

# A Step-by-Step Guide for Accessing the Kinship Catalogue Training Library

The Kentucky Kinship Resource Center (KKRC) provides a continuum of services to meet the unique needs of kinship providers across the Commonwealth.

The Kinship Catalogue is an online collection of trainings and resources for kinship caregivers, with the Training Library specifically hosting a series of interactive web-based trainings on topics that are important to kinship caregivers.

This tutorial will discuss how to create a UK CoSW LMS account (page 1) and how to access and register for a Kinship Catalogue training (page 6).

## How to Create a UK CoSW LMS Account

**Step 1:** Visit the U.K. College of Social Work's Office of Professional Development & Continuing Education homepage at <https://ceu.uky.edu>.

The image shows a screenshot of the UK College of Social Work website. The top navigation bar is blue with the UK College of Social Work logo on the left and a 'Login / Register' link on the right. Below the logo is the text 'Office of Professional Development & Continuing Education'. The main navigation menu includes: CONTINUING EDUCATION, PROFESSIONAL CERTIFICATIONS, DSW SHOWCASE, FIELD EDUCATION, FOSTER/ADOPTIVE PARENTS, and KINSHIP CAREGIVERS. The main banner features a young man wearing headphones looking at a laptop, with the text 'DISCOVER WHAT'S POSSIBLE at UK College of Social Work'. Below the banner is a section titled 'COURSE CATEGORIES' with four tiles: 'Continuing Education' (ACCESS COURSE CATALOGUE), 'Kinship/Fictive-Kin Caregivers' (ACCESS CAREGIVER SERVICES HERE), 'Field Education' (ACCESS FIELD DATABASE), and 'Foster/Adoption Training & Support' (FIND TRAINING & SUPPORT OPTIONS).

**Step 2:** Access the Login/Register page by clicking on the “Login/Register” link at the top-right of the page.

The screenshot shows the homepage of the UK College of Social Work. At the top, there is a blue navigation bar with the college's logo on the left and a menu of links on the right. The 'Login / Register' link is highlighted with a red box. Below the navigation bar is a large hero banner featuring a man wearing headphones and looking at a laptop. The banner contains the text 'DISCOVER WHAT'S POSSIBLE at UK College of Social Work'. Below the banner is a section titled 'COURSE CATEGORIES' with four cards: 'Continuing Education', 'Kinship/Fictive-Kin Caregivers', 'Field Education', and 'Foster/Adoption Training & Support'. Each card includes an image, a title, and a call-to-action button.

**UK College of Social Work**  
Office of Professional Development & Continuing Education

CONTINUING EDUCATION | PROFESSIONAL CERTIFICATIONS | DSW SHOWCASE | FIELD EDUCATION | FOSTER/ADOPTIVE PARENTS | KINSHIP CAREGIVERS

[Login / Register](#)

DISCOVER WHAT'S POSSIBLE at UK College of Social Work

### COURSE CATEGORIES

- Continuing Education**  
ACCESS COURSE CATALOGUE
- Kinship/Fictive-Kin Caregivers**  
ACCESS CAREGIVER SERVICES HERE
- Field Education**  
ACCESS FIELD DATABASE
- Foster/Adoption Training & Support**  
FIND TRAINING & SUPPORT OPTIONS

**Step 3:** Click on the “[click here](#)” link to access the UK CoSW LMS Registration page.

Already have an account? [Login here](#)

To create an account please [click here.](#)

If you are seeking Continuing Education courses, [follow this step-by-step guide](#) to create an account and register for courses.

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**Step 4:** Complete the form. Click on the dark blue **"SUBMIT"** when you've filled out all the necessary \*'d information.

### UK CoSW LMS Registration

Welcome to this registration page. This is a two step process. After submitting this form, an "Activation" email will be sent to the email address you enter. You must click on the Activation Link contained within the email to complete your registration.

**Name \***

First  Last

**Username \***

**Email \***

Enter Email  Confirm Email

**Phone**

**Password \***

Please Note: STRONG passwords are required. To make your password strong, use at least 12 Characters/Symbols, upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ).

Enter Password  Confirm Password

Strength indicator

**Which type of registration would you like? \***

Please Note: All Courses are available regardless of your registration type.

- Continuing Education (CEU)
- Foster/Adoptive
- Kinship/Fictive-Kin Caregivers
- Student

**SUBMIT**

**Step 5:** Check your chosen email address for the activation link and click on it.

## Registration Confirmation

Thank You For Your Account Registration.

**We Will Send You An Email With A Link To Follow To Activate Your Account.**

If you do not see your activation email, please look in your Spam, Other, Junk, or Trash folder.

If you do not receive the activation email within one hour, please email your user name to [lmshelp@uky.edu](mailto:lmshelp@uky.edu) with the subject Account Registration Trouble.

[Edit](#)

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## Accessing & Registering for Kinship Catalogue Trainings

**Step 1:** Visit the U.K. College of Social Work's Office of Professional Development & Continuing Education homepage at <https://ceu.uky.edu>.

The screenshot shows the homepage of the UK College of Social Work's Office of Professional Development & Continuing Education. The top navigation bar is dark blue with the college logo on the left and a menu of categories on the right: CONTINUING EDUCATION, PROFESSIONAL CERTIFICATIONS, DSW SHOWCASE, FIELD EDUCATION, FOSTER/ADOPTIVE PARENTS, and KINSHIP CAREGIVERS. A 'My Account' link with a shopping cart icon is in the top right. The main banner features a man wearing headphones looking at a laptop, with the text 'DISCOVER WHAT'S POSSIBLE at UK College of Social Work'. Below the banner is an 'Edit' link. The 'COURSE CATEGORIES' section contains four tiles: 'Continuing Education' (ACCESS COURSE CATALOGUE), 'Kinship/Fictive-Kin Caregivers' (ACCESS CAREGIVER SERVICES HERE), 'Field Education' (ACCESS FIELD DATABASE), and 'Foster/Adoption Training & Support' (FIND TRAINING & SUPPORT OPTIONS).

My Account |

**UK** College of Social Work  
Office of Professional Development & Continuing Education

CONTINUING EDUCATION   PROFESSIONAL CERTIFICATIONS   DSW SHOWCASE   FIELD EDUCATION   FOSTER/ADOPTIVE PARENTS   KINSHIP CAREGIVERS

DISCOVER WHAT'S POSSIBLE at UK College of Social Work

Edit

### COURSE CATEGORIES

- Continuing Education**  
ACCESS COURSE CATALOGUE
- Kinship/Fictive-Kin Caregivers**  
ACCESS CAREGIVER SERVICES HERE
- Field Education**  
ACCESS FIELD DATABASE
- Foster/Adoption Training & Support**  
FIND TRAINING & SUPPORT OPTIONS

**Step 2:** Access the Kinship/Fictive-Kin Caregivers page by clicking on either the “**KINSHIP CAREGIVERS**” tab at the top-right of the page, or by clicking on the “Kinship/Fictive-Kin Caregivers” Course Category box at the bottom of the page.

The screenshot displays the website's navigation and course categories. At the top right, the 'My Account' link is visible. The navigation menu includes 'CONTINUING EDUCATION', 'PROFESSIONAL CERTIFICATIONS', 'DSW SHOWCASE', 'FIELD EDUCATION', 'FOSTER/ADOPTIVE PARENTS', and 'KINSHIP CAREGIVERS', which is highlighted with a red box. Below the navigation is a banner with the text 'DISCOVER WHAT'S POSSIBLE at UK College of Social Work'. The 'COURSE CATEGORIES' section features four tiles: 'Continuing Education' (ACCESS COURSE CATALOGUE), 'Kinship/Fictive-Kin Caregivers' (ACCESS CAREGIVER SERVICES HERE, highlighted with a red box), 'Field Education' (ACCESS FIELD DATABASE), and 'Foster/Adoption Training & Support' (FIND TRAINING & SUPPORT OPTIONS).

**Step 3:** From the Kinship/Fictive-Kin Caregivers page, click on the “**Access Training Catalogue**” box at the far-left of the screen to visit the Kinship/Fictive-Kin Catalogue.



## Kinship/Fictive-Kin Caregivers





**Step 4:** From the Kinship/Fictive-Kin Catalogue page, click on the “**Training Library**” box at the right of the screen to visit the Kinship Catalogue – Training Library page.

## Kinship/Fictive-Kin Catalogue



**Step 5:** You are now on the Kinship Catalogue – Training Library page. Listed on this page are the available interactive trainings. To register for a training, click on its “**VIEW**” button listed underneath its title.

## KINSHIP Catalogue – Training Library



Six Easy Ways to  
Communicate with Your  
Child  
\$0.00

**VIEW**



Discovering Your Child's  
Learning Style  
\$0.00

**VIEW**

**Step 6:** You are now at the selected training’s product page. This page will detail what the training entails. To register for the training, click on the dark-blue “**Register**” button.



### Six Easy Ways To Communicate With Your Child

\$0.00

Kinship Training Library are offered at **no cost**.

Through this interactive training, caregivers will explore methods for improving communication with their kinship child, including recognizing cues in their child’s behavior and learning various methods to better interact and communicate with their child.

**Register**

BACK TO THE CATALOG

### Description

As caregivers, one of the most important skills in caring for your Kinship child is the ability to communicate effectively. Oftentimes, this can be difficult depending on the child’s ability to understand and convey their needs and wants with others, as well as our own understanding of how children should communicate. This training module is designed, through interactive exercises, to help caregivers learn to recognize and respond to the behavioral messages commonly seen in children, and, develop new methods of communication with our children that encompasses how we speak, listen, play, observe, and even write. Through this training, caregivers will learn how various types of communication can improve and strengthen communication skills in the family and shape the way our children communicate as they grow.

If you have any questions regarding this training module, please feel free to reach out to Sheila Rentfrow [Sheila.rentfrow@uky.edu](mailto:Sheila.rentfrow@uky.edu)

**Step 7:** Clicking the “Register” button will refresh the page and activate a notification that the training has been added to your cart. To complete registering for the training, you can either click on the shopping cart at the top-right of the page, or you can click one of the two dark-blue “VIEW CART” buttons. One is placed within the notification and one has replaced the original “Register” button.

The screenshot shows the top navigation bar of the University of Kentucky College of Social Work website. The header is dark blue with the college logo on the left and navigation links in the center: CONTINUING EDUCATION, PROFESSIONAL CERTIFICATIONS, DSW SHOWCASE, FIELD EDUCATION, FOSTER/ADOPTIVE PARENTS, and KINSHIP CAREGIVERS. On the right, there is a 'My Account' link and a shopping cart icon with a red box around it. Below the header is a white notification banner with a red border. It contains a checkmark icon, a 'VIEW CART' button (highlighted with a red box), and the text: "Six Easy Ways to Communicate with Your Child" has been added to your cart.

The product card features a light blue background with a pattern of small icons. On the left is a graphic with the title "Six Easy Ways to Communicate with Your Child" in a blue script font, the college logo, and the text "College of Social Work Kinship Kinship Resource Center". To the right, the product title "Six Easy Ways To Communicate With Your Child" is displayed in a dark blue font, followed by the price "\$0.00". Below the price, it states "Kinship Training Library are offered at no cost." and provides a description: "Through this interactive training, caregivers will explore methods for improving communication with their kinship child, including recognizing cues in their child's behavior and learning various methods to better interact and communicate with their child." At the bottom of the card are two buttons: "VIEW CART" (highlighted with a red box) and "BACK TO THE CATALOG".


### Description


As caregivers, one of the most important skills in caring for your Kinship child is the ability to communicate effectively. Oftentimes, this can be difficult depending on the child's ability to understand and convey their needs and wants with others, as well as our own understanding of how children should communicate. This training module is designed, through interactive exercises, to help caregivers learn to recognize and respond to the behavioral messages commonly seen in children, and, develop new methods of communication with our children that encompasses how we speak, listen, play, observe, and even write. Through this training, caregivers will learn how various types of communication can improve and strengthen communication skills in the family and shape the way our children communicate as they grow.

If you have any questions regarding this training module, please feel free to reach out to Sheila Rentfrow [Sheila.rentfrow@uky.edu](mailto:Sheila.rentfrow@uky.edu)



**Step 8:** You are now at the Shopping Cart page. This page shows all the products you have added to your cart for purchase. If the title of the product matches the title of the training you wish to register for, click on the dark-blue “**PROCEED TO CHECKOUT**” button.

*[If the product title does not match the course you wish to register for, simply click on the red “x” to the left of it to remove it from your shopping cart.]*

My Account | 

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CONTINUING EDUCATION | PROFESSIONAL CERTIFICATIONS | DSW SHOWCASE | FIELD EDUCATION | FOSTER/ADOPTIVE PARENTS | KINSHIP CAREGIVERS

Product	Price	Quantity	Subtotal
  Six Easy Ways to Communicate with Your Child	\$0.00	1	\$0.00

Coupon

**Cart Totals**

Subtotal	\$0.00
Total	\$0.00



**Step 9:** You are now at the Checkout page. This page will list your billing details alongside the training you are purchasing. If the information on this page is correct, you may register for the course by clicking on the dark-blue “Place order” button at the bottom of the page.

### Billing Details

First name \*

Marshall

Last name \*

Dees

Email address \*

marshall.dees@uky.edu

### Your Order

Product	Subtotal
Six Easy Ways to Communicate with Your Child × 1	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

**Place order**

**Step 10:** You are now at the Order Details page. This page will confirm that your order has been received and provide details to the training in question. To access the training, click on the blue **“Get Started Now!”** button at the top of the page.

*[If you wish to retrieve the training at a later date, you can also access it by clicking on “My Account” on the top-right and accessing the “Courses” link listed on the left of the account dashboard screen.]*



Thank you. Your order has been received.

**Get Started Now!**

If you do not wish to get started now, come back to the site when you are ready, login and go to [My Account](#).

ORDER NUMBER: 40201	DATE: December 5, 2022	EMAIL: marshall.dees@uky.edu	TOTAL: \$0.00
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### Order Details

Product	Total
Six Easy Ways to Communicate with Your Child × 1	\$0.00
Thank you for registering for Six Easy Ways to Communicate with Your Child, Kinship Training Module. This resource is designed to provide guidance in learning new ways to communicate with your kinship child. We hope that this resource can help provide insight into understanding what your child may be communicating and methods which will help improve that communication between caregivers and kinship children.	
Please Note: If you have any questions about accessing this resource, please email <a href="mailto:sheila.rentfrow@uky.edu">sheila.rentfrow@uky.edu</a> or call 859-257-4785.	
Subtotal:	\$0.00
Total:	\$0.00

### Billing Address

Marshall Dees  
✉ marshall.dees@uky.edu

**Step 11:** This will take you to the “My Courses” page of your account. Listed below “Course” should be the training titles you registered for in alphabetical order. To begin the course, click on its title.

- Dashboard
- Orders
- Downloads
- Address
- Payment methods
- Account details
- Courses
- Print Courses
- Archived Courses
- Print Archived Courses
- Your Waitlists
- Logout

## My Courses

Course	Progress	Overall Grade	Certificate	Archive
▶ KINSHIP Catalogue ~ Six Easy Ways to Communicate with Your Child	<input type="checkbox"/> 0%	N/A	Not available	<a href="#">Archive</a>

Edit

**Step 12:** This will open up that course’s modules. This example course has two modules: The training and its feedback form. The appropriate order of completion for each training will be numerically from 1 onwards. To begin the training, click on the title of Module 1’s Lesson 1.

- Dashboard
- Orders
- Downloads
- Address
- Payment methods
- Account details
- Courses
- Print Courses
- Archived Courses
- Print Archived Courses
- Your Waitlists
- Logout

### My Courses

Course	Progress	Overall Grade	Certificate	Archive
▼ KINSHIP Catalogue ~ Six Easy Ways to Communicate with Your Child	<div style="width: 0%;"></div> 0%	N/A	Not available	<a href="#">Archive</a>
<b>Module 1</b>	Six Easy Ways to Communicate with Your Child			Quiz Grade
Lesson 1	<a href="#">KINSHIP Catalogue ~ Six Easy Ways to Communicate with Your Child</a>			-
<b>Module 2</b>	Click below to complete the feedback form			Quiz Grade
Lesson 1	<a href="#">KINSHIP Catalogue ~ Six Easy Ways to Communicate with Your Child</a>			-

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**Step 13:** This is the training's course page. Here, you will complete the training. After successfully finishing the module, click the green "Mark as Completed" button.

Technical Help with This Lesson



As caregivers, one of the most important skills in caring for your Kinship child is the ability to communicate effectively. Oftentimes, this can be difficult depending on the child's ability to understand and convey their needs and wants with others, as well as our own understanding of how children should communicate. This training module is designed, through interactive exercises, to help caregivers learn to recognize and respond to the behavioral messages commonly seen in children, and develop new methods of communication with our children that encompasses how we speak, listen, play, observe, and even write. Through this training, caregivers will learn how various types of communication can improve and strengthen communication skills in the family and shape the way our children communicate as they grow.

If you have any questions regarding this training module, please feel free to reach out to: [Sheila.rentfrow@uky.edu](mailto:Sheila.rentfrow@uky.edu)



Have you completed this unit? Then mark this unit as completed. [Mark as Completed](#)

[Next Lesson »](#)



**Step 14:** This is the training’s feedback page. Please provide your honest opinion on the training module and its content before clicking the green “Mark as Completed” button on the very bottom-right.

[Technical Help with This Lesson](#)

**Kinship Catalogue ~ Training Library**

Please help us improve the Kinship Catalogue by answering some questions below. We are interested in your honest opinions, whether they are positive or negative. Please respond to each of the items.

**TRAINING FORMAT FEEDBACK:**

I was comfortable with the pace of the training module.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

My learning was enhanced by the interactive elements of the training module.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I felt interested in the training because of the ways it was presented in the training module (video, animation, audio, etc.).

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I was encouraged to be actively involved in the learning process during the training module.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I was interested in the training because it was available as a self-paced training module.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Thus, you have successfully completed a Kinship Catalogue Training!