



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## COLLABORATION Instructions

Below are instructions to complete Bloodborne Pathogens.

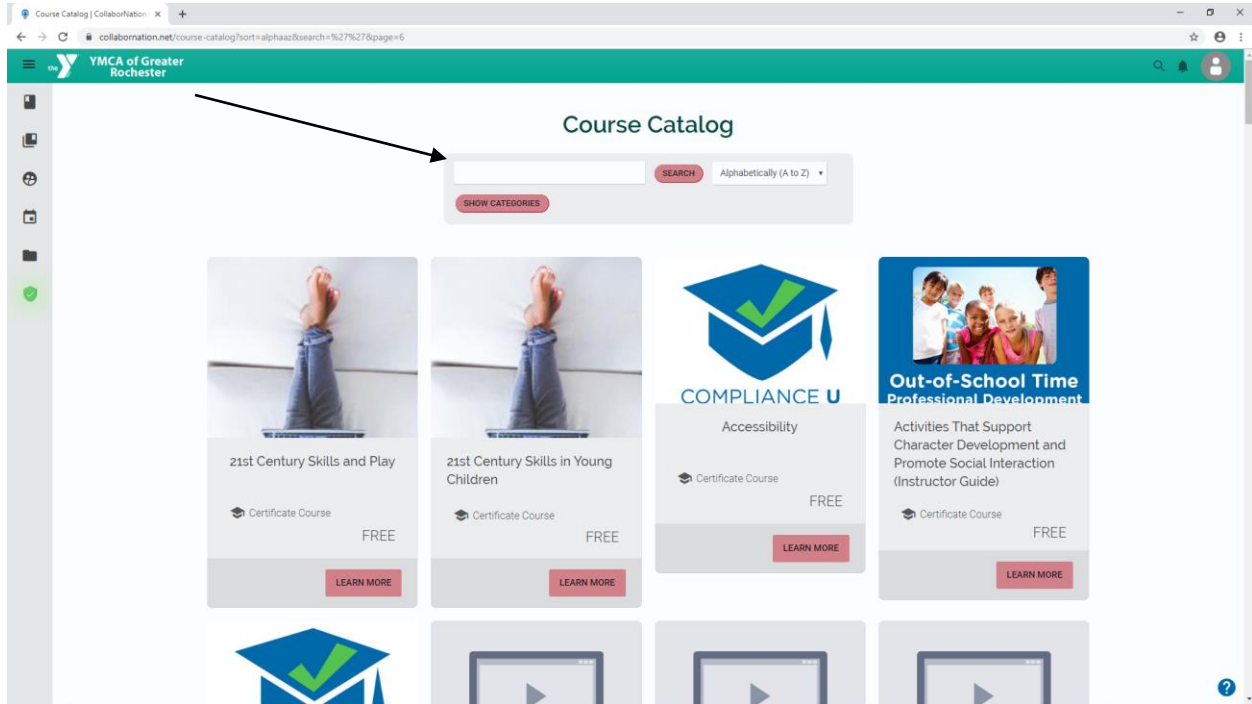
1. Go to <https://collabornation.net/register/ymcarochester>.
2. You can register to create an account or log in if you already have an account.
3. Once logged in, on the left side of the page, hover over the second icon and click "Course Catalog."

The screenshot shows a web browser window with the URL [collabornation.net/my-courses](https://collabornation.net/my-courses). The page header includes the YMCA of Greater Rochester logo and navigation icons. The main heading is "My Courses". Below this, there are summary statistics: "1 Courses", "1 completed", "0.1 CEUs", and "4 Clock Hours". A search bar is present with filters for "Title: A-Z", "All Learning", and "All Lesson Status". A course card for "NEW EMPLOYEE ORIENTATION" is displayed, indicating it is "COMPLETED" and has "No Expiration" and "CEUs Earned: 0.1". A red "TAKE COURSE" button is visible on the card. A sidebar on the left contains several icons, with the second icon (a book) labeled "Course Catalog" and pointed to by a black arrow.

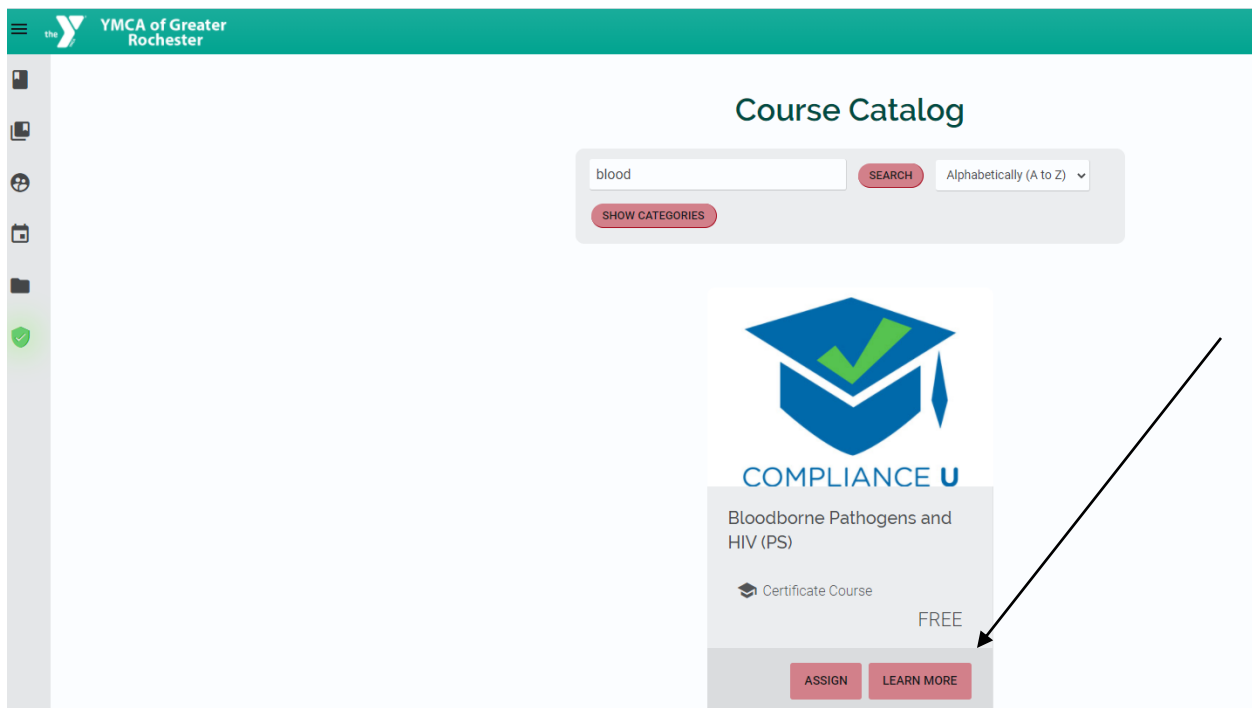


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4. Once in the catalog, type Blood in the search box.



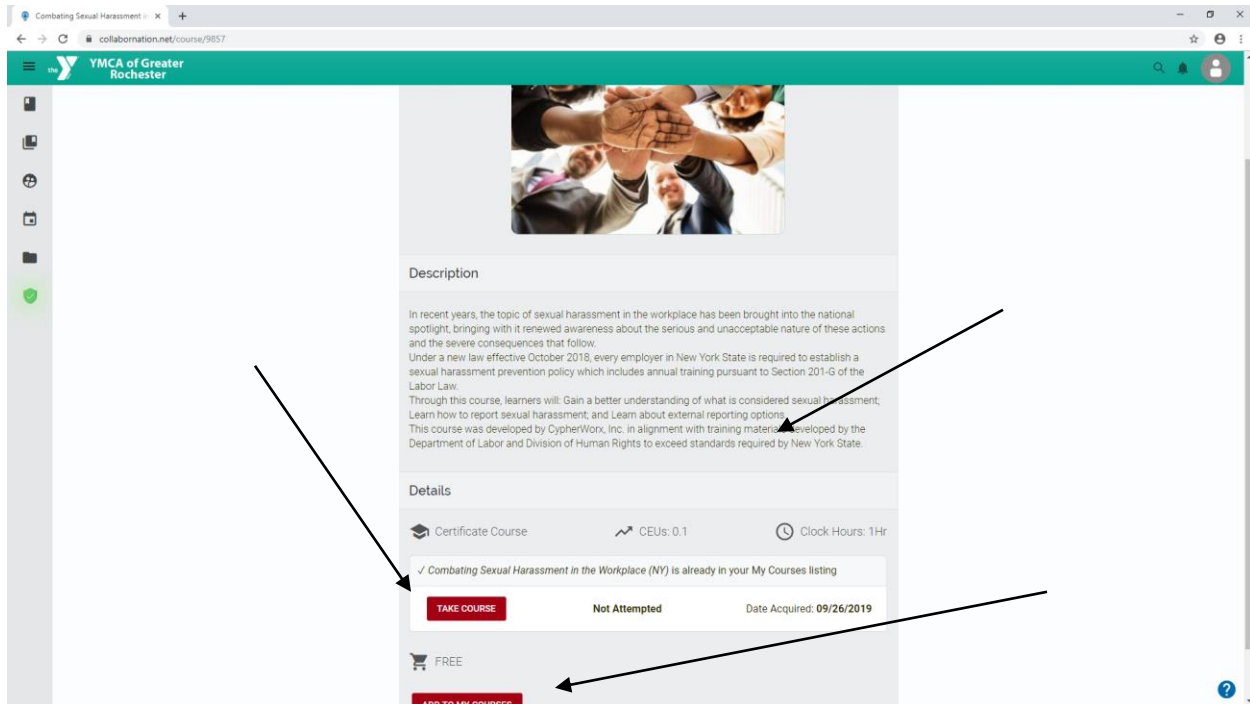
5. Click Learn More.





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6. If do not already have the course, click on” Add to My Courses”, then “Take Course”



7. At the conclusion of the course you will receive a message of Congratulations and a pop-up screen for a certificate. Or you can print a certificate from your main page. Please print the certificate and give it to your branch training representative.

**Deadline:** BBP must be completed by December 15, 2020. Exceptions will only be made in the case of illness or extreme circumstances and must be discussed with your branch training representative. Employees are paid for their time to complete the course.



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**Other information:**

1. Need technical support for please call 1-888-685-4440.
2. General questions should be directed to your branch training representative; if they are not available contact Deanna Rose at the Association Office 585-263-3926 or at [deanna.rose@rochesterymca.org](mailto:deanna.rose@rochesterymca.org).
3. For system requirements, visit: <https://collabornation.net/system-requirements>

**System Note:**

If you get a message on IE that they need Flash installed, they can sometimes then install Flash and still get an error message. Chrome has an option to "always allow" Flash on our site. See the screenshots below.

