

CANS Training Website Sign-Up Guide

Obtaining the CANS certification requires navigation to the training website administered by the Praed Foundation. Should any questions or concerns arise with the website passwords, or, if you accidentally chose the wrong Agency during sign-up, please contact Andrew Parker at 714-834-3172 or AParker@ochca.com.

1. Navigate to <https://www.schoox.com/academy/cansacademy/register>
 - a. Be sure to use either **Google Chrome** or **Microsoft Edge** as your internet browser. If you use *Internet Explorer*, there may be difficulties in using the website, particularly with the reCAPTCHA “I am not a robot” message.
 - b. If you do not have either of these internet browsers, or are not sure, please contact the HCA Service Desk at 714-834-3128 or e-mail servicedesk@ochca.com for help on getting these installed on your computer.
2. Fill in the required sections of the registration page
 - a. Please take care to choose **Orange County Health Care Agency – Orange County** as show in the screenshot below.
 - i. You can find it quickly by typing “Orange County” in the search bar when clicking the drop-down
 - b. Please only choose **Orange County Health Care Agency – Orange County** as the Agency, as the registration will not work correctly otherwise.



If you don't have an account fill the form bellow

Joe

Smith

jsmith@ochca.com

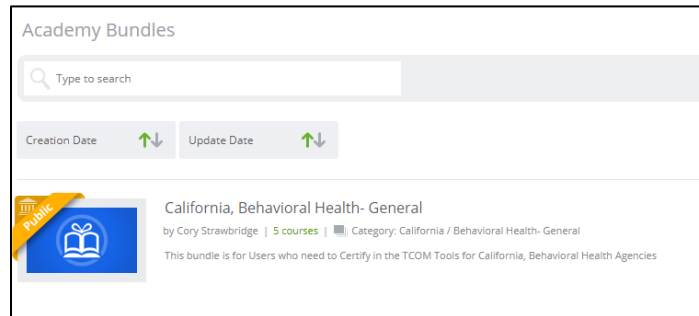
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United States of America

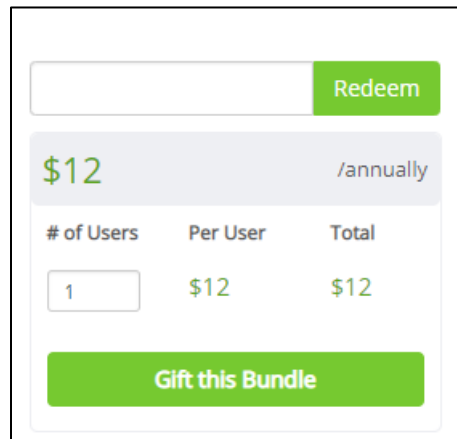
California

Orange County Health Care Agency - Orange County

- Proceed with registration, and select **California Behavioral Health – General**.



- Next, enter the coupon code given to you by your Service Chief or supervisor. If you have problems with your coupon code, contact your Service Chief, supervisor, or Contract monitor for support.



- Once the coupon code is accepted, choose **California CANS 50 1.0** in the list, and proceed with your certification.

