



The Center for Innovative Practice (CIP) and the Child and Adolescent Behavioral Health Center of Excellence (COE), as a training and technical assistance center, utilizes the “Itacit” Learning Management System.

The learning management system provides one centralized electronic hub where our learners can access:

- Our full catalog of training events and training modules
- New asynchronous training offerings
- Live virtual training event registration links
- An individual, personalized user profile of trainings completed by user
- User profile with certificates of attendance and/or CE certificates earned

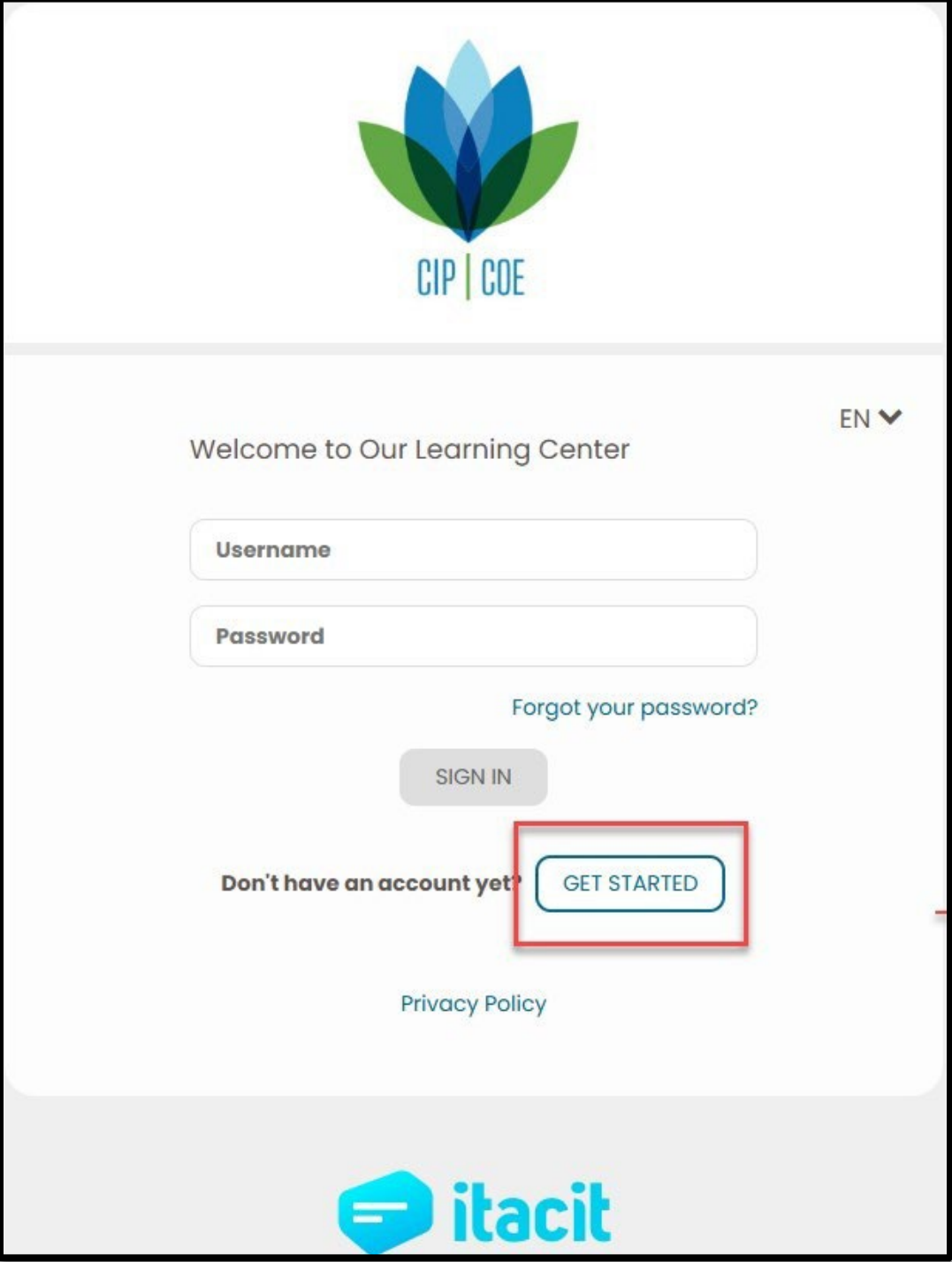
*****6/10/26*****

To improve user experience- we have eliminated “step 2” of the registration process “completing the zoom registration link”

Please review the updated steps outlined below. Enrollment in courses is now a 1-step process. Learners will receive their own “join link” the day before the training through push notification in their email sent via itacit messaging.

How to sign up in iTacit.

Go to cipcoe.itacit.com or use link here [Our Learning Center \(itacit.com\)](https://itacit.com) Click on "Get Started" to create your account.



The screenshot shows the login and sign-up interface of the iTacit Learning Center. At the top, there is a logo featuring a stylized blue and green flower-like shape above the text "CIP | COE". Below the logo, the text "Welcome to Our Learning Center" is displayed. To the right of this text, there is a language selector showing "EN" with a downward arrow. Below the welcome message, there are two input fields: "Username" and "Password". To the right of the "Password" field, there is a link "Forgot your password?". Below these fields, there is a "SIGN IN" button. Below the "SIGN IN" button, there is a link "Don't have an account yet?" followed by a "GET STARTED" button, which is highlighted with a red rectangular border. At the bottom of the page, there is a "Privacy Policy" link. The footer of the page features the iTacit logo, which consists of a blue hexagon with a white equals sign inside, followed by the text "itacit".



Welcome to Our Learning Center EN ▼

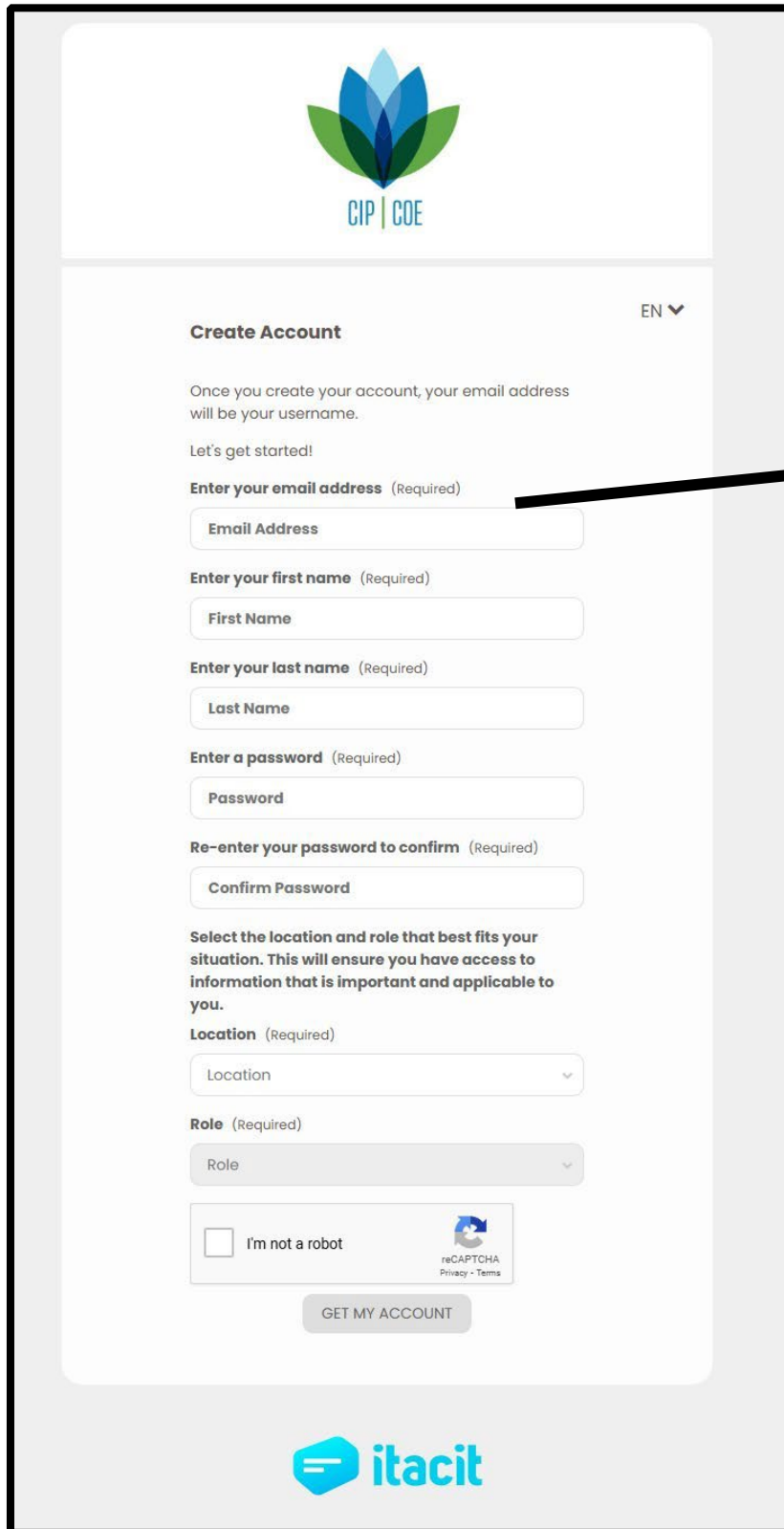
[Forgot your password?](#)

[Don't have an account yet?](#)

[Privacy Policy](#)



Under “Create Account” you will need to fill out the following sections...





Create Account EN ▼

Once you create your account, your email address will be your username.

Let's get started!

Enter your email address (Required)

Enter your first name (Required)

Enter your last name (Required)

Enter a password (Required)

Re-enter your password to confirm (Required)

Select the location and role that best fits your situation. This will ensure you have access to information that is important and applicable to you.

Location (Required)

Role (Required)

☐ I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)



*Please note that you **MUST** use your **OhioRISE Agency Email address for itacit.**

* Check for typos in your agency email before proceeding.

*Agency email (itacit email address) is used for matching training attendance in zoom.

Under **"Location"** select Ohio

Select the location and role that best fits your situation. This will ensure you have access to information that is important and applicable to you.

Location (Required)

Location

Location

Ohio

Role

Under **"Role"** please select one that suites your day-to-day role.

Role * (Required)

2)

CHOOSE THE ROLE FROM THE LIST BELOW THAT BEST MATCHES THE ROLE YOU PLAY
**OhioRISE is ONLY for OhioRISE Care Management Entity Staff OR Aetna Staff*

You have the following options and can start typing to show in field.

- OhioRISE Care Coordination
- Behavioral Health Professional
- Other Child Serving System Professionals
- State Department Staff

When all Required fields are filled out, check **"I'm not a robot"** and click on **"GET MY ACCOUNT"**

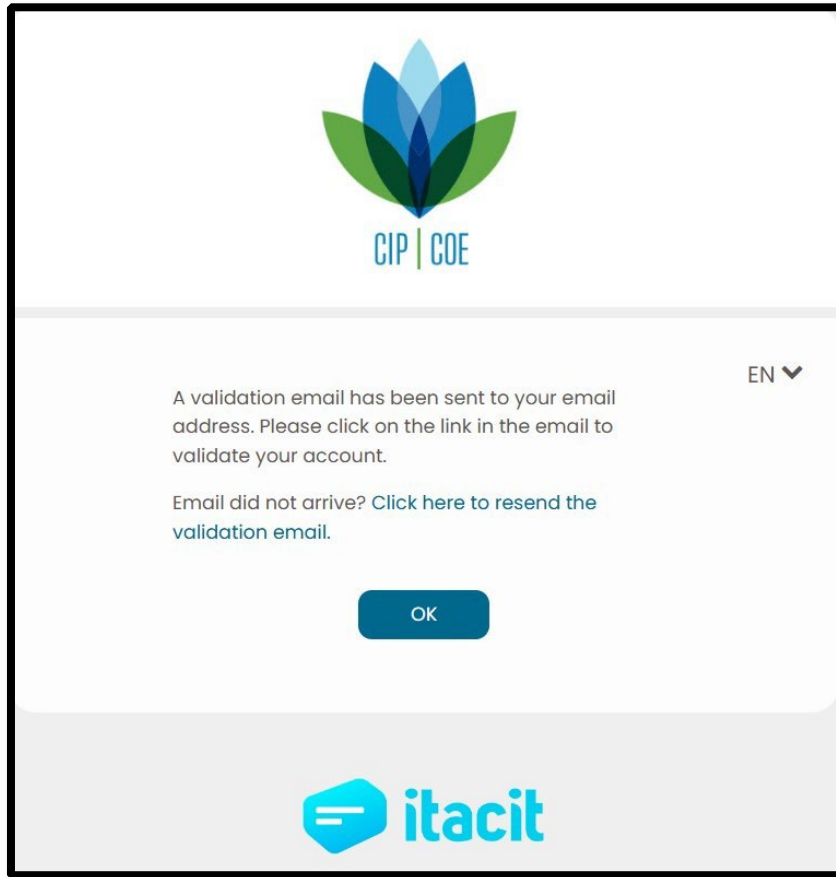
 I'm not a robot

reCAPTCHA is changing its terms of service. [Take action.](#)

 reCAPTCHA
Privacy - Terms

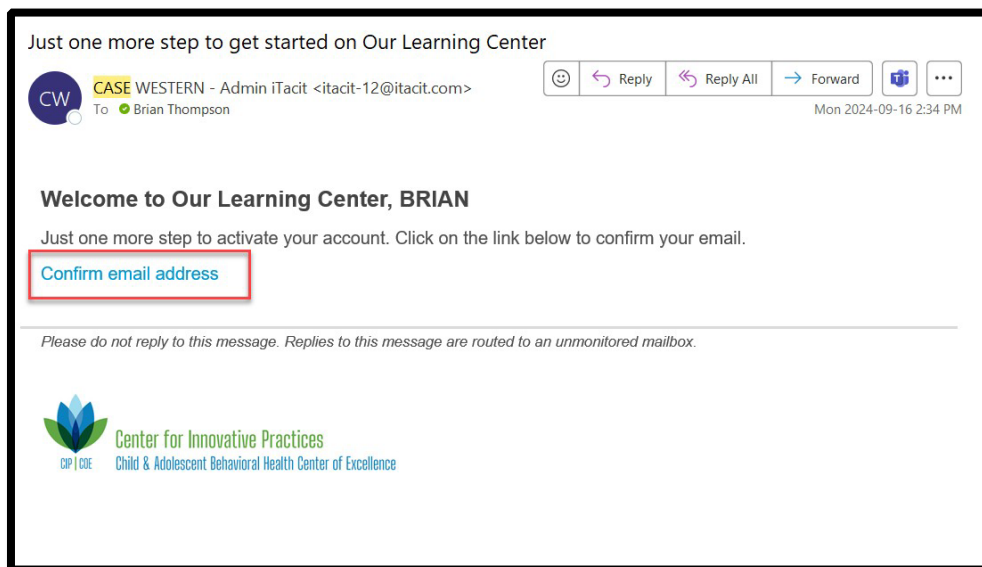
GET MY ACCOUNT

Once complete, the following will popup.



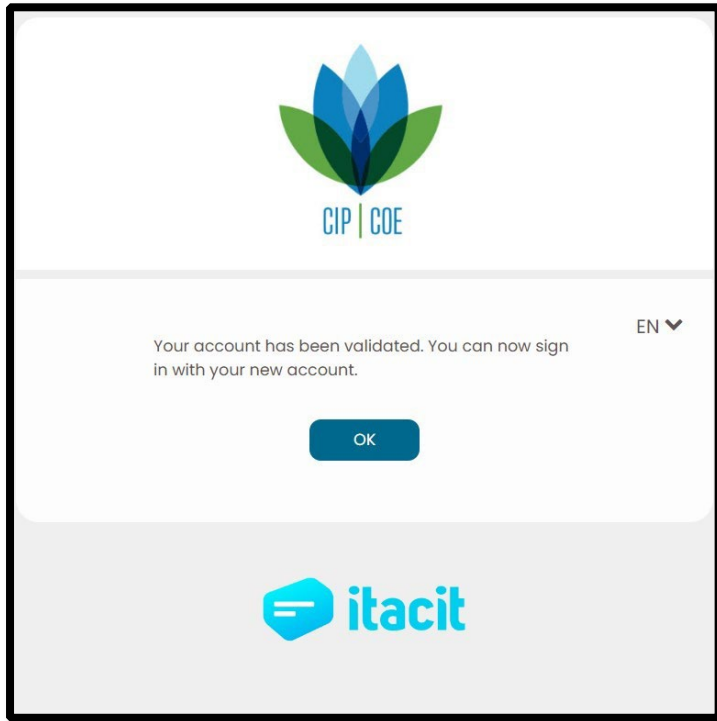
A validation email will be sent to your email inbox. *If you did not receive, use the “Click here to resend the validation email.

This is what the validation email would look like and will be sent to your inbox (sometimes can be sent to junk or spam folder)



Use “Confirm address to complete sign up. Once you confirm, you will see your account is validated. * If you did not receive the validation email, please check the following...

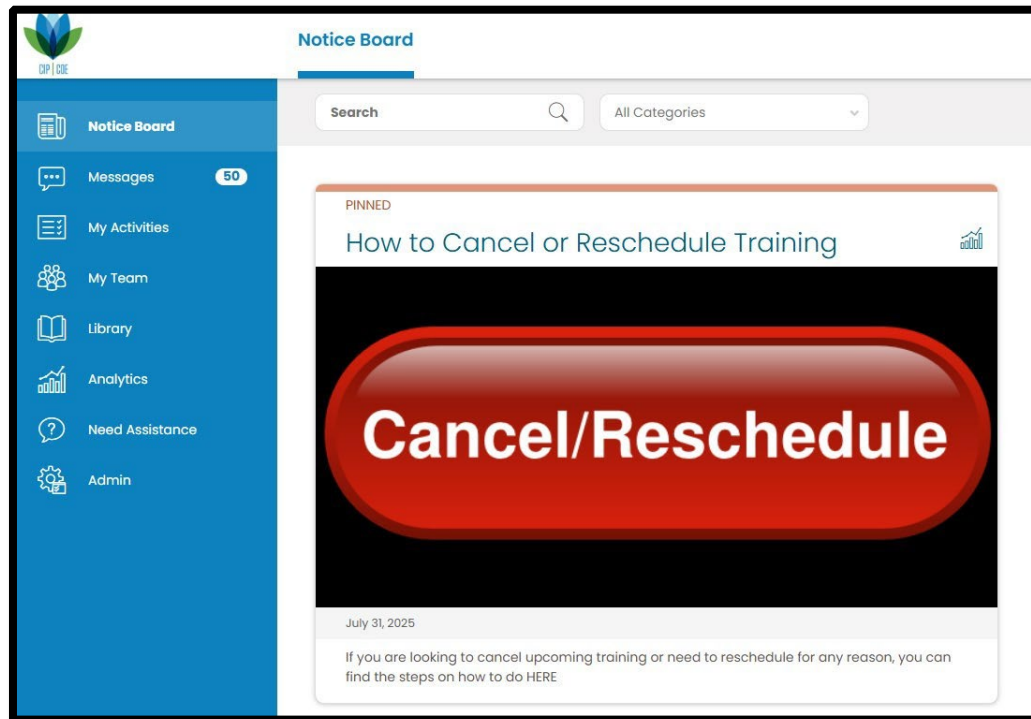
- Check spam/ junk folder
- Verify there are no typos in your email address by looking iTact login screen
- If you are still unable to validate, contact cipcoetraining@case.edu to double check



Clicking “Okay” will take you back to log in screen.

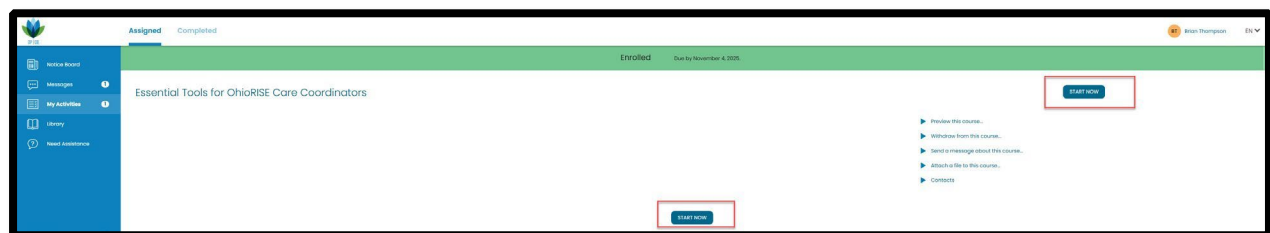
➤ When you log in, your landing page will be the “**Notice Board**”

- You can see any news or upcoming events here or tips and tricks.
- **The Notice Board is a communication hub for future training and professional development events**



➤ “**My Activities**” is where you will find any courses assigned and view completed courses as a reference.

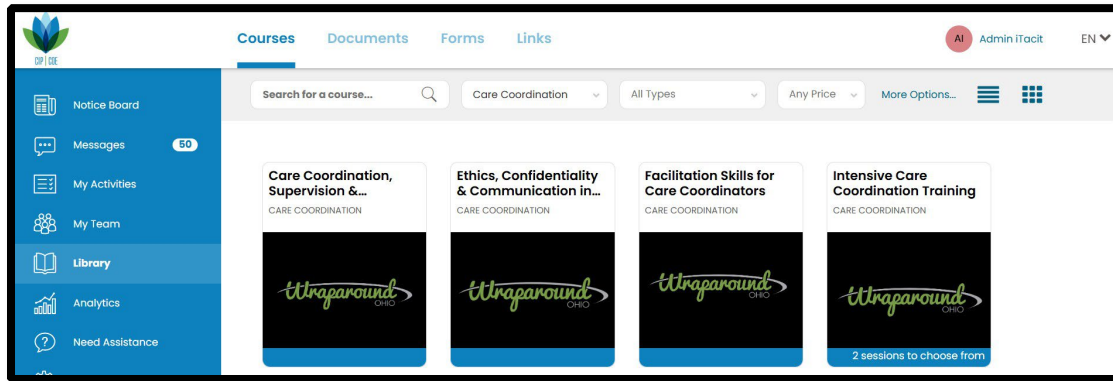
- You will find all the courses you have enrolled in, in this section under “my activities” and the “assigned” tab at the top above the green bar. You cannot join sessions from this view. This is just a list of your scheduled activities
- After you attend a training session, your completion certificate will be housed in this section under the “completed” tab at the top above the green bar.



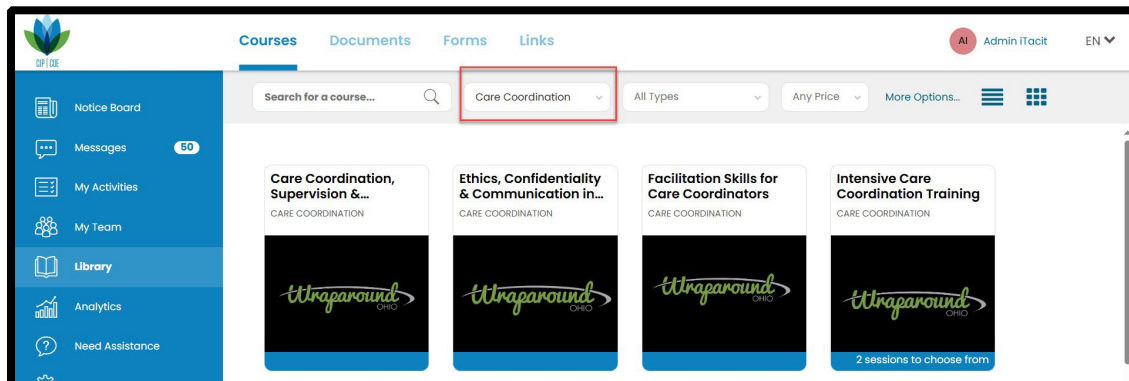


“Library” will show you any courses you have access to

- You have the option to view a list or search. If you search, it will filter any courses containing your search requirements.
- Only those trainings that are pertinent to the ROLE you selected when you created your user account will show in the library
- You can search by key words “IHBT” or “CANS” or “MRSS” or “Care Coordination”

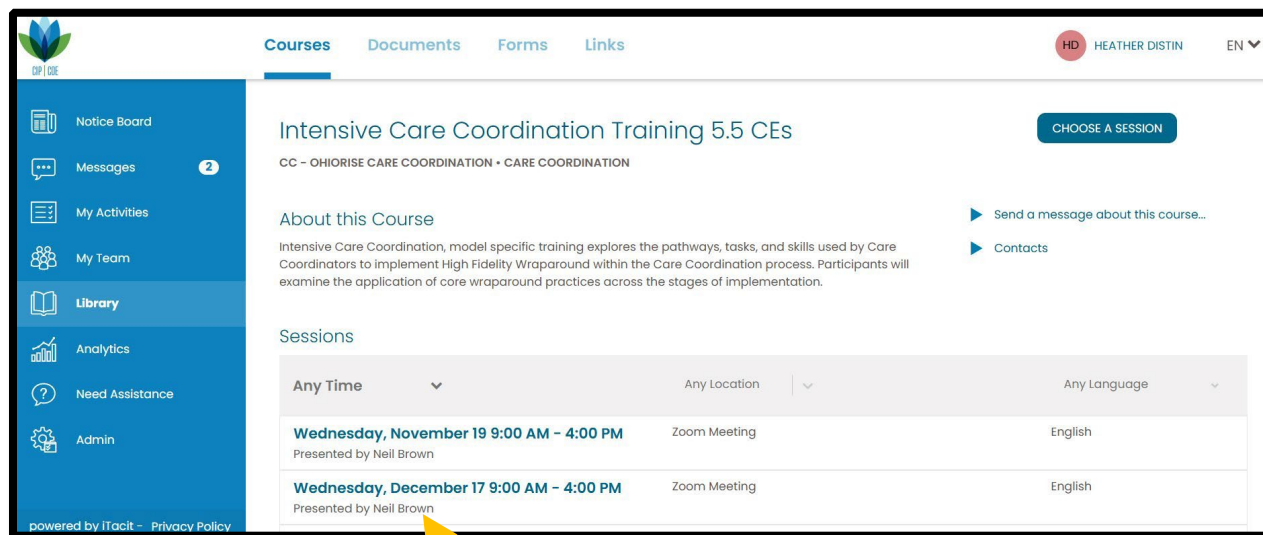


You can also use “Topic” to help narrow down your search.



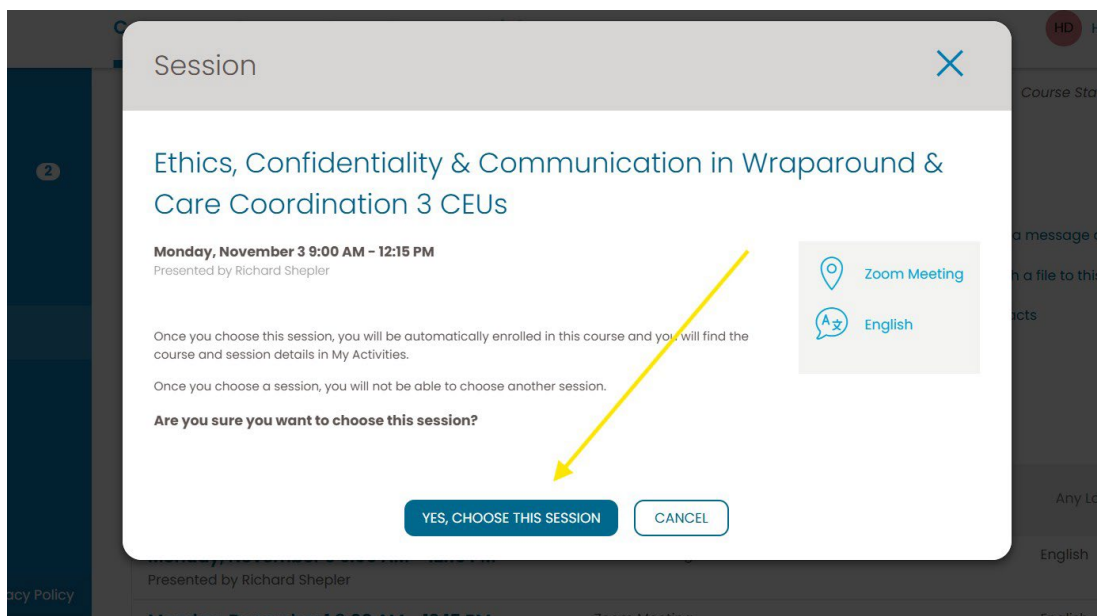
To Register for a training session from the library:

Once you have found the training topic you need to register for, click on the tile Once you click on the tile you will see this screen:



All the potential upcoming days and times are listed here. Select the one that works for you by clicking on the date

Next you will see this pop-up screen:



If this is the correct date- click on Yes, choose this session.

Clicking this box adds the training to your itacit activities tab and you are now enrolled.

LEARNERS NEED TO ADD THIS TRAINING DAY/TIME IN THEIR OWN ELECTRONIC CALENDARS

Just like you would for any scheduled appointment.

You are now **ENROLLED** in this course. You will find this course in your activities tab in your account.

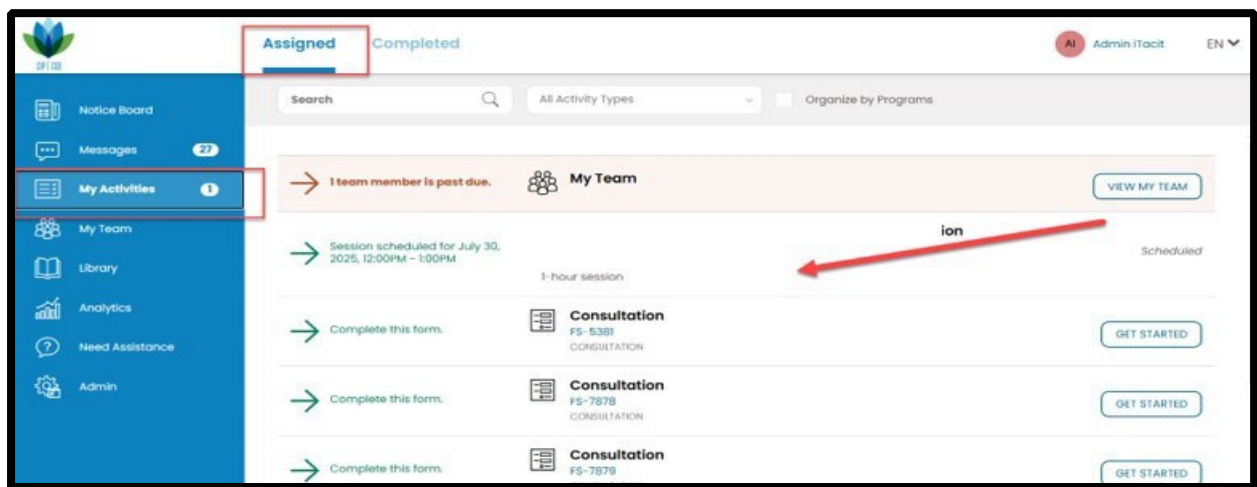
How do I find my zoom link to join the training?

- We eliminated the previous step 2 “zoom registration”
- The day before your training, learners who completed the enrollment in itacit will receive their “join” zoom link sent to the email address they created their itacit account with.
- This email will be sent through itacit messaging and appear in your WORK EMAIL (not in your itacit account)

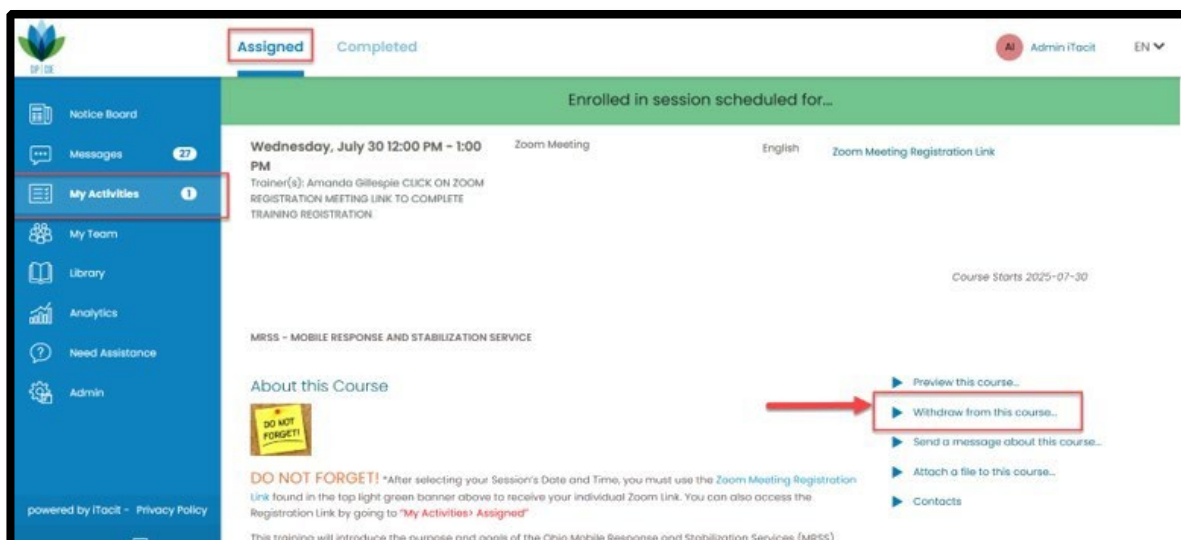
To Change or Withdraw from a Training that you signed up for:

If you need to cancel or change the date of the training session for any reason, follow the steps outlined below.

Go to **“My Activities> Assigned”** Find and select the training you want to cancel/ withdraw from.



When the training opens, click on **“Withdraw from this course.”**



Once you select to Withdraw from this course, a new window will open. You can enter any reason if needed and click to confirm your request to withdraw **“YES, WITHDRAW ME”**

The screenshot shows a 'Withdraw' modal window with a close button (X) in the top right corner. The text inside the modal reads: 'Once you withdraw from this course, you will no longer be enrolled, and any progress will be lost.' Below this is a 'Reason (Optional)' text input field. At the bottom, there is a confirmation question: 'Are you sure you want to withdraw from this course?'. Two buttons are provided: 'YES, WITHDRAW ME' (highlighted with a red box) and 'NO'.

Your withdraw request is instant and will allow you to sign up for a different date/time. Select your new session and do not forget to add this to your electronic calendar.

The screenshot displays the course page for 'MRSS Crisis De-escalation and Stabilization Services (MRSS)'. The page includes a sidebar with navigation links like Notice Board, Messages, My Activities, My Team, Library, Analytics, Need Assistance, and Admin. The main content area features a 'DO NOT FORGET!' banner and a description of the course. Below the description, a 'Sessions' table is shown, which is highlighted with a red box. The table lists three sessions with their respective dates, times, locations, and languages.

Any Time	Any Location	Any Language
Friday, August 11:00 AM - 5:00 PM Trainer: Sarah Becker CLICK ON ZOOM REGISTRATION MEETING LINK TO COMPLETE TRAINING REGISTRATION	Zoom Meeting	English
Thursday, August 14 10:00 AM - 5:00 PM Trainer: Sarah Becker CLICK ON ZOOM REGISTRATION MEETING LINK TO COMPLETE TRAINING REGISTRATION	Zoom Meeting	English
Friday, August 29 10:00 AM - 5:00 PM Trainer: Sarah Becker CLICK ON ZOOM REGISTRATION MEETING LINK TO COMPLETE TRAINING REGISTRATION	Zoom Meeting	English
No more results.		



To Find your Certificate:

Go to “My Activities> and then click on “Completed” and sort based on Courses

The screenshot shows the 'My Activities' page with the 'Completed' tab selected. A red arrow points to the 'Completed' tab. The page lists several completed courses with dates and titles.

Date	Course Title	Status
December 1, 2025	Ethics, Confidentiality & Communication in Wraparound & Care Coordination 3 CEUs	Withdrawn
November 3, 2025	Ethics, Confidentiality & Communication in Wraparound & Care Coordination 3 CEUs	Withdrawn
September 12, 2025	Collaborative & Proactive Solutions Day 2 6 Hours	
September 5, 2025	Collaborative & Proactive Solutions Day 1 6 Hours	Withdrawn

You can select the course you would like to Print your Certificate for. A new window will open

The screenshot shows the 'Completed' course page for 'Collaborative & Proactive Solutions Day 2 6 Hours'. The 'PRINT CERTIFICATE' button is visible in the top right corner.

In the top right corner, you will see the option to “Print Certificate” Click on this and a new window will open.

The screenshot shows the 'Print Certificate' window. It displays the course title 'Collaborative & Proactive Solutions Day 2 6 Hours' and the user's name 'HEATHER DISTIN'. The certificate text reads: 'Professional Development & Continuing Education. This certifies that HEATHER DISTIN has completed the following program'.

Here you have the option to Print Certificate or Download and save to your computer. ***Please note, these certificates will remain on your completed course and will be available any time you need.**

