



TEXAS★PACE
AUTHORITY



Training Portal

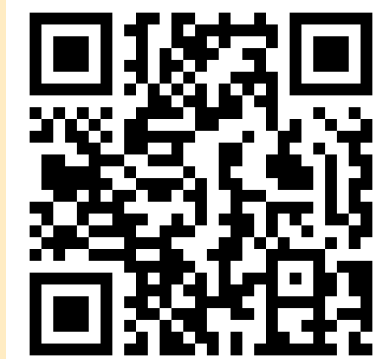
USER GUIDE

STEP 1

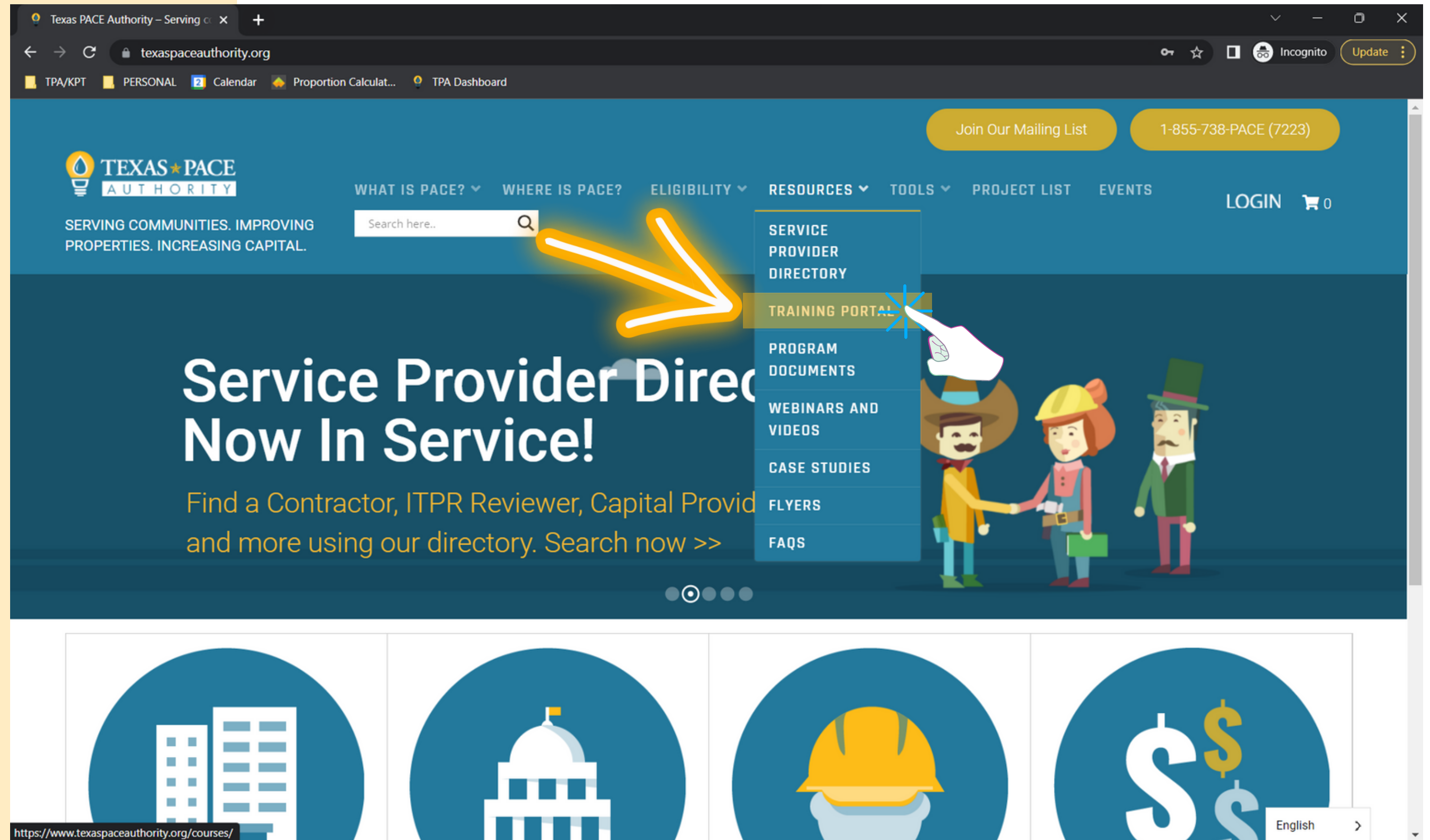
NAVIGATE TO THE TRAINING PORTAL

RESOURCES > TRAINING PORTAL

TO NAVIGATE TO THE TRAINING PORTAL ON THE TPA WEBSITE, FOLLOW THE MENU OPTION "RESOURCES" THEN CLICK ON "TRAINING PORTAL"



[HTTPS://WWW.TEXASPACEAUTHORITY.ORG/](https://www.texaspaceauthority.org/)



The screenshot shows the Texas PACE Authority website in a browser window. The URL is [texaspaceauthority.org](https://www.texaspaceauthority.org/). The navigation menu includes: WHAT IS PACE?, WHERE IS PACE?, ELIGIBILITY, RESOURCES, TOOLS, PROJECT LIST, EVENTS, LOGIN, and a shopping cart icon. A search bar is located below the navigation menu. A large orange arrow points to the 'RESOURCES' menu item, which is expanded to show a dropdown menu with the following options: SERVICE PROVIDER DIRECTORY, TRAINING PORTAL (highlighted with a blue star and a hand cursor), PROGRAM DOCUMENTS, WEBINARS AND VIDEOS, CASE STUDIES, FLYERS, and FAQs. Below the navigation menu is a banner for 'Service Provider Directory Now In Service!' with the text 'Find a Contractor, ITPR Reviewer, Capital Provider and more using our directory. Search now >>'. Below the banner are four circular icons: a building, a state capitol dome, a hard hat, and a dollar sign. A language selector for 'English' is visible in the bottom right corner. A URL bar at the bottom left of the screenshot shows <https://www.texaspaceauthority.org/courses/>.

STEP 2

REGISTER FOR A TRAINING PORTAL ACCOUNT

CLICK ON BUTTON "REGISTER HERE"

YOU MUST FIRST REGISTER FOR AN ACCOUNT TO ACCESS AND USE OUR TRAINING PORTAL. CLICK ON THE YELLOW BUTTON TO BE FIND THE REGISTRATION FORM.

[HTTPS://WWW.TEXASPACEAUTHORITY.ORG/COURSES](https://www.texaspaceauthority.org/courses)

The screenshot shows a web browser window displaying the Texas PACE Authority website. The browser's address bar shows the URL texaspaceauthority.org/courses/. The website header includes the Texas PACE Authority logo, navigation links (WHAT IS PACE?, WHERE IS PACE?, ELIGIBILITY, RESOURCES, TOOLS, PROJECT LIST, EVENTS), a search bar, and buttons for "Join Our Mailing List" and "1-855-738-PACE (7223)". Below the header, the page title is "All Courses" and the text states: "An account on our website is necessary to complete courses. To get started, register for a Training Portal account by clicking the button below:". A yellow button labeled "REGISTER HERE" is highlighted with a hand cursor icon. Below this, a text block reads: "Texas PACE Authority offers full scholarships for Women-Owned, Veteran-Owned, and Minority-Owned businesses. For more information, fill out the form on this page and provide documentation to our staff confirming your status." A search bar for courses is visible. The main content area displays two course cards: "SELF PACE'D SERVICE PROVIDER TRAINING" (Service Provider Training, Administrator, \$25.00) and "BENCHMARKING 101" (Lender/Capital Provider Training, Training Portal, Free). The footer contains the copyright notice: "© 2022 Texas PACE Authority. All Rights Reserved".

STEP 2

STEP 2

REGISTER FOR A TRAINING PORTAL ACCOUNT

FILL OUT THE REGISTER FORM

AFTER FILLING OUT THE FORM, YOU'LL RECEIVE AN EMAIL CONFIRMING LOGIN DETAILS, AND BE REDIRECTED TO YOUR ACCOUNT PROFILE PAGE.

ON THE ACCOUNT PROFILE PAGE, YOU CAN CHANGE YOUR PROFILE PICTURE, ADD A BIOGRAPHY, AND CHANGE YOUR PASSWORD AND USERNAME.

REGISTER

Email address *

Username *

Password *

Confirm Password *

First name

Last name

Display name

REGISTER

Profile → Courses - Texas PACE Authority

texaspaceauthority.org/lp-profile/

TPA/KPT PERSONAL Calendar Proportion Calculat... TPA Dashboard NOTEPAD

Join Our Mailing List 1-855-738-PA

TEXAS PACE AUTHORITY

WHAT IS PACE? WHERE IS PACE? ELIGIBILITY RESOURCES TOOLS PROJECT LIST EVENTS

Search here..

— YOUR-USERNAME —

This is where your bio can go, if you decide to add one.

Courses

- Certificates
- Quizzes
- Orders
- Settings
- Logout

Enrolled Courses 0

Active Courses 0

Completed Courses 0

Enrolled

All | In Progress | Finished | Passed | Failed

No Course available!

WAIT!

DOES YOUR BUSINESS QUALIFY FOR ONE OF OUR SCHOLARSHIPS?

IF SO, FILL OUT OUR SCHOLARSHIP FORM

TPA PROUDLY OFFERS SCHOLARSHIPS TO BUSINESSES WHO ARE WOMEN-OWNED, VETERAN-OWNED, AND MINORITY-OWNED.

FILL OUT THE FORM ON THE PAGE BELOW TO RECEIVE A COUPON CODE FOR 100% OFF TRAINING PORTAL COURSES.

REQUESTS TAKE 24 HOURS TO COMPLETE.



[HTTPS://WWW.TEXASPACEAUTHORITY.ORG/TRAINING-SCHOLARSHIP](https://www.texaspaceauthority.org/training-scholarship)

TPA PROUDLY OFFERS
100% OFF
TRAINING PORTAL COURSES TO
BUSINESSES WHO ARE
**WOMEN-OWNED,
VETERAN-OWNED, AND
MINORITY-OWNED.**



SCHOLARSHIP APPLICATION

STEP 3

PURCHASE A COURSE

NAVIGATE BACK TO THE TRAINING PORTAL PAGE

RESOURCES > TRAINING PORTAL

THEN CLICK ON THE COURSE YOU'D LIKE TO PURCHASE OR REGISTER FOR.

[HTTPS://WWW.TEXASPACEAUTHORITY.ORG/LP-PROFILE](https://www.texaspaceauthority.org/lp-profile)

The screenshot shows a web browser window displaying the Texas PACE Authority profile page. The browser's address bar shows the URL <https://www.texaspaceauthority.org/lp-profile/>. The page features a dark blue header with the Texas PACE Authority logo and navigation links: WHAT IS PACE?, WHERE IS PACE?, ELIGIBILITY, RESOURCES, TOOLS, PROJECT LIST, and EVENTS. A search bar is located in the center of the header. Below the header, there is a large blue banner with an illustration of three people and a bio section titled "YOUR-USERNAME" with the text "This is where your bio can go, if you deci". A dropdown menu is open under the "RESOURCES" link, highlighting the "TRAINING PORTAL" option. Below the banner, there is a sidebar menu with options: Courses, Certificates, Quizzes, Orders, Settings, and Logout. To the right of the sidebar, there are three boxes showing course statistics: "Enrolled Courses 0", "Active Courses 0", and "Completed Courses 0". At the bottom, there is a filter bar with options: "All", "In Progress", "Finished", "Passed", and "Failed". The page is viewed in Incognito mode.

STEP 3

PURCHASE A COURSE

CLICK ON THE COURSE YOU'D LIKE TO PURCHASE

The screenshot shows a web browser window with the URL [texaspaceauthority.org/courses/](https://www.texaspaceauthority.org/courses/). The page header includes the Texas PACE Authority logo, navigation links (WHAT IS PACE?, WHERE IS PACE?, ELIGIBILITY, RESOURCES, TOOLS, PROJECT LIST, EVENTS), a search bar, and a LOGIN button. The main content area is titled 'All Courses' and includes a 'REGISTER HERE' button. Below this, there is a section for scholarships and a search bar for courses. Two course cards are visible: 'SELF PACE'D SERVICE PROVIDER TRAINING' (Service Provider Training, Administrator, \$25.00) and 'BENCHMARKING 101' (Lender/Capital Provider Training, Training Portal, Free). A hand cursor is shown clicking on the 'REGISTER HERE' button, and another hand cursor is shown clicking on the 'SELF PACE'D SERVICE PROVIDER TRAINING' course card.

[HTTPS://WWW.TEXASPACEAUTHORITY.ORG/COURSES](https://www.texaspaceauthority.org/courses)

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STEP 3

STEP 3

PURCHASE A COURSE

CLICK THE "ADD TO CART" BUTTON

YOU'LL BE REDIRECTED TO A CHECKOUT PAGE.

BE SURE TO USE YOUR COUPON, IF YOU'VE RECEIVED ONE FROM US.

The screenshot shows a web browser window displaying the Texas PACE Authority website. The browser's address bar shows the URL texaspaceauthority.org/courses/self-paced-service-provider-training/. The website header features the Texas PACE Authority logo, navigation links (WHAT IS PACE?, WHERE IS PACE?, ELIGIBILITY, RESOURCES, TOOLS, PROJECT LIST, EVENTS), a search bar, and a shopping cart icon. The main content area displays the course title "Self PACE'd Service Provider Training" with a price of \$25.00 and an "Add To Cart" button. A hand cursor is pointing at the "Add To Cart" button. Below the course title, there are tabs for "FEATURES" and "TARGET AUDIENCES", and an "Overview" section. The footer includes the Texas PACE Authority logo, "QUICK LINKS", "CONTACT US", and a language selector set to "English".

STEP 3

STEP 4

START YOUR COURSE

CLICK THE NAME OF THE PURCHASED COURSE

YOU'LL BE REDIRECTED TO
THAT COURSE'S PAGE, WHERE
YOU CAN BEGIN YOUR
COURSE

Checkout - WooCommerce - Tex x +

texaspaceauthority.org/checkout/order-received/80557/?key=wc_order_ey657jY5jkZJo

TPA/KPT PERSONAL Calendar Proportion Calculat... TPA Dashboard NOTEPAD

Join Our Mailing List 1-855-738-PACE (7223)

TEXASPACE AUTHORITY

WHAT IS PACE? WHERE IS PACE? ELIGIBILITY RESOURCES TOOLS PROJECT LIST EVENTS

Search here..

Order received

Thank you. Your order has been received.

ORDER NUMBER: 80557 DATE: December 23, 2022 EMAIL: test@texaspaceauthority.org TOTAL: \$0.00

ORDER DETAILS

Product	Total
Self PACE'd Service Provider Training x 1	\$25.00
Subtotal:	\$25.00
Discount:	-\$25.00
Total:	\$0.00

ORDER AGAIN

BILLING ADDRESS

Deb Test
123 Deb Test
Test, TX 78456
1234567890

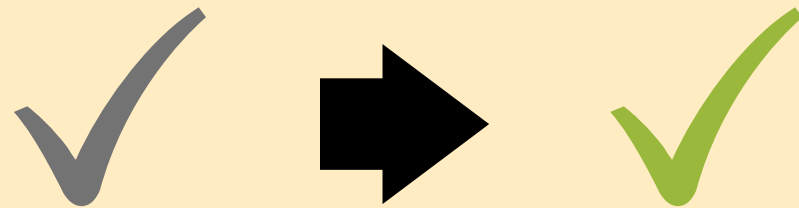
English >

STEP 5

COMPLETE THE COURSE

BE SURE TO HIT THE COMPLETE BUTTON AFTER EACH SECTION

AS YOU COMPLETE SECTIONS, THE CHECK MARKS ON THE COURSE SUMMARY WILL TURN GREEN



SELF PACE'D SERVICE PROVIDER TRAINING 0 of 7 items

PAGE 101

- Self PACE'd Service Provider Training - Video 1 of 3 15 minutes ✓
- Self PACE'd Service Provider Training Quiz 1 6 questions ✓
- Technical Standards & Guidance
- Self PACE'd Service Provider Training - Video 2 of 3 14 minutes ✓
- Self PACE'd Service Provider Training Quiz 2 11 questions ✓
- Project Steps
- Self PACE'd Service Provider Training - Video 3 of 3 19 minutes ✓
- Self PACE'd Service Provider Training Quiz 3 8 questions ✓
- Contact Us To Be Listed as a Trained Service Provider ✓

SELF PACE'D SERVICE PROVIDER TRAINING - VIDEO 1 OF 3

Press "Complete" button below after finishing watching video to be directed to this module's quiz.

Next ▶

STEP 5

COMPLETE THE COURSE

USE THE NEXT AND PREVIOUS BUTTONS TO NAVIGATE THROUGH THE COURSE

YOU CAN ALSO CLICK ON THE SECTIONS IN THE COURSE OUTLINE TO NAVIGATE

The screenshot shows a web browser window with the URL texaspaceauthority.org/courses/self-paced-service-provider-training/quizzes/self-paced-service-provider-training-quiz-1/. The browser tabs include 'Self PACE'd Service Provider Train', 'TPA/KPT', 'PERSONAL', 'Calendar', 'Proportion Calculat...', 'TPA Dashboard', and 'NOTEPAD'. The page title is 'SELF PACE'D SERVICE PROVIDER TRAINING' and it shows '2 of 7 items' completed. A notification bar at the top says 'Congrats! You have completed "Self PACE'd Service Provider Training – Video 1 of 3".' The main heading is 'SELF PACE'D SERVICE PROVIDER TRAINING QUIZ 1'. A large orange circle displays '100%' with '70%' below it. A green button says 'Passed ✓'. Below this is a table of quiz statistics:

Time spent	00:00:12
Points	24 / 24
Questions	6
Correct	6
Wrong	0
Skipped	0

At the bottom, there are 'Retake' and 'Review' buttons. A navigation bar at the very bottom has 'Prev' and 'Next' buttons. A hand icon is pointing to the 'Next' button. On the left side of the page, there is a course outline with sections like 'PACE 101', 'Self PACE'd Service Provider Training - Video 1 of 3', 'Self PACE'd Service Provider Training Quiz 1', 'Technical Standards & Guidance', 'Self PACE'd Service Provider Training - Video 2 of 3', 'Self PACE'd Service Provider Training Quiz 2', 'Project Steps', 'Self PACE'd Service Provider Training - Video 3 of 3', 'Self PACE'd Service Provider Training Quiz 3', and 'Contact Us To Be Listed as a Trained Service Provider'. Two large orange arrows point towards the 'Next' button and the course outline.

STEP 5

STEP 5

COMPLETE THE COURSE

ONCE ALL SECTIONS ARE COMPLETED HIT THE "FINISH COURSE" BUTTON

ON THE LAST SCREEN ON THE COURSE (ONCE ALL SECTIONS ARE COMPLETED, A BUTTON WITH THE TEXT "FINISH COURSE" WILL APPEAR.

IF YOU'RE SATISFIED WITH YOUR TEST SCORES, HIT THE "FINISH COURSE" BUTTON TO BE REDIRECTED TO YOUR COURSE COMPLETION CERTIFICATE.

Self PACE'd Service Provider Training

texaspaceauthority.org/courses/self-paced-service-provider-training/lessons/contact-us-to-be-listed-as-a-trained-service-prov...

TPA/KPT PERSONAL Calendar Proportion Calculat... TPA Dashboard NOTEPAD

SELF PACE'D SERVICE PROVIDER TRAINING 6 of 7 items Finish Course

PACE 101

- Self PACE'd Service Provider Training - Video 1 of 3 15 minutes ✓
- Self PACE'd Service Provider Training Quiz 1 6 questions ✓
- Technical Standards & Guidance
- Self PACE'd Service Provider Training - Video 2 of 3 14 minutes ✓
- Self PACE'd Service Provider Training Quiz 2 11 questions ✓
- Project Steps
- Self PACE'd Service Provider Training - Video 3 of 3 19 minutes ✓
- Self PACE'd Service Provider Training Quiz 3 8 questions ✓
- Contact Us To Be Listed as a Trained Service Provider ✓

CONTACT US TO BE LISTED AS A TRAINED SERVICE PROVIDER

If you would like to be listed as a trained service provider in our [Service Provider Directory](#), please email admin@texaspaceauthority.org to gain access to our Service Provider Directory Interest Form.

[★ Email our staff >>](#)

If your company is already listed in the Service Provider Directory, and you have no desire to make changes to this information please disregard these instructions and hit the "Finish Course" button to be redirected to your completion certificate.

[Complete](#) [Finish Course](#)

Prev

STEP 6

DOWNLOAD YOUR CERTIFICATE

HIT THE DOWNLOAD BUTTON BELOW YOUR CERTIFICATE TO SAVE A COPY ON YOUR COMPUTER

YOU CAN ALWAYS DOWNLOAD YOUR COURSE COMPLETION CERTIFICATES ON YOUR ACCOUNT PAGE

Self PACE'd Service Provider Train x +

texaspaceauthority.org/courses/self-paced-service-provider-training/

TPA/KPT PERSONAL Calendar Proportion Calculat... TPA Dashboard NOTEPAD

CERTIFICATE

OF ATTENDANCE

YOUR-USERNAME

HAS ATTENDED

Self PACE'd Service Provider Training

1 HOUR PDH EARNED


Charlene Heydinger

23/12/2022

CHARLENE HEYDINGER,
PRESIDENT, TEXAS PACE AUTHORITY

DATE

TEXAS PACE AUTHORITY

QUICK LINKS  CONTACT US

English >

**THANKS FOR
TRAINING
WITH US!**

**IF YOU HAVE ANY QUESTIONS, CONTACT
ADMIN@TEXASPACEAUTHORITY.ORG**

