

Local Training Checklist for the Supervisor and Super User

Prior to the “Train the Trainer” webinar

- ☐ Return a signed agency agreement (Data Use and System Access Agreement) to Laura Zukowski by fax, e-mail, or mail (Fax 971-673-0240; email theo.support@state.or.us; mail 800 NE Oregon Street, Suite 825, Portland 97232).
- ☐ Identify one to two super users for your program and submit a signed account request (Account Request form and Authorized User Agreement) for each super user to theo.support@state.or.us. Both the program supervisor and the super user must sign an account request for a super user. Each super user will receive an automated email with a weblink and an invitation to log in to the THEO practice environment. If the automated email does not arrive within three business days after submitting an account request, contact THEO Application Support, theo.support@state.or.us or 971-673-0382.
- ☐ Note:
 - The login to the practice environment expires after 72 hours. Contact THEO Application Support (theo.support@state.or.us or 971-673-0382) if the login expires. It's fine to start using the practice environment and the training materials on the THEO website (www.healthoregon.org/theo) immediately.
 - The super user should verify that the internet browser on his or her computer is compatible with THEO. Please see a description of compatible browsers on the browser handout included with this document.
- ☐ Contact Laura Zukowski (laura.a.zukowski@state.or.us or 971-673-0270) to let us know about any accommodation or support that staff might need.
- ☐ The super user will receive an email with a link and an invitation to register for a “Train the Trainer” webinar. If the super user does not receive an email within three business days after submitting an account request form, contact THEO Application Support, theo.support@state.or.us or 971-673-0382.
- ☐ Prepare for the “Train the Trainer” webinar.
 - Register for a “Train the Trainer” webinar by clicking the link in the webinar invitation email and filling out the online form. The person who was registered will receive a confirmation email for the registration. Verify that GoToWebinar software is installed on the super user's computer. More information is available about the webinar software at <https://support.logmeininc.com/gotowebinar/how-to-join-attendees>
 - Test your webinar software at <https://support.logmeininc.com/gotowebinar/av-get-ready>
 - Test the speakers or headset.
 - Log in to the THEO practice environment and log in to GoToWebinar before the start of the “Train the Trainer” webinar.
- ☐ Super user attends the “Train the Trainer” webinar.

After the “Train the Trainer” webinar

- ☐ The super user reviews the agency's clients in THEO to confirm that data entry is current in THEO. More information about how to complete this review will be covered in the “Train the Trainer” webinar.

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- ☐ The super user submits completed account request forms (Account Request form and Authorized User Agreement) for all other staff who will use THEO to theo.support@state.or.us. Account request forms for other staff must be signed by the user and either the super user or the program supervisor.
- ☐ Each user will receive an automated email with a weblink and an invitation to log in to the THEO practice environment. If the automated email does not arrive within three business days after submitting an account request form, contact THEO Application Support, theo.support@state.or.us or 971-673-0382.

Note:

- The login to the practice environment expires after 72 hours. Users should log in to the practice environment to activate accounts as soon as possible after receiving the login invitation. Contact THEO Application Support (theo.support@state.or.us or 971-673-0382) if the login expires, so that it can be sent again. Users may start using the practice environment and the training materials on the THEO website (www.healthoregon.org/theo) immediately.
 - The super user should verify that the internet browser on every user's computer is compatible with THEO. Please see a description of compatible browsers on the browser handout included with this document.
- ☐ Users may complete training through self-paced tutorials and videos on the web or through attending a training webinar. For users who train independently, the super user will request a production login for the user after the user has learned how to use THEO. Users who attend a training webinar will automatically receive a production login shortly after the training webinar.

Note:

- The login to the production environment expires after 72 hours. Users should log in to the practice environment to activate the account as soon as possible after receiving the email invitation.
 - Contact THEO Application Support (theo.support@state.or.us or 971-673-0382) if the login expires, so that it can be sent again.