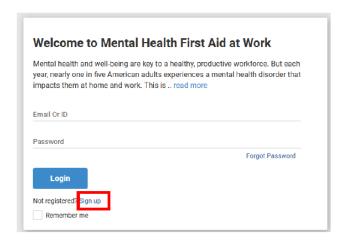
## **MENTAL HEALTH FIRST AID AT WORK**



## ACCESSING THE PROPROFS CLASSROOM

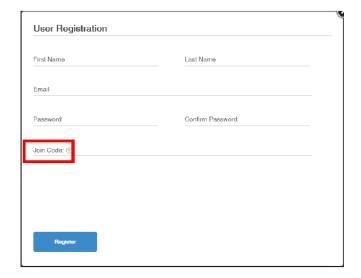
Please follow these steps to access your training pre-work, materials and post-work.



- 1. Access your classroom by clicking the link provided to you in your training email.
- 2. As a new user, click the "Sign Up" button. If you are an existing user, simply enter your credentials and click the "Sign In" button.

3. Complete the required fields. Don't forget to use the join code provided in your training email. Please remember your email and password so that you may return to your account later.

Note: It is highly recommended that you do not use your work password. Create a unique password.





4. Click on your assigned coursework to begin your training as shown.

Note: The course title will vary depending on which training you are assigned. (i.e., Certification, General Awareness)

## MENTAL HEALTH FIRST AID AT WORK



## UTILIZING THE PROPROFS CLASSROOM



Training materials, such as the MHFA Manual and FAQs, can be found under the second tab, "Materials".

**Note:** the MHFA Manual can only be viewed through ProProfs and not downloaded to any device.

To finish your Awareness training, return to ProProfs after the instructor-led portion to complete the survey and download the "Ask Me About Mental Health First Aid" badge.

**Note:** please check with your organization to ensure that adding the "Ask Me About Mental Health First Aid" badge to your signature is approved.

