Important Information

• Each agency providing services under the Division of Developmental Disabilities has an designated **College of Direct Support Agency Administrator (CDSAA)**. They are in charge of assigning training to staff that work for their agency.

• If you are not currently working for an agency, you will not have access to the system.

• **Do Not contact Elsevier** (the governing body for the CDS). As per the contract for our state, you must contact your CDSAA for assistance.
How to: Log-in

College of Direct Support
New Jersey Website:

www.collegeofdirectsupport.com/embcenter
This is New Jersey’s login page

Login Information

Login/User ID:
first letter of your first name, full last name(s), last four of your social security number (no special characters, spaces or hyphens)

Password:
hello
User ID format

- When logging into the CDS, you must use the correct user ID format: the first letter of your first name, your full last name and the last four of your SSN

- If you complete training under a user ID that does not match this format, you will not receive credit for the training.

- All training completed under an incorrect user ID is considered Null and Void

How to: Access your assigned training(s)

Rutgers, The State University of New Jersey
You can view overdue/current assigned training(s) and view your transcript from the main page. Click on a link to begin.

You will only be able to take trainings assigned to you by your agency’s CDS Administrator.
Adjust Available Filters to view All Assignments

You can also filter here and here.
Click on a lesson to begin

Take the PreTest
Instructions:
1. Select the correct answer(s) for each test question. Scroll to view additional questions.
2. Once you answer all the test questions, Click Submit Test to view and transmit your results.

Question 1: Most people with developmental disabilities who are capable of working are employed.
A. True
B. False

Question 2: Which of the following is an example of use of a specialized service?
A. Visiting a public library.
B. An adapted recreations program.
C. Swimming in a public pool.
D. Voting in a state or county election.

Question 3: Sometimes vocational support specialists learn a job first and then train and support a person with disabilities to do the job.
A. True
B. False

The page will update and take you back to Assigned Items. Click on the lesson again to begin.

Answer the test questions then click “submit test”
Once you receive your score click “exit”
Start the Lesson here

Review the lesson and click “Next” to move through the lesson
Welcome! Here is a description of the lesson you are starting:

This lesson introduces you to the range of services available to people with developmental disabilities. You will learn some terms related to services. The lesson also explains how services are organized and funded. You will learn about the role of the service coordinator and how service design and delivery are changing.

To view course information, including On-the-Job Training Assessments, Portfolio Assignments, and a list of Activities in this Lesson, click on the menu at the top of the page and go to Lesson Information.

Close Caption is available. Click on the CC icon.

Menu options:
When you are done with the lesson, click “Take Test”

You must score 80% or higher on the Post-Test to be marked as complete on your transcript.
Instructions:
1. Select the correct answer(s) for each test question. Scroll to view additional questions.
2. Once you answer all the test questions, click Submit Test to view and transmit your results.

Question 1: Most people with developmental disabilities who are capable of working are employed.
A. ☐ True
B. ☐ False

Question 2: Which of the following is an example of use of a specialized service?
A. ☐ Visiting a public library.
B. ☐ An adapted recreation program.
C. ☐ Swimming in a public pool.
D. ☐ Voting in a state or county election.

Question 3: Sometimes vocational support specialists learn a job first and then train and support a person with disabilities to do the job.
A. ☐ True
B. ☐ False

Answer the test questions then click “submit test”
Once you receive your score click “exit”

Your test score will appear on your transcript immediately
How to:
Change your password

You are not required to change your password.

Once you change it, you will not be able to reset it back to hello (the default)

If you forget your password, please contact your agency’s CDS Administrator
Click on your name, then click on “Profile”

Click on “Change Password”
Enter the required information then click “Submit”

Remember to log out when you are done. Click on your name then “Log out”
Need Help? Do you have questions?

• If at any point you need assistance, please reach out to the designated College of Direct Support Agency Administrator (CDS AA) at your agency. This would be the person who assigned you the lessons at your agency.

• If you’re not sure who this is, then reach out to your immediate Supervisor for assistance. They should be able to direct you to the designated CDS AA for your agency.