

Mandated Reporter Instructions

1. Go to <https://www.reportabusepa.pitt.edu/>
2. Create an account and press submit
3. Record someplace for future reference your username and password highlighted in yellow at the bottom of the page
4. Click the blue "Click here to log in" right below that
5. Press "Access Your Course"
6. Press "Click here to launch the course"
7. Work your way through the course by clicking the arrow on the far right of the page. After each section, you will be required to complete a quiz to make sure you understand that section before letting you continue.
8. This will take you approximately 3 hours to complete. You may stop at any time in the middle of the course by clicking the "Save and Close" **X** in the top right corner of the page.
9. Once the course is completed, provide your full name.
10. Press "Print your certificate"
11. Provide us with a copy