



MENTAL HEALTH FIRST AID®

THE FIRST AIDER'S EXPERIENCE

These steps will take you through the process a First Aider experiences when they take a Mental Health First Aid (MHFA) Virtual or Blended course:

- 1 After the MHFA staff creates an account for the learner in the learning management system (LMS), Cornerstone, and assigns the MHFA pre-work, the learner will receive an email to login and begin their coursework in Cornerstone. Their login name is their email address, which the Instructor will receive via the Instructor portal. The learner's default password is **MHFA2020!**
- 2 From their homepage, the learner can begin their coursework by selecting the appropriate action under "Your Transcript." The first action is "Take Pretest."

	Type	Due Date	Action
Mental Health First Aid	Session	None	Launch
Mental Health First Aid	Curriculum	None	Take Pre-Test

3

After completing the pretest, the action will change to 'Open curriculum'.

Your Transcript			
	Type	Due Date	Action
Youth Mental Health First Aid	Curriculum	None	Open Curriculum

4

When the learner opens the curriculum, they will receive a curriculum overview. To continue, they will select "View details" next to Step One.

5

The learner will complete each section in order by selecting whatever action is available with the blue buttons to the right of course items.

Youth Mental Health First Aid

Step One: Online Coursework
Completed: 0 Min Required: 3 Total Items: 3

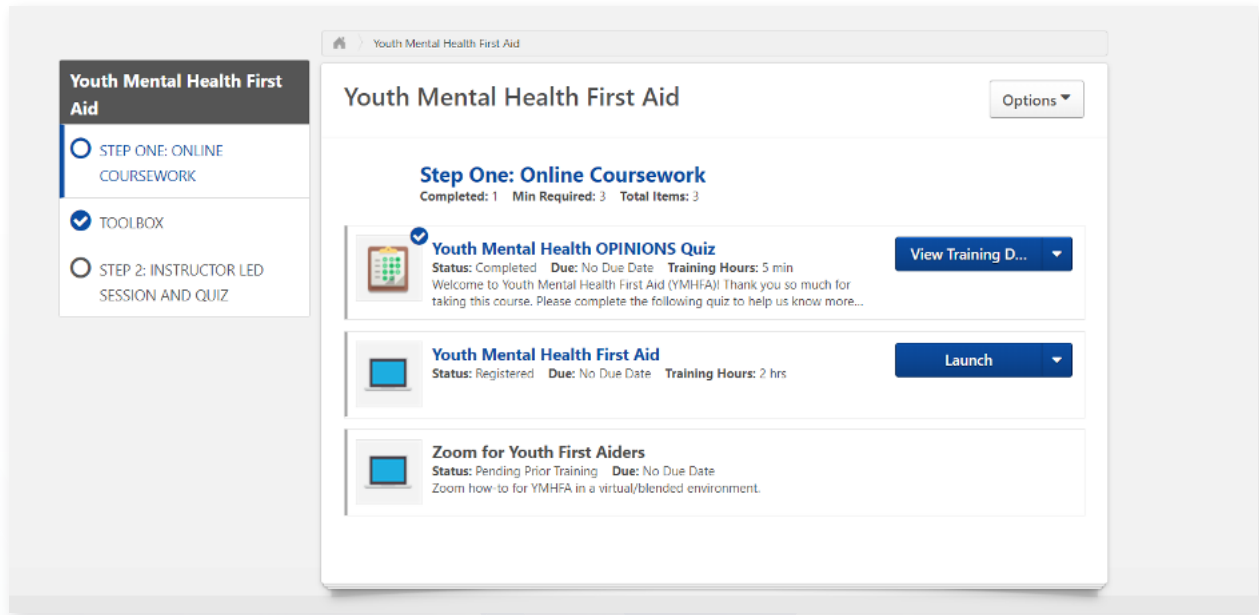
Youth Mental Health OPINIONS Quiz
Status: Registered Due: No Due Date Training Hours: 5 min
Welcome to Youth Mental Health First Aid (YMHA)! Thank you so much for taking this course. Please complete the following quiz to help us know more...

Youth Mental Health First Aid
Status: Pending Prior Training Due: No Due Date Training Hours: 2 hrs

Zoom for Youth First Aiders
Status: Pending Prior Training Due: No Due Date
Zoom how-to for YMHA in a virtual/blended environment.

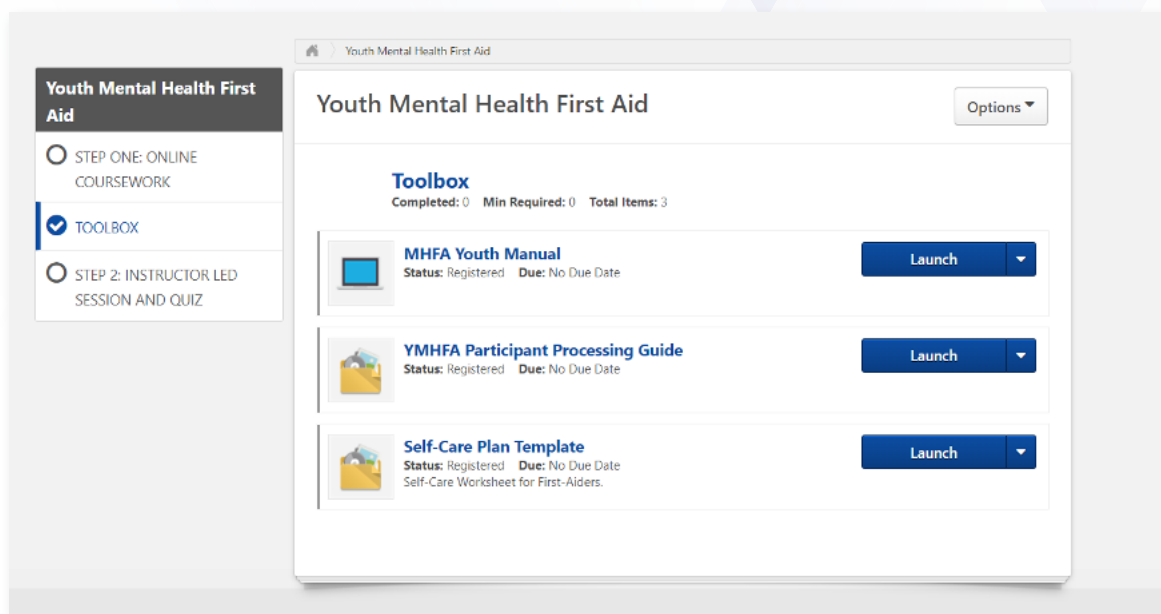
6

Once an item is completed, the next item is unlocked.



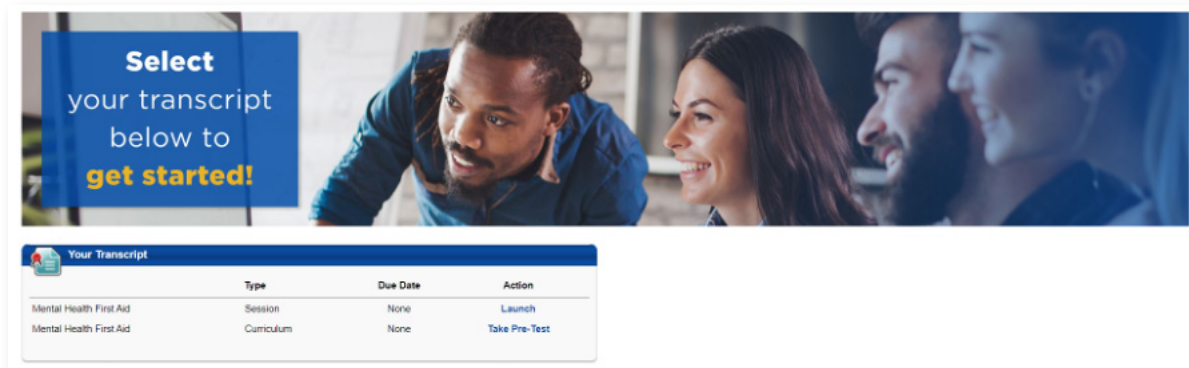
7

Throughout the entire process, the First Aider has access to a Toolbox, which contains helpful resources they are not required to complete to successfully achieve First Aider certification. At this time, the Toolbox includes access to the digital manual, a copy of the Participant Processing Guide, and a self-care worksheet template.



8

After all work within Step One is completed, the learner attends their scheduled Instructor led session. If the session is virtual, the learner can launch directly from their homepage transcript widget or by opening the curriculum and locating the session under Section Two.



9

After the session, the Instructor verifies attendance in the Cornerstone session roster and submits the roster. Completing this action will allow learners who attended the session to complete the post-test and evaluation (Section Two). (Section Two will remain locked for learners who did not attend the Instructor-led session, allowing them to reschedule and maintain their progress in the pre-work.)

10

Following the submission of the roster, the learner will receive an email instructing them to return to Cornerstone to complete the post-test and evaluation. When the learner logs on to Cornerstone, the prompt next to their transcript will say "Take the Post-test."

11

After completing and submitting the post-test, the learner will select the "Evaluate Course" prompt, which will appear next to their course in the transcript.

12

After the evaluation is complete, the learner will see the option to "View Certificate" on the Completed Transcript Items page.

13

The First Aider will continue to have access to the coursework and their certificate for duration of their three year certification period. To access, they select the Learning menu and click "Your Transcript," then switch the view from "Active" to "Completed."

By default, the blue action button says "View Certificate." To review coursework, click the down arrow and choose "Open curriculum."

