Dear TAC Participant,

Welcome to TAC! You're about to embark on a training designed to strengthen your clinical skills in the area of adoption competency. We're excited that you are joining a network of adoption competent clinicians across the country!

Each TAC participant is enrolled by the TAC Program Coordinator in the **Ideas@TheInstitute** Learning Management System (LMS) and the TAC course specific to your cohort.

Once enrolled, you will receive an email confirming that you are enrolled in the TAC training. This email will provide a link to click on to access the training (https://theinstitute.myabsorb.com/#/login).

Please note the following:
- Your username will be the email address you provided to the trainers.
- Your temporary password will be: "2changeME!".

You are encouraged to change your password when you first access the LMS – *please be sure and make note of your new password for future access to the training*. You will need to log-in to the LMS using your username and new password to access the participant materials for each module.

In the LMS dashboard, you will have a "TAC Training Participant Curriculum" icon. Once you click on this you will have access to each session. Note that there is no requirement to review module materials prior to class. If homework reading is assigned at the end of a class in preparation for the next module, the required articles or links will be provided during that session.

Because Module 1 is an online lesson the materials will look different from the other modules. You will have a link to an introductory video to view first and then will have access to a PDF of the on-line materials. You are encouraged to download this lesson to your computer and will need to do this if you want the links to articles and videos to work.

Modules 2 through 12 are instructor-led lessons You will need to click on "View" tab to access the materials. Because there is no online content, you will access the materials from the "Resources" tab at the top of the page. This will provide access to the Participant Guide, separate Handouts and the make-up assignments. Please note that the Participant Guide will provide you with **all the slides and handouts for each module in one document.** You are encouraged to download this and save it to your computer or print out in hard copy. If you want access to any of the handouts individually you can also view or download those individually or the entire batch as a group.

Each module will also have link for a post-test required for continuing education credit. Each post-test needs to be passed at 80%. There is no limit on the number of times you can take each post-test. However, after two tries you may need to request the test be reset by the Helpdesk and wait 24-hour hold before you can take the test again. The Helpdesk information is provided on the bottom right-hand of the screen when you're in the learning management system. There is a chat option available or you can email theinstitutehelp@ssw.umaryland.edu or call 410-706-4334.

Unless otherwise indicated by your trainers, none of the materials in the participant guides or handouts will be distributed in class. Make sure to download to your computer or print and bring all materials with you to class.

As a reminder, you can find general information about TAC, TAC sites, and the directory of therapists who have completed the TAC training can be accessed on the CASE website - visit https://adoptionsupport.org/adoption-competency-initiatives/training-for-adoption-competency-tac/

If you need assistance, please email me at wilson@adoptionsupport.org.

We hope you enjoy TAC!

Dawn Wilson, MSW
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Center for Adoption Support and Education