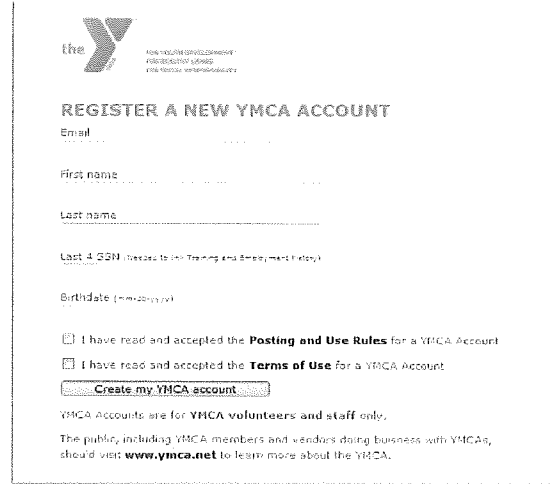


Setting up an Account on the LCDC

In order to register for a YMCA course, you must access the Learning & Career Development Center (LCDC) and establish a YMCA account. No approval is necessary to establish this account.

- 1) **Sign up** for an LCDC account using the following link:
<https://lcdc.yexchange.org/>.
From the LCDC log-in page, click on the link to register a new YMCA Account.
- 2) **Fill in your personal information** and click "create my YMCA account."
- 3) **Access your personal email** to retrieve the username and password you have been emailed and use that information to log on to the LCDC.
- 4) **Change your password** as prompted and continue to fill in the personal and YMCA information as requested.



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REGISTER A NEW YMCA ACCOUNT

Email

First name

Last name

Last 4 DSN (Access to the Training and Employment Entry)

Birthdate (mm/dd/yyyy)

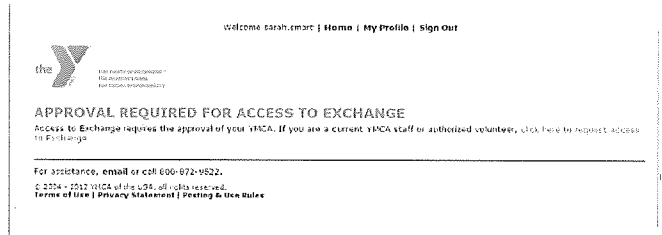
I have read and accepted the **Posting and Use Rules** for a YMCA Account

I have read and accepted the **Terms of Use** for a YMCA Account

YMCA Accounts are for **YMCA volunteers and staff only**.
The public, including YMCA members and vendors doing business with YMCAs, should visit www.ymca.net to learn more about the YMCA.

When you reach the screen to the right, click on "Home" at the top of the page.

You do not need to request access to the exchange to register for training courses.



Welcome sarah.amar | Home | My Profile | Sign Out

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APPROVAL REQUIRED FOR ACCESS TO EXCHANGE

Access to Exchange requires the approval of your YMCA. If you are a current YMCA staff or authorized volunteer, click here to request access to Exchange

For assistance, email or call 606-672-9522.

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You are now ready to search and register for classes in the LCDC.

LCDC RESOURCE - HOW TO REGISTER FOR A CLASS

Step 1: Search for a Class

- Hover over **Catalog and Schedule** on the top of your home page
 - o a drop down menu will appear
 - o choose **Search for Class availability**
- Once on this page you can now input all criteria needed to find the course you are looking for
 - o NOTE: You do not have to complete all the criteria boxes but you will need to input information into at **least one** criterion box
 - o Click the **Search** tab at the bottom of the page
- The system will return a search that matches your criteria
 - o If you need more information about any course that comes up on the search you can hover over the name and the complete description will appear
 - o Also don't forget to slide the bar along the bottom of your list to display all the information to the right of the course name

Step 2: Register for the Class

- Once you find the course you would like to take you can register for the course by clicking on the **Green** flag in the last column to the right, **OR** by clicking on **Register for class** at the bottom of the page
 - o If you do not meet the prerequisite, age or license requirements, the button will appear disabled and a message will appear to the student informing them of the reason that they are unable to register
 - o In cases where a student has not completed a prerequisite course prior to registering for a specific class, but **has registered** for the prerequisite class and that class is scheduled to complete before the start date of the second class, the system will allow the user to complete the registration
- Once the registration process has initiated, the system will guide you through the registration process
 - o The system will ask you to input your supervisor name and email address if it is not in the system. You should also check to ensure it is up to date. If you need to add or update click on Edit profile and type the correct information.
- For all local classes, the payment process will be handled by the local Y outside of the system. The system will generate a registration completion invoice that notes the fees owed to the local Y.
- For regional classes, payments will be accepted via credit card or other, as indicated on the regional event/class information screen.
- If you have been provided with a Discount Code you will be asked to input it at this time
- Once you have completed the registration process, the class will appear on your home page in the **upcoming classes** area
- A registration email confirmation will also be sent to you, and for YMCA staff, to the student's supervisor



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HOW DO I VIEW MY YMCA TRANSCRIPT?

1. Log onto YEXCHANGE: <https://yexchange.org/Pages/default.aspx>
2. On the left pane, go down to "My Career"
3. Click on "Learning & Career Development Center"
4. Across the top list of options, click on "My Records" to view drop down choices. Select "YMCA Transcript"
5. View your official training transcript of courses and certifications you've completed.

If an item is missing, please contact me and we can look into why the item is not appearing on your transcript.

HOW DO I UPLOAD A LICENSE?

GO TO THE YEXCHANGE ([HTTPS://LCDC.YEXCHANGE.ORG](https://lcdc.yexchange.org))

ON THE LEFT PANE, IN MY CAREER, CLICK ON: LEARNING & CAREER DEVELOPMENT CENTER (LCDC)

1. Select "My Records" > "Online Applications & Uploads" > "Submit Outside License"
2. Scan the license in a format that can be uploaded
Accepted file formats include .jpg, .png, .tif, .pdf, .doc, .docx
3. Select the License that you are submitting (e.g. AED, CPR, First Aid, 02)
4. Enter the Expiration Date
5. Upload the license document requiring approval.
(Note: Each license must be uploaded individually.)
6. Click "Submit"
(Note: They will stay in the submitted licenses area until approved)

HOW DO I ENTER CONTINUING EDUCATION CREDITS?

Go to [My Records](#) > [Online Applications & Uploads](#) > **SUBMIT RENEWAL/RECERTIFICATION CREDITS**

In order to renew an existing certification, the person needs to ensure the original certification is on their transcript. Otherwise, the person won't have that as an option in the dropdown list.



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WHY DO I NOT HAVE THE OPTION TO SUBMIT AN OUTSIDE EQUIVALENCY FOR HEALTH & WELL-BEING?

In order to submit an outside equivalency from an approved external provider for the Group Exercise Instructor Certification or Strength & Conditioning Instructor Certification, you must have:

1. An approved and current CPR license on your record;
2. The course entitled "Healthy Lifestyle Principles (HW100B)" on your YMCA transcript in LCDC.

Please note that having the course "Principles of YMCA Health & Fitness" or "HF300B - YMCA Healthy Lifestyle Principles" on your transcript is not a replacement for "Healthy Lifestyle Principles (HW100B)." This particular course is required for those submitting Health & Well-being equivalency certifications because it provides practical and theoretical information for instructors of all YMCA Health and Well-being programs and covers the YMCA mission, philosophy and the Y-USA training and certification system.