Charter Organization requests verification of your training. If you should need your completion of KEYS recorded in AHGconnect immediately, you can send your certificate of completion to your Troop Coordinator who can upload it to your training records.