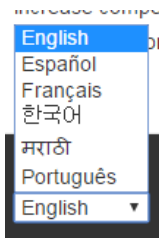


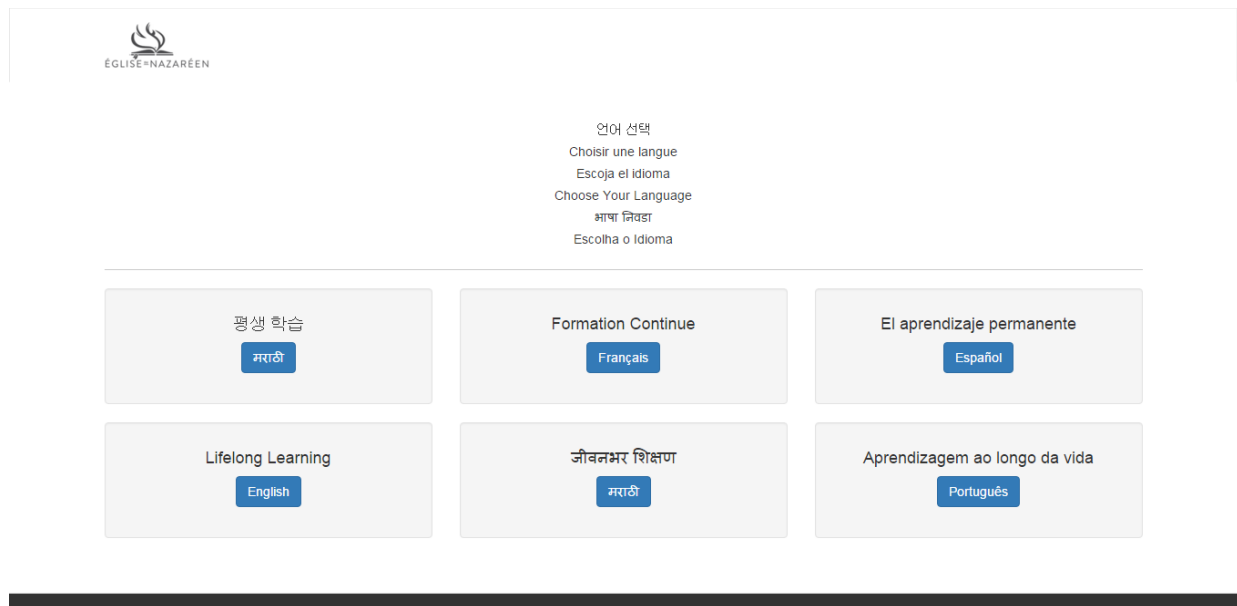
Getting Started on the Lifelong Learning Registry (LLR)

<https://learning.nazarene.org>

STEP ONE: The user is invited to select his or her preferred language. After initial selection, the site remembers the user's language.



- The user can select any of the other available languages at any time from any location on the site using the drop down menu (shown to the right) that appears on the lower portion of each webpage.
- After a period of disuse, the site returns to the language selection page, but all of the login information and other data is conserved in whatever language it was entered by the user. With one click the user can select the desired language and then may proceed with login.



STEP TWO. Each user must create an account on the Sign-Up page. There are brief, helpful explanations and definitions that inform and assist the user.



About the Lifelong Learning Registry

The Lifelong Learning Registry provides Nazarene ministers the opportunity to record and report their efforts to develop and maintain a pattern of lifelong learning to enhance the ministry in which God has called them. The Districts allow ministers to be aware in their own lifelong learning record. District Boards of Ministry and district regional and

This is the Signup page:

Register

First Name

Last Name

Email Address

Region

District

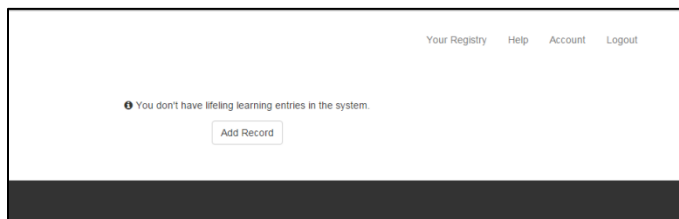
Ministerial Credential

Password

When the user selects his or her region, then only the districts on that region are displayed when the user selects the drop-down “District” menu.

The user indicates his or her credential (ordained, licensed, or none). District or regional leadership can verify the credential of any user by cross-checking what the user has entered here with the official roll of district-licensed and ordained ministers. “None” might be a category used by district or regional office personnel who need access to the Registry but who have no ministerial credential.

STEP THREE. After login, the record of the user’s lifelong learning activity appears. If the user is new to the Registry, the user will be invited to “Add Record”.



Selecting “Add Record” gives the user the opportunity to enter the basic details of a learning event in which he or she participated.

What qualifies as Lifelong Learning?

Nazarene ministers are to complete at least 20 hours of lifelong learning each year. Lifelong learning involves participating in opportunities that contribute significantly to the development of your abilities and understanding as a minister of the gospel. Conferences, district training seminars, continuing education courses from educational institutions or professional groups, webcasts, reading a professional journal, and joining others in reading and discussing a book are examples of activities that qualify as lifelong learning. Such activities qualify whether accessed online or attended in person. On the other hand, the daily practice of ministry (such as pastoral care or sermon preparation), viewing an informative television program or listening to a presentation at a community gathering normally would not qualify as professional development. Show discretion in selecting valid continuing education experiences. Your district administrators or regional office can assist in determining whether an activity qualifies as lifelong learning.

How do I know how many hours to report?

Normally, you should report the number of 60-minute hours in which you participate in a lifelong learning event such as a seminar or conference. For example, a preaching conference may include 8 one-hour sessions; if you attend 3.5 hours of the conference, you would report 3.5 lifelong learning hours. If you are reporting hours for a lifelong learning activity such as reading a book, see Lifelong Learning Reporting Guidelines under “Help” in the menu.

Helpful explanatory text appears on the “Add Record” page to guide the user in understanding the kinds of learning events that qualify for lifelong learning hours and how to report those hours.

Event Title

Connecting with Unbelievers

Event Start Date (yyyy-mm-dd)

2016-02-02

Event End Date (yyyy-mm-dd)

2016-02-02

Event Description

A seminar on learning to listen to unbelievers, hearing their stories and discerning how the Gospel connects with them.

Event Provider

Nazarene Theological College, Manchester

Number of Learning Hours

4.00

Event Type

Seminar/Class

Select the description(s) that best match the learning value of the event:

- Content - to increase the biblical, theological, and historical knowledge needed for ministry – the biblical, theological, and historical knowledge necessary for ministry
- Context - to increase understanding of the ministry environment – the development of skills for ministry
- Competency - to gain skills for ministry – the strengthening and enriching of the minister as a person
- Character - the strengthen and enrich the minister as a person – the deepening of the understanding of the ministry environment

Create

On the ADD RECORD page, the user enters the following information:

- **name of the event** (for example, “Leading Worship” or “Caring for Grieving Families”)
- **dates the event begins and ends** (a drop-down menu helps makes date selection easy)
- **description of the event** (this can be in the user’s own words or a description provided by the event provider)
- **name of the organization providing/presenting the event**
- **number of lifelong learning hours** the user is reporting for her or his participation in the event
- **type of event** selected by the user from a drop-down menu (conference, seminar/class, webinar, instructional preparation, book study group, online audio/video, other)
- **learning focus of the event** – content, context, competency, or character (the user may choose more than one)

STEP FOUR. After entering at least one event record, a listing of all the lifelong learning events the user has added to the Registry appears. The user may download and print a report at any time for any range of dates.



Your Registry

Download Report Add Record

Event Title	Event Start Date (yyyy-mm-dd)	Learning Hours	
Connecting with Unbelievers	Feb 02, 2016	4.00	Edit Delete
Discover Jesus	Jul 08, 2015	1.00	Edit Delete

STEP FIVE. The user can find answers to questions about lifelong learning and about using the Registry by selecting HELP from the menu [sample text

User's Guide

Best practices for lifelong learners

- **How many lifelong learning hours do I report for...**
 - Reading a book
 - Reading a book with a group
 - Teaching a class in the Course of Study
 - Presenting a workshop or seminar
 - Viewing a webinar
 - Attending a conference
 - Completing coursework in a degree program
 - Participating in a Mission trip

Navigating the Lifelong Learning Registry shown]

How do I select a different language for the site?

What if I move to a different district?

How do I update a change in my credential?

Will I still be able to login if I change my email address?

How do I update my account profile?

Tips for adding a new lifelong learning event

1. How do I select a different language for the site?

If you wish to view the site in a language other than the one you selected initially, you may select a language from the drop-down menu that appears at the bottom of each page of the site.

2. What if I move to a different district?

Moving to a different district does not mean your credential has been transferred! You will need to

STEP SIX. The user can update his or her information (including email and password) at any time.

This example shows how the choice of districts appears on an iPhone when updating the user account.

Region
Eurasia

District

Ministerial Credential
Ordained

You only need to enter data into the fields below if you would like to change your password.

< > Done

Armenia
Azores
Bangladesh North
Bangladesh Northwest
Bangladesh South
Bulgaria