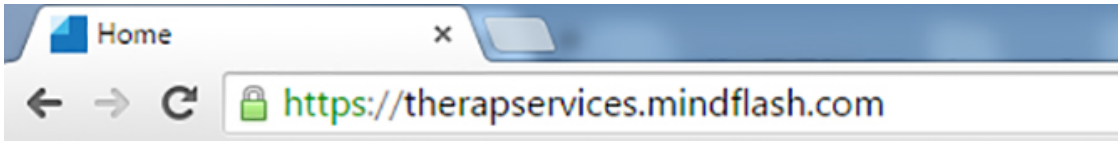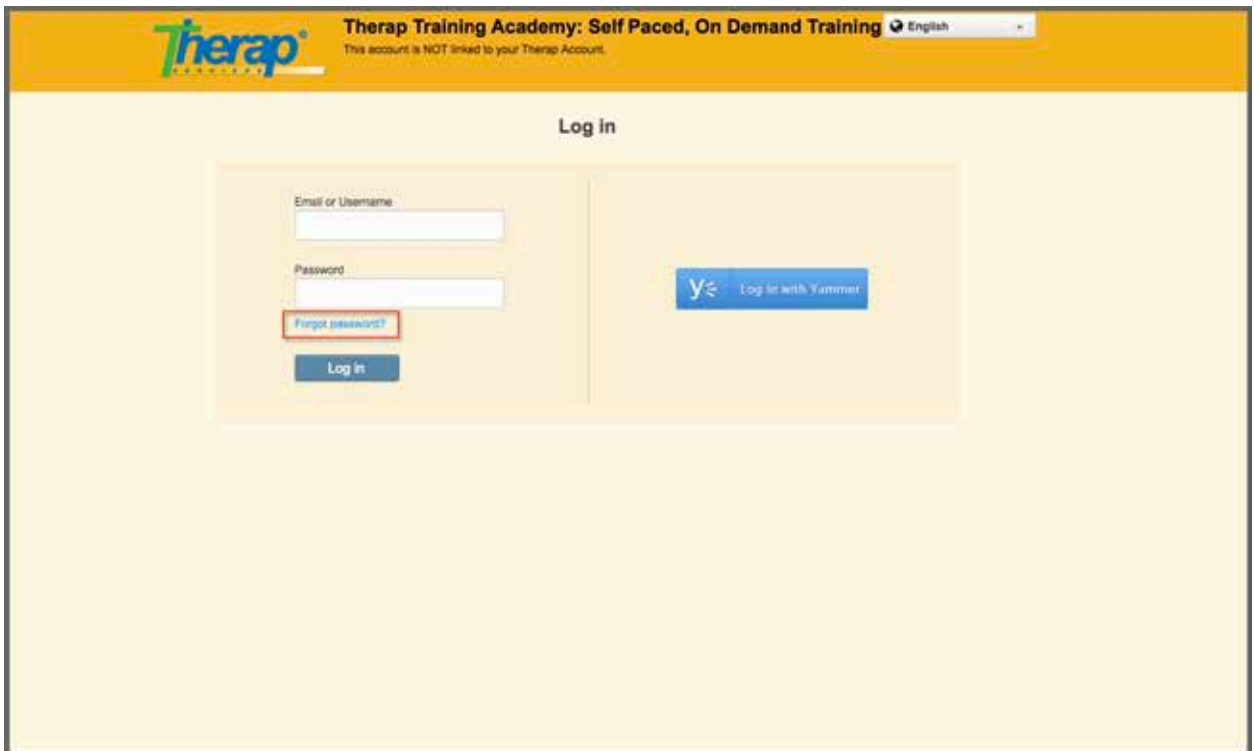**Accessing Therap's Training Academy (If you already have an Academy trainee account):**
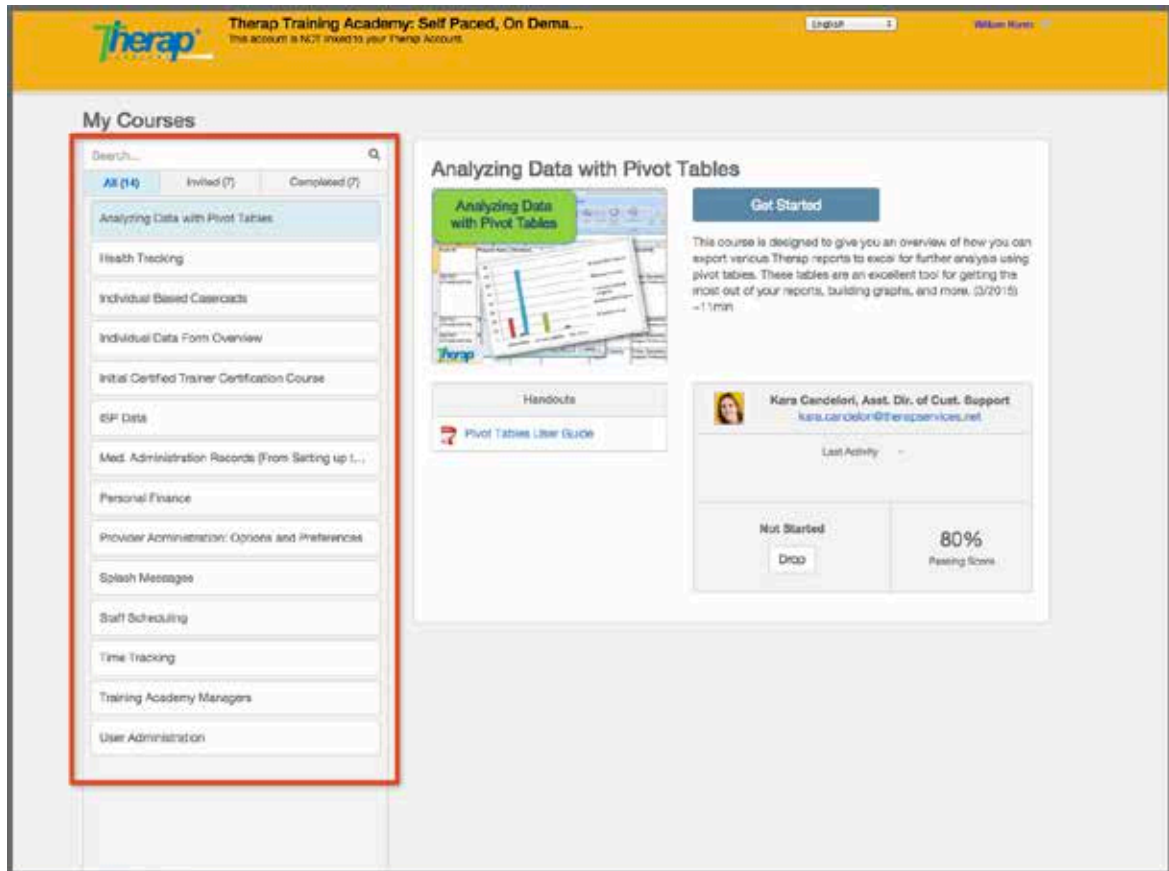
1. To access the Training Academy you can either follow the prompts in the email you received, or if you were just given a login name and password by someone at your agency then go this web address https://therapservices.mindflash.com/.   It might be a good idea to bookmark that page for easy access in the future.
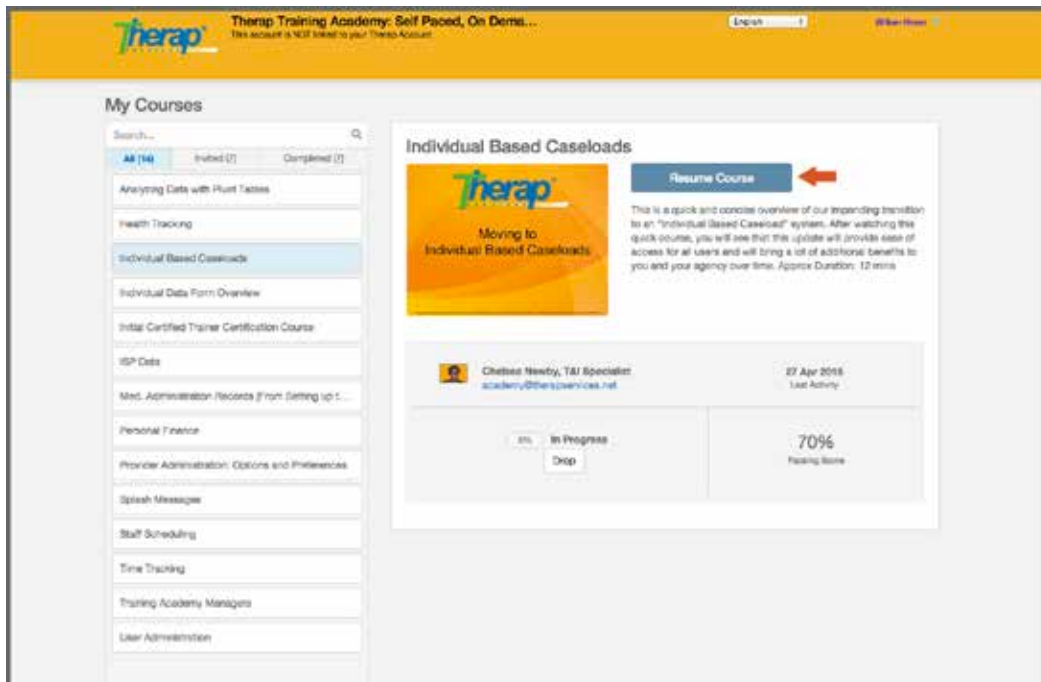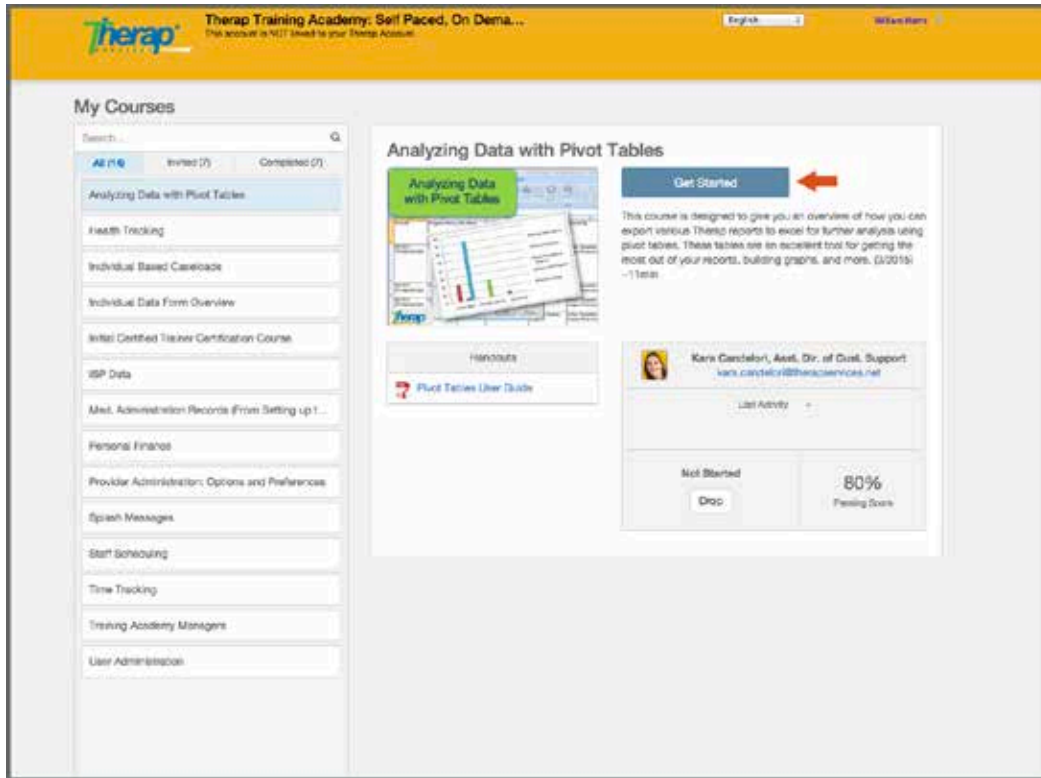

2. On the login page, enter the login name and password provided to you. Please remember that this login page is completely separate from the Therap login page where you go to do your daily documentation. If you have forgotten your password you can click the 'forgot password?' link for assistance. Click the login button if you're ready to login.
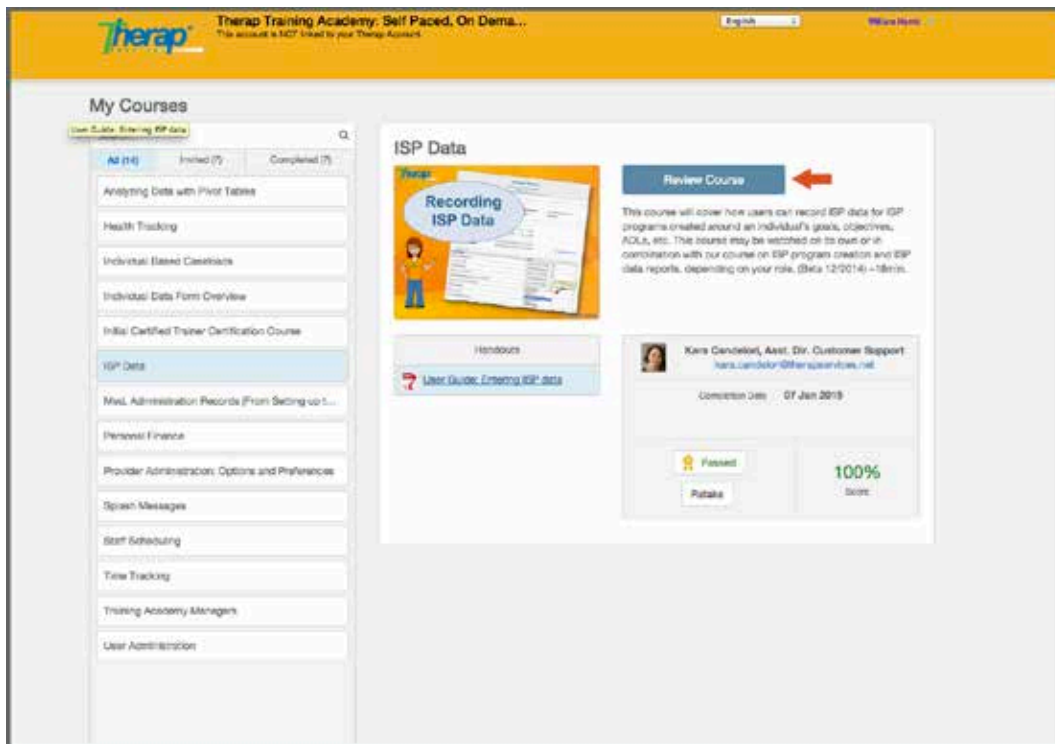
3. You'll see any courses that you have been assigned by a supervisor at your agency in the left hand column
   a. You can click on them for more details which will appear to the right of that column. Information such as course description, approximate total duration, any handouts/supplemental reference material, the trainer, and status will be shown.
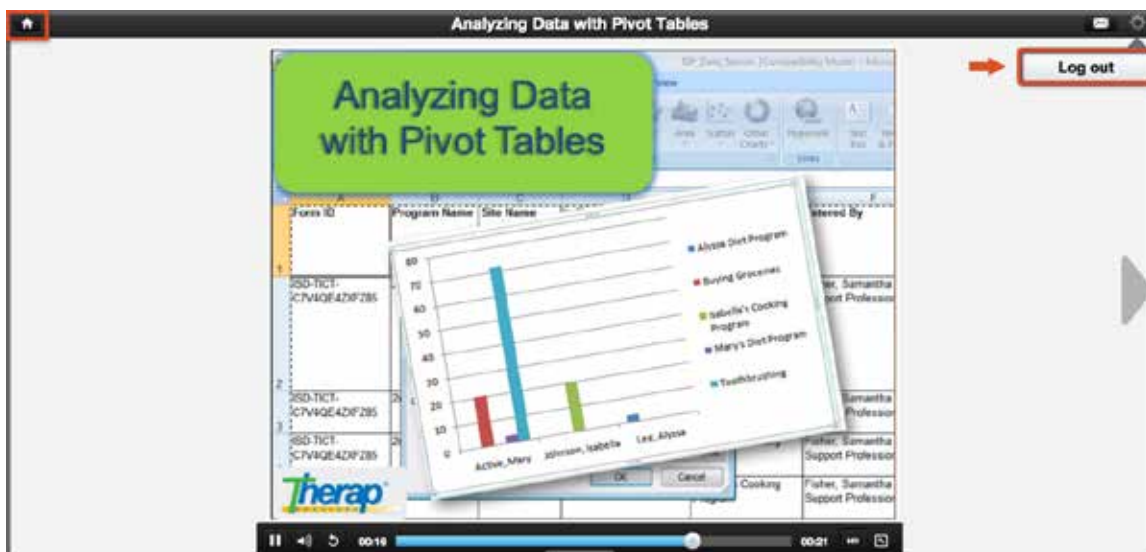
4. To begin a course for the first time, just click the 'get started' button. If you stop a course at any time, you can always come back and resume where you left off and in that case you'd see a resume button. If you've completed a course, you'll have the option to review it and/or retake it if you choose to.
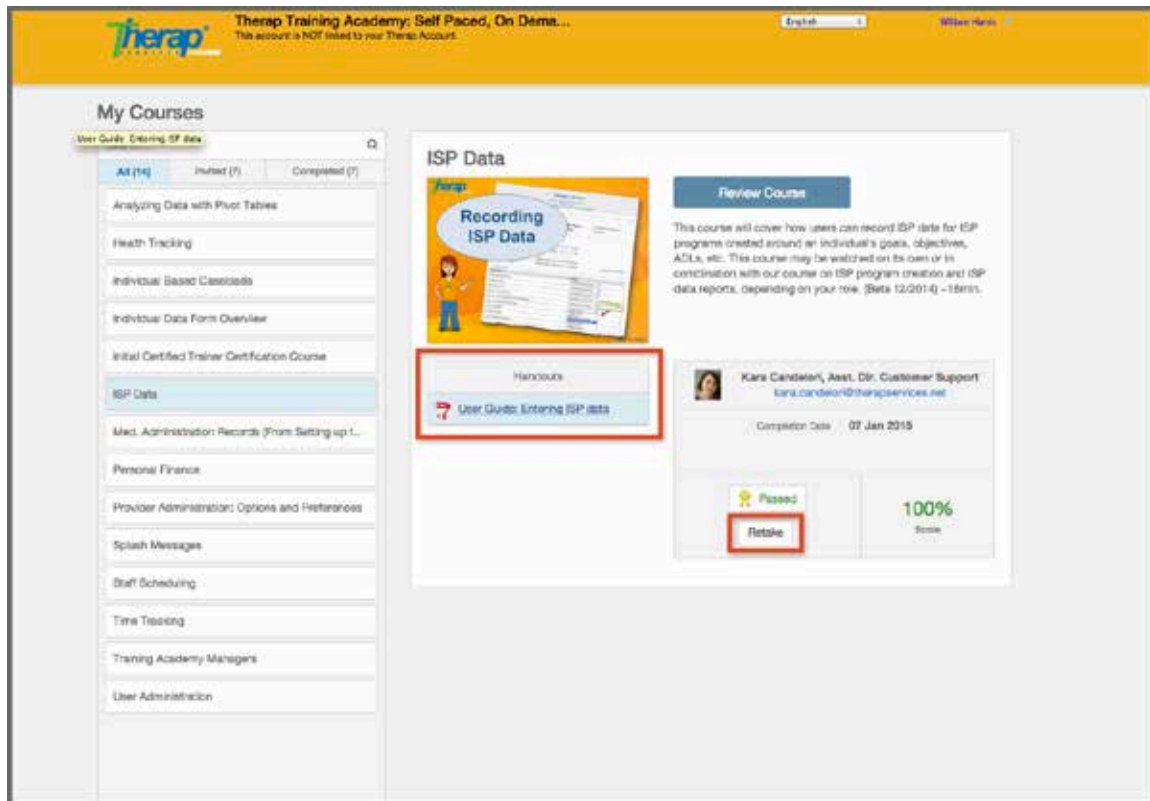
5. Once a course is started, you'll want to make sure you're computer volume is turned up as most courses have sound as well as subtitles throughout. There will be more instructions at the beginning of each course, and quizzes throughout to help you focus on important bits of information and ensure you have understood the material. You can always get back to the homepage by clicking towards upper left of window where there is a house icon and you can logout using the cog icon towards upper right.

6. Once you are done a course you'll have the option to view/print your certificate or you can always view/print it at any time from the homepage of your academy account where all your courses were listed. You can also reference the handouts at any time there as well. If you need to retake a course, you can click the 'retake' option as well.

7. Always remember to logout, just like you do for Therap, when you are done working.