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The College of Direct Support

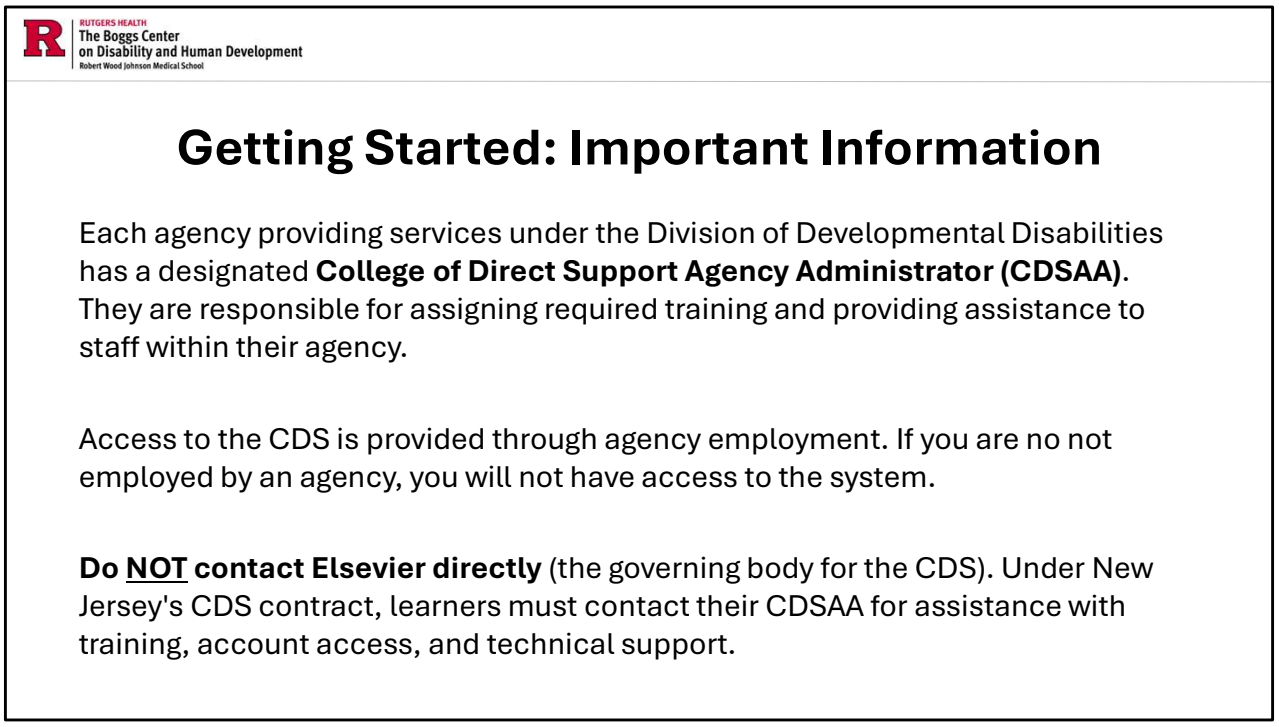
Learner's Guide

For technical assistance,
please contact your agency's
College of Direct Support Administrator
(designated personnel at your agency that assigns online training)

College of Direct Support (CDS) Learner's Guide
Updated August 2026

Technical Assistance
For support using the College of Direct Support, please contact your agency's **College of Direct Support Agency Administrator (CDSAA)**

Purpose of This Manual
This Learner Guide is designed to help staff successfully navigate the College of Direct Support (CDS) learning platform. It provides step-by-step instructions for accessing assigned training, completing lessons and post-tests, tracking progress, and using key system features. By following this guide, learners will be better prepared to complete required training and know where to go for assistance if needed.



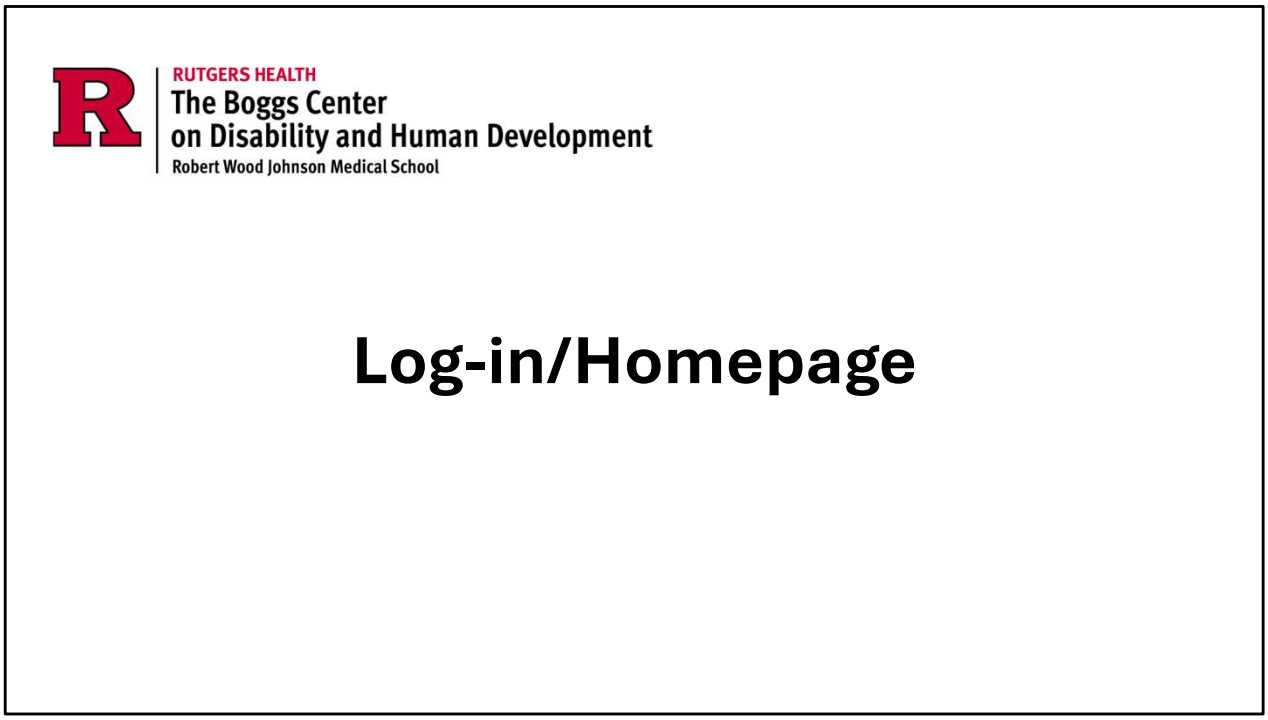
Getting Started: Important Information

Every participating agency has one or more **College of Direct Support Agency Administrators (CDSAAs)** who manage learner accounts and assign required training.

Contact your CDSAA if you have questions about your account, assigned training, or course access.

If you begin working for another participating agency, your new CDSAA can help you regain access and assign any required training.

Contact your CDSAA (not Elsevier) for assistance with your account, training, or technical support.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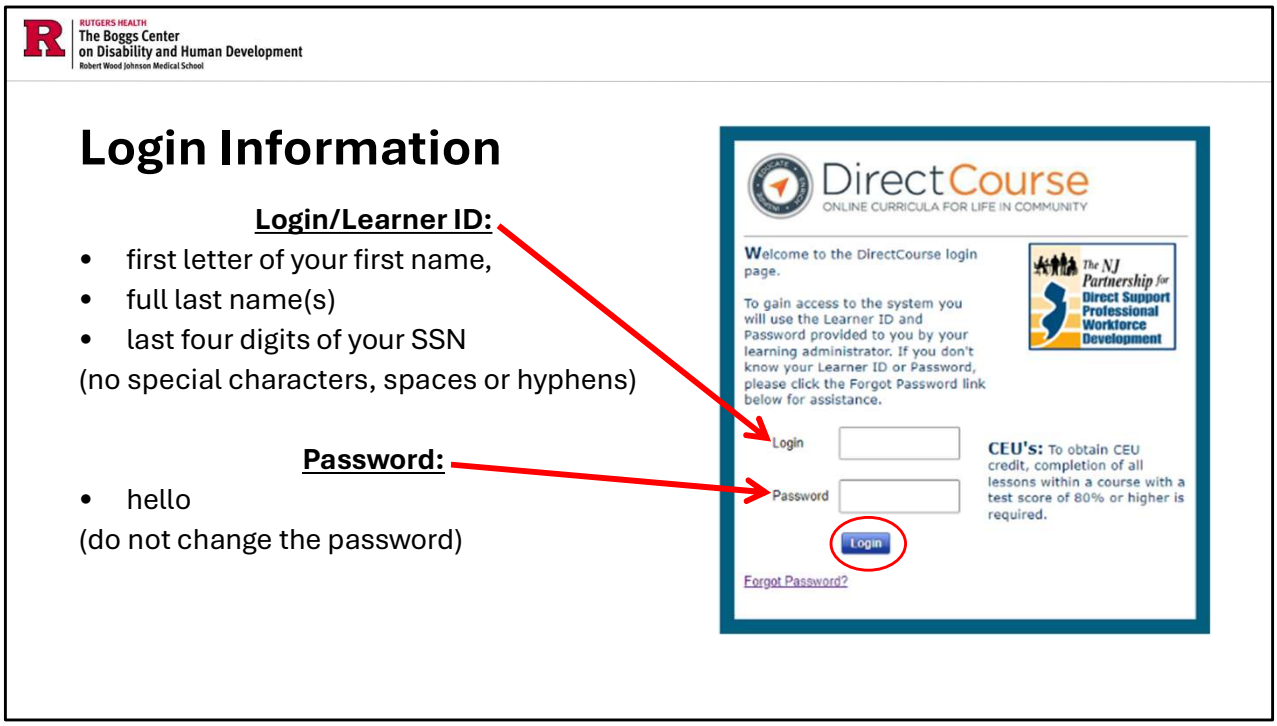
Log-in/Homepage

College of Direct Support Login (NJ CDS)

The official login page for New Jersey CDS is:
🌐 www.collegeofdirectsupport.com/embcenter

Look for a small icon on the right-hand side that says ***NJ Partnership for Direct Support Professional Workforce Development***. This ensures you are on the NJ version of the CDS.

Be sure to use the correct web address.
Searching through Google may lead you to a different CDS site.



Learner Login Information

Learner ID Format

Your Learner ID is created using the NJ DDD Required Naming Format:

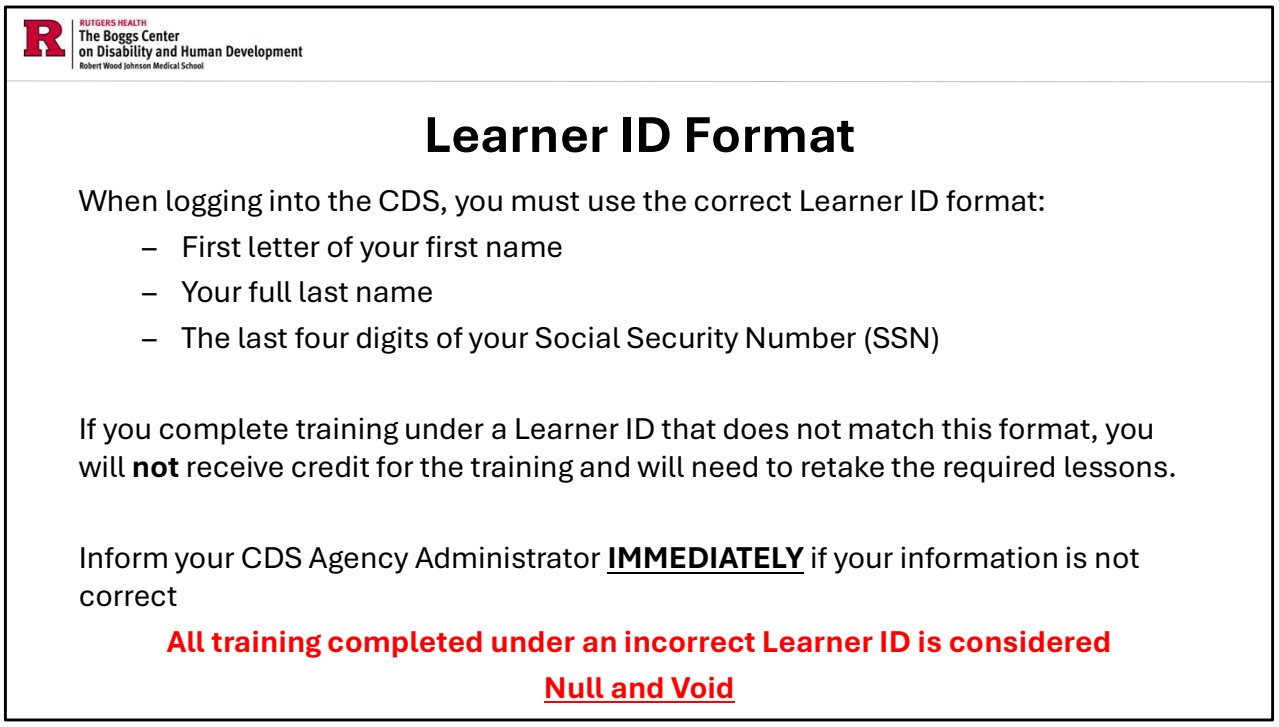
- First letter of your first name
- Full last name(s)
- Last four digits of your Social Security number

Generic Password

The system automatically generates a generic password at account creation:
Password: hello

Important to Know:

- Your Learner ID and password are unique to you.
- Do not share your login credentials with others.



Learner ID Format

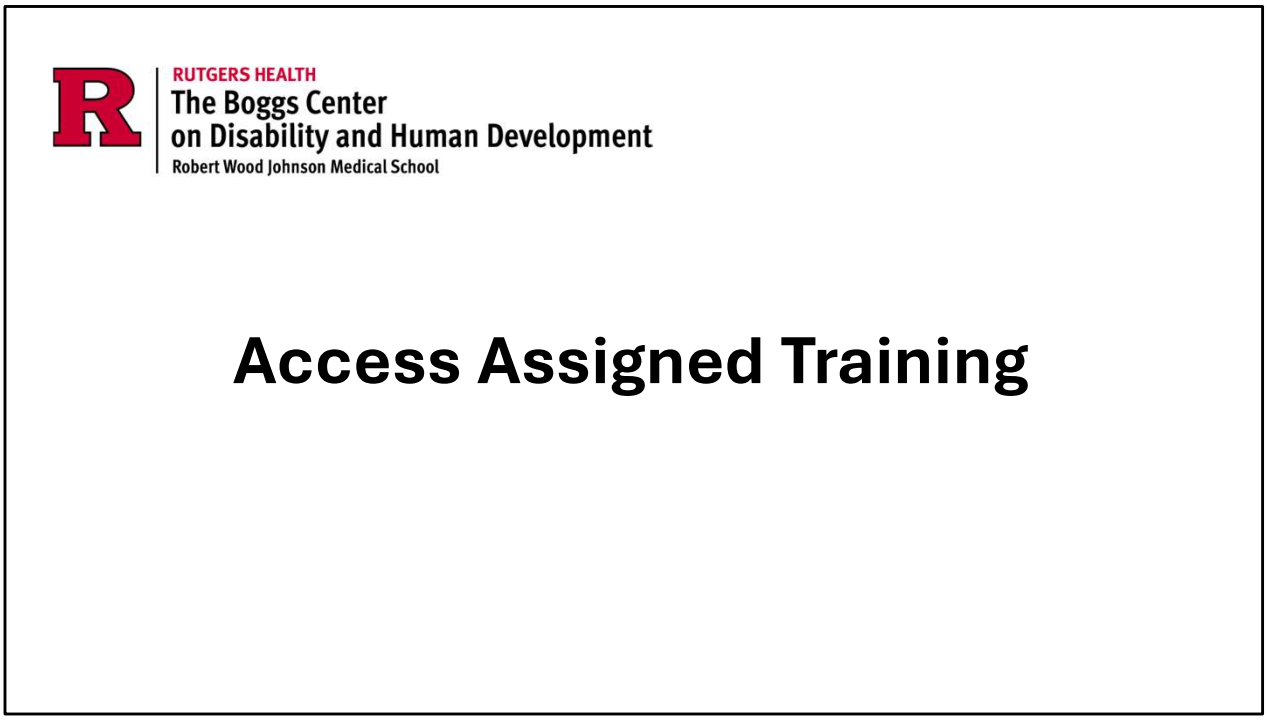
Your Learner ID is created using *the first letter of your first name, your full last name, and the last four digits of your Social Security Number (SSN)*.

Always verify that you are logged in with the correct Learner ID **before** starting any training.

Learner IDs remain the same regardless of any legal name change, including marriage or divorce. Learners should continue using their original Learner ID unless instructed otherwise by your CDS Agency Administrator.

Training completed under an incorrect Learner ID cannot be transferred for credit and is considered **Null and Void**.

If you believe your Learner ID is incorrect, contact your CDSAA immediately before beginning or continuing any assigned training.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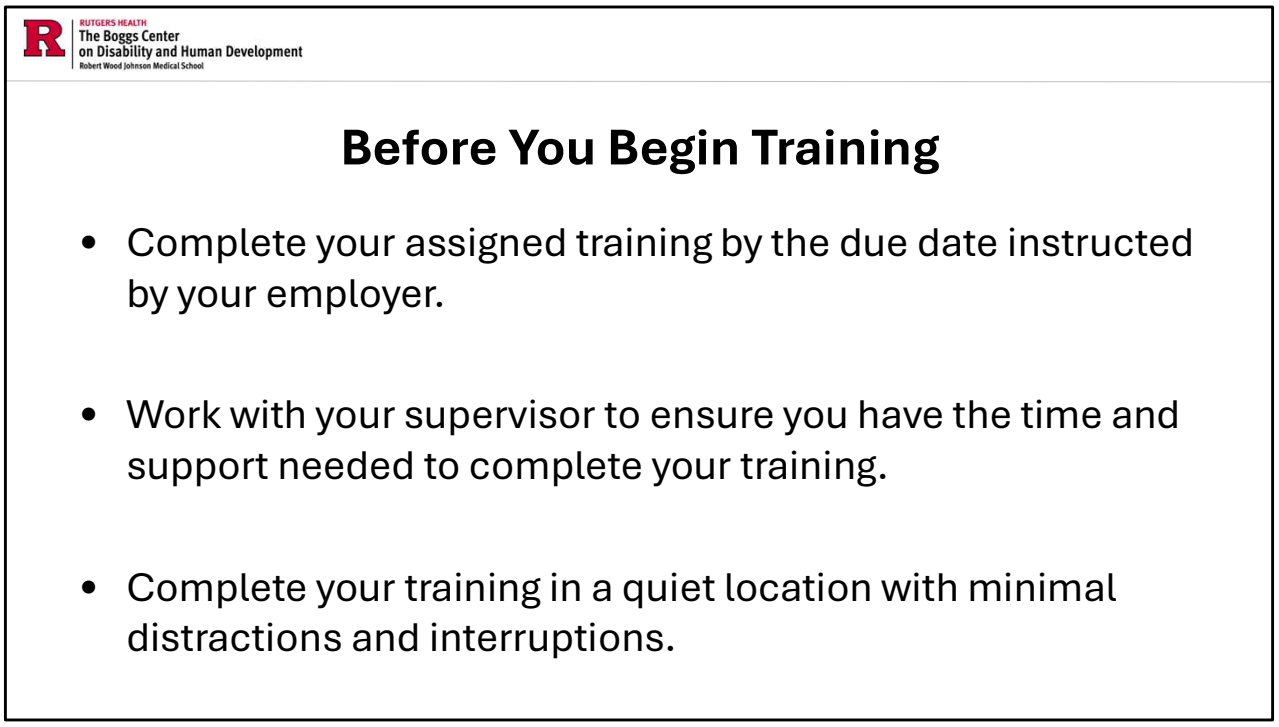
Access Assigned Training

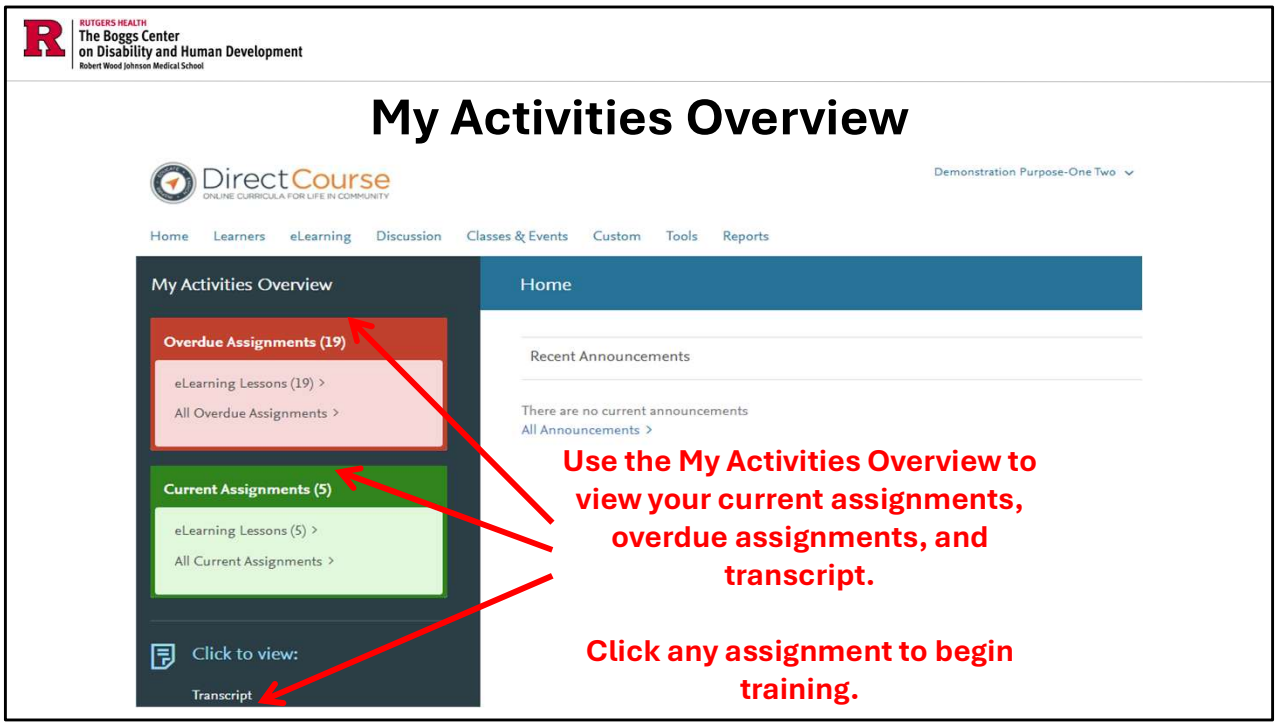


Preparing for Training

If you need additional time or encounter scheduling conflicts, speak with your supervisor or CDSAA as soon as possible.

Choose a quiet location where you can remain focused and complete your training without interruptions.

Before starting, make sure you have a reliable computer, stable internet connection, and enough uninterrupted time to complete your training.



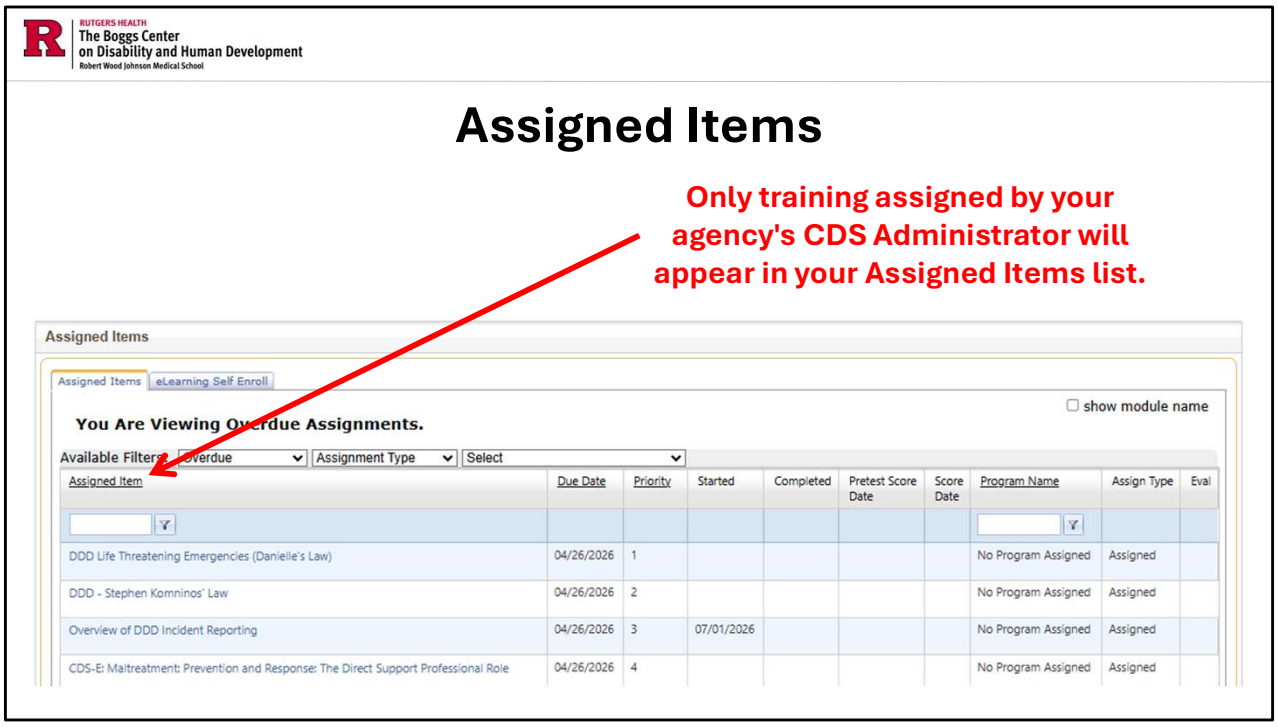
My Activities Overview

The **My Activities Overview** provides quick access to your assigned training and transcript.

Current Assignments (green box) displays training that is currently available for you to complete.

Overdue Assignments (red box) lists any training that has passed its assigned due date.

You can also access your **Transcript** from this section to review completed training and completion dates.

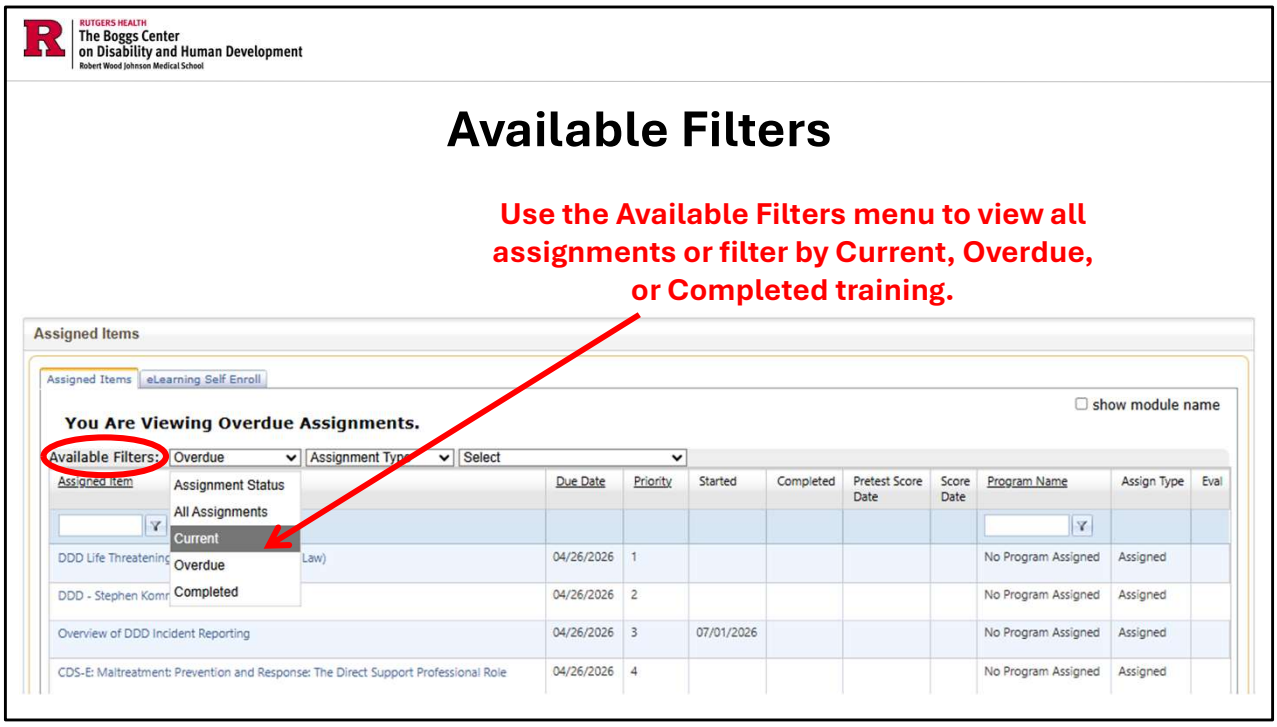


Assigned Items

The **Assigned Items** page displays all training assigned to you by your agency's CDS Agency Administrator (CDSAA).

Only assigned training will appear in your account. If you believe a required course is missing, contact your CDSAA.

You can use the filters at the top of the page to view **Current**, **Overdue**, or other assigned training.



Available Filters

The **Available Filters** menu allows you to organize your assigned training.

Select **All Assignments** to view every training assignment in your account.

Use **Current**, **Overdue**, or **Completed** to display only assignments within those categories.

If you cannot find an expected assignment after changing the filters, contact your CDSAA for assistance.

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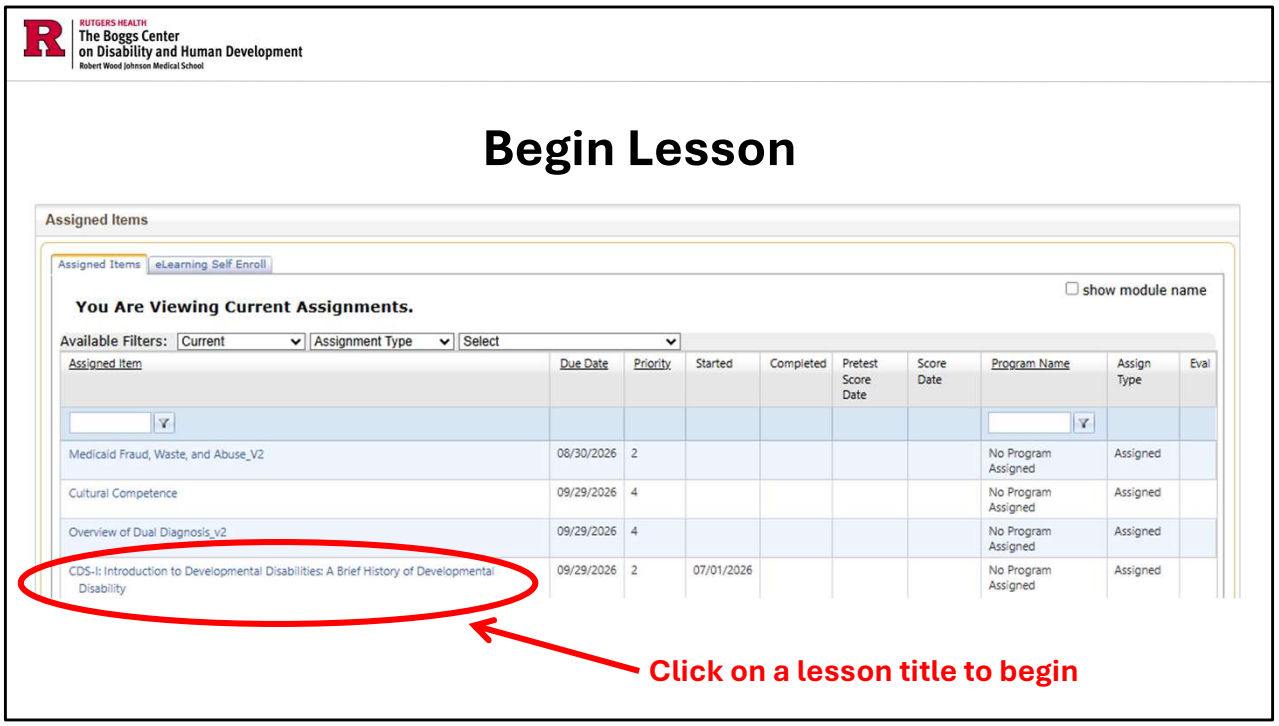
Completing the Lesson (Older Format)

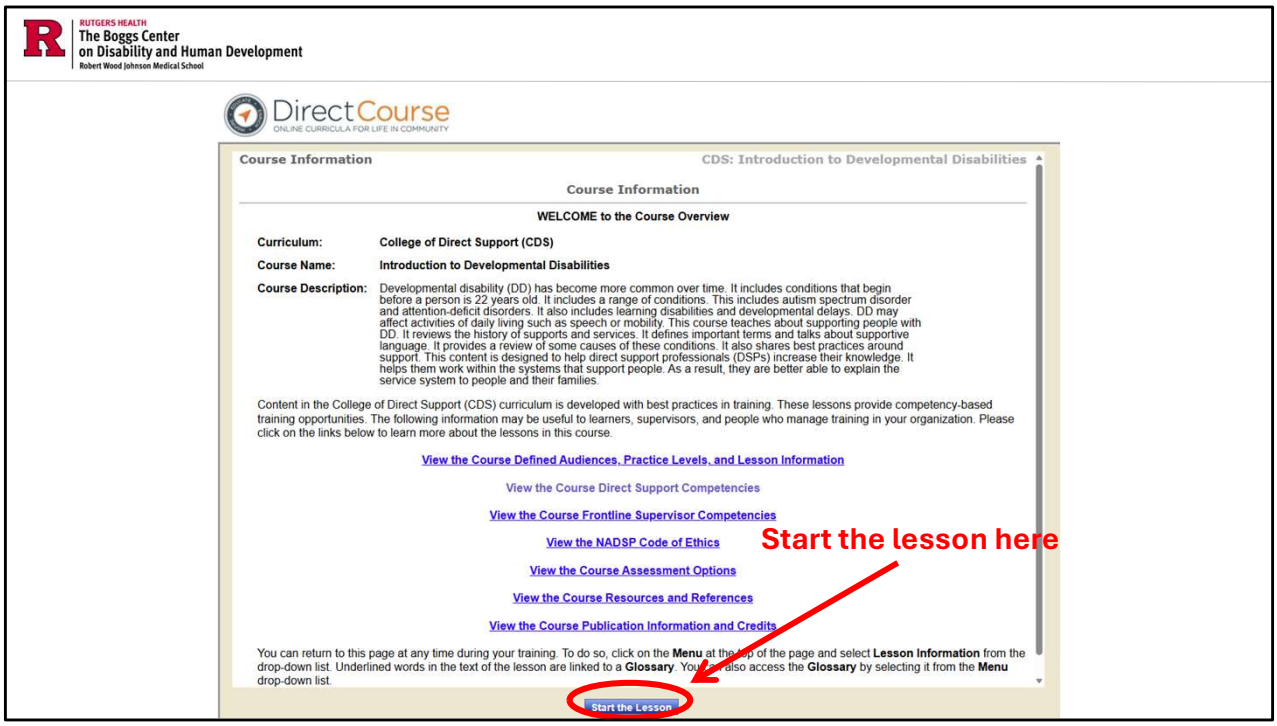


Begin Lesson

If you have already started a lesson, selecting the lesson title will allow you to continue where you left off, if applicable.

Complete all lesson content and any required post-test to receive credit for the training.

Once successfully completed, your training will be reflected on your transcript.



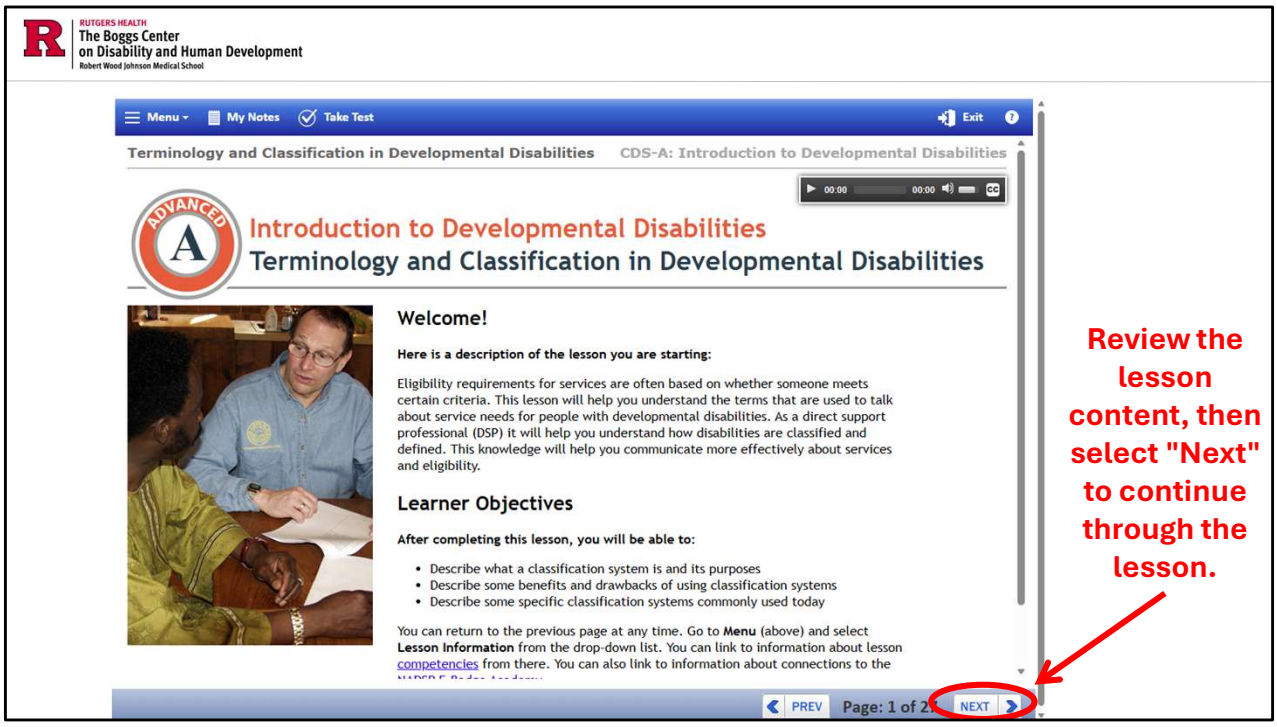
Starting the Lesson: Course Information Page

Each lesson opens to a **Course Information** page before the training begins.

Review the course description and available resources, if desired, before starting the lesson.

Some courses include additional resources, such as competency information, references, or a glossary, which can be accessed from this page before starting the lesson.

Once you begin the lesson, work through each section in order until all required content is completed.



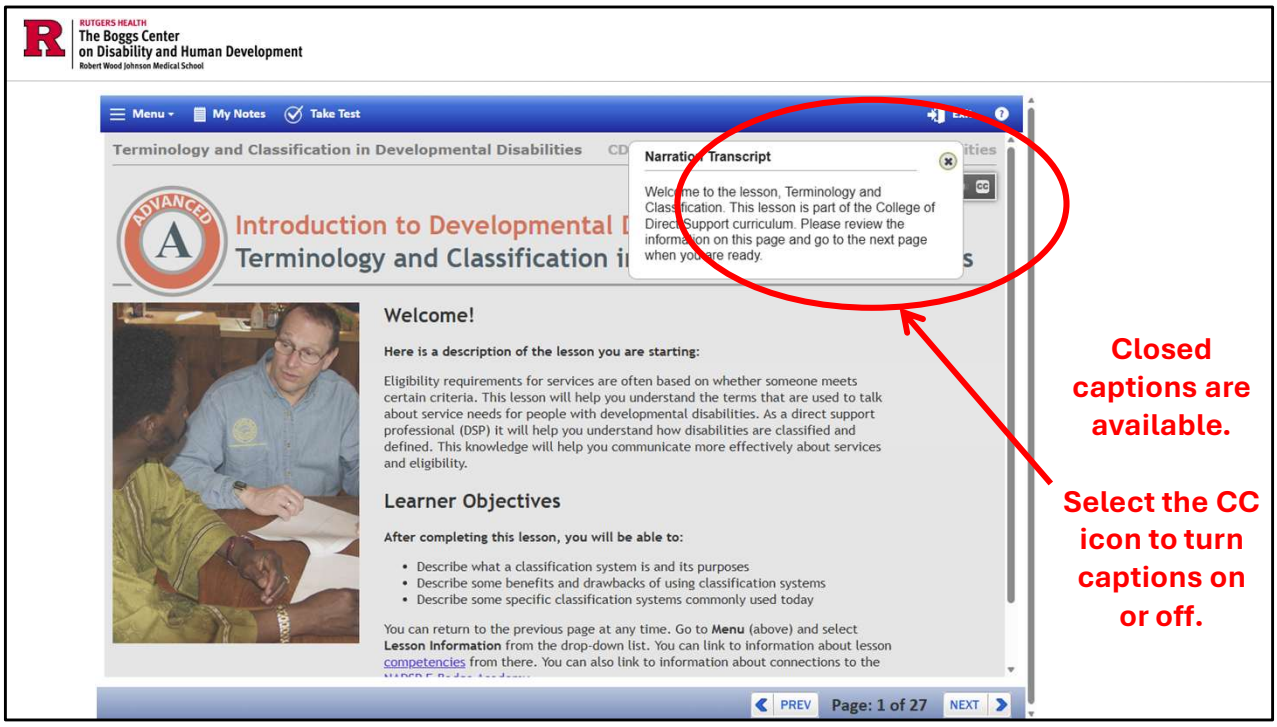
Navigating a Lesson

Lessons are presented one page at a time.

Use the **Previous** button to return to earlier pages within the lesson, if needed.

Continue navigating through each page until you reach the end of the lesson.

Some pages may include images, videos, or interactive activities that should be completed before moving forward.

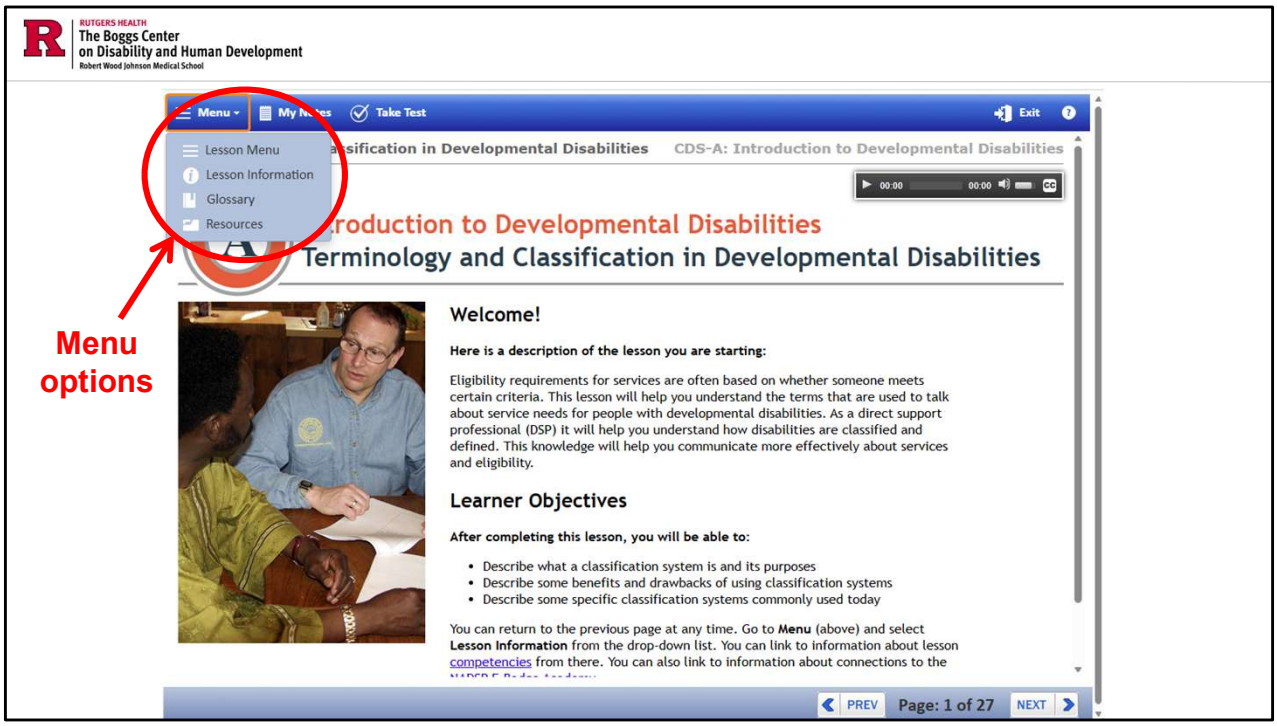


Using Closed Captions

Closed captions are available for lessons that include audio or video content.

Captions display the spoken narration as on-screen text and can improve accessibility and comprehension.

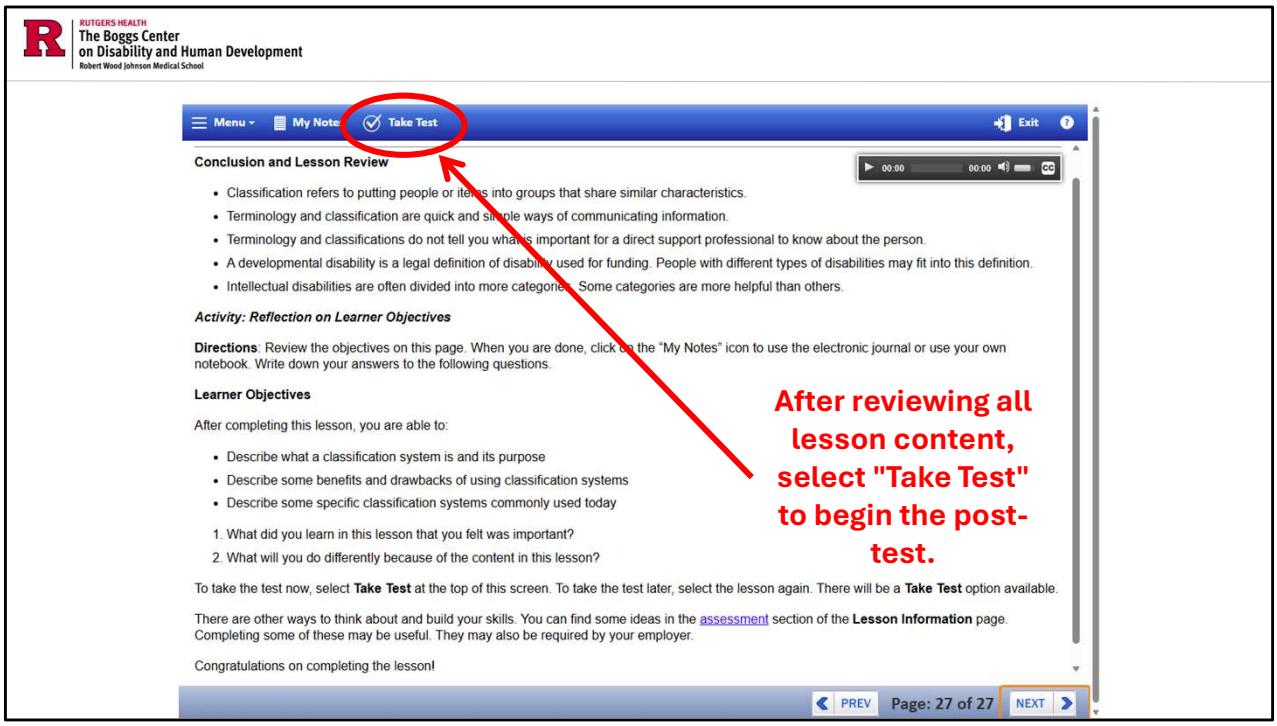
You can turn captions on or off at any time during the lesson.



Lesson Menu

Select the **Menu** button to access additional lesson options.

- **Lesson Menu** – Navigate to different sections of the lesson.
- **Lesson Information** – View lesson objectives and course information.
- **Glossary** – Look up definitions of key terms.
- **Resources** – Access additional reference materials, when available.



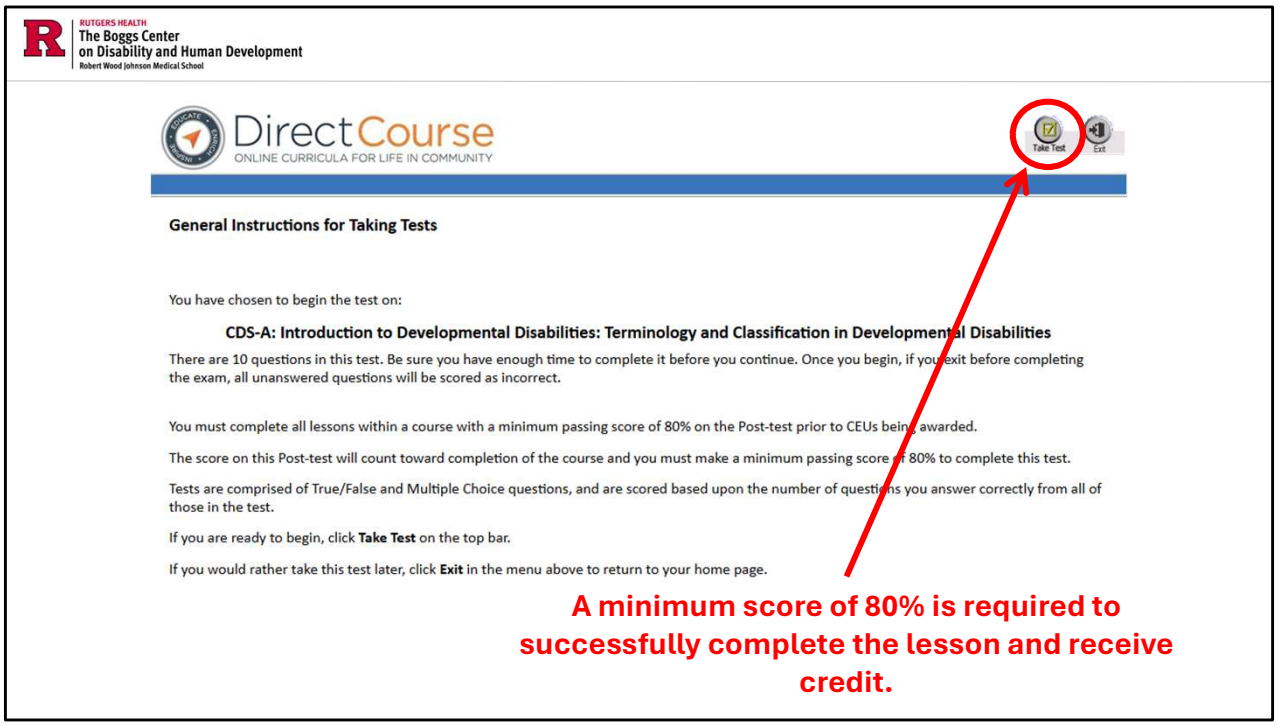
Taking the Post-Test

After reviewing all lesson content, select **Take Test** to begin the post-test.

Carefully read each question and select the best answer before submitting your responses.

If you do not achieve a passing score, you may review the lesson and retake the post-test, if permitted.

A passing score is required to receive credit for the lesson. Once successfully completed, the lesson will be recorded on your transcript.

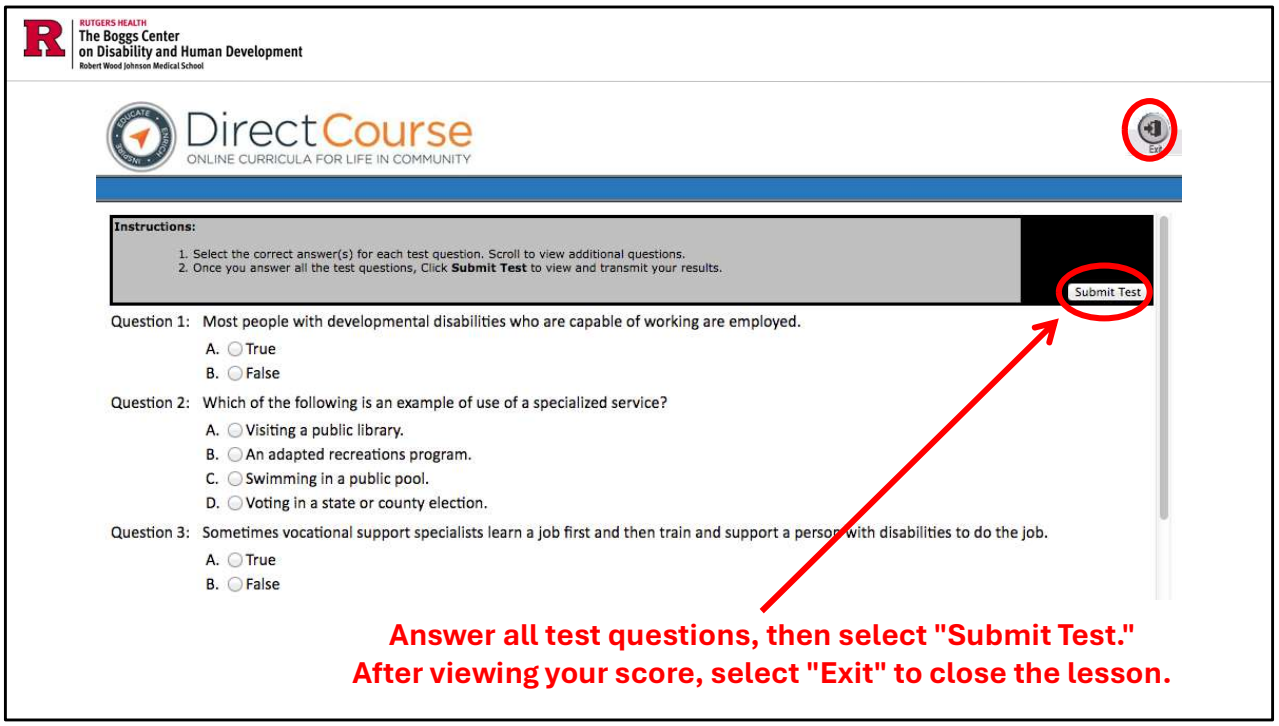


Post-Test Requirements

Before beginning the post-test, review the testing instructions displayed on the screen.

If you do not achieve a passing score, review the lesson content and retake the post-test, if available.

Once you pass the post-test, your completion will be recorded on your transcript.

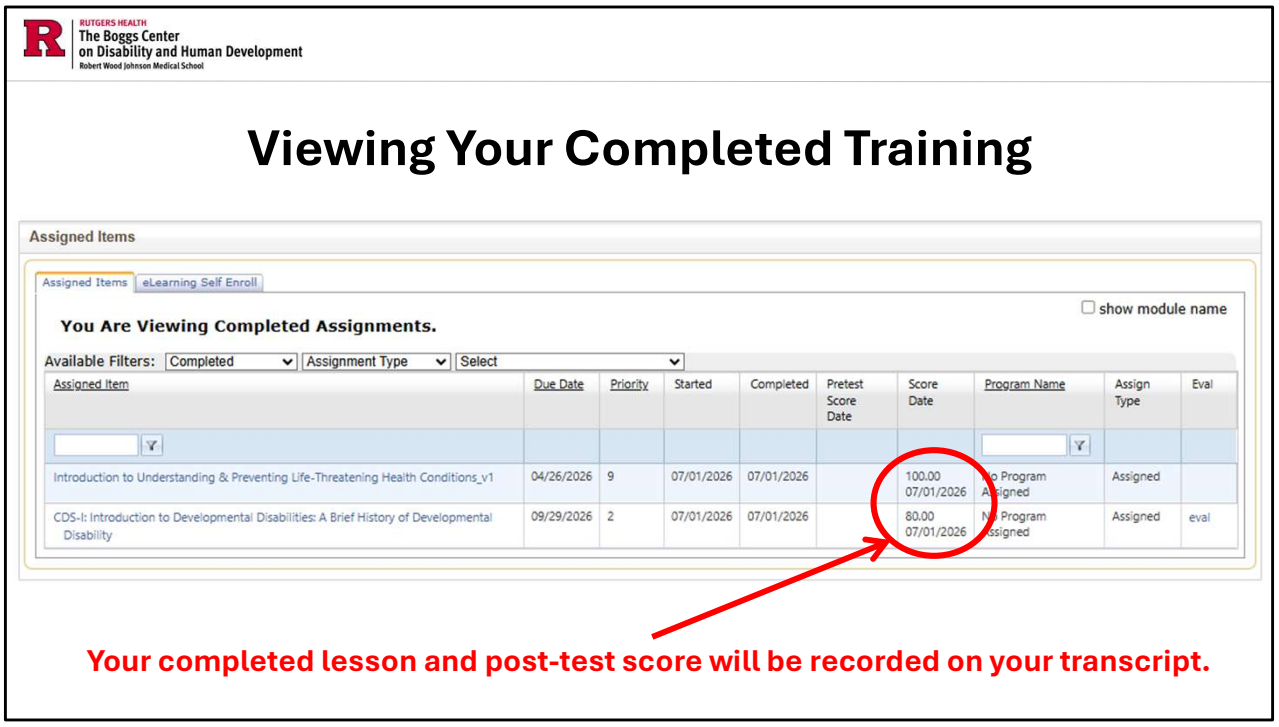


Submitting the Post-Test

Once your test has been submitted, your score will be displayed on the screen.

After reviewing your score, select **Exit** to close the lesson and return to the CDS home page. If you passed the post-test, your completion will be recorded on your transcript.

If you do not achieve a passing score, review the lesson content and retake the post-test, if available.

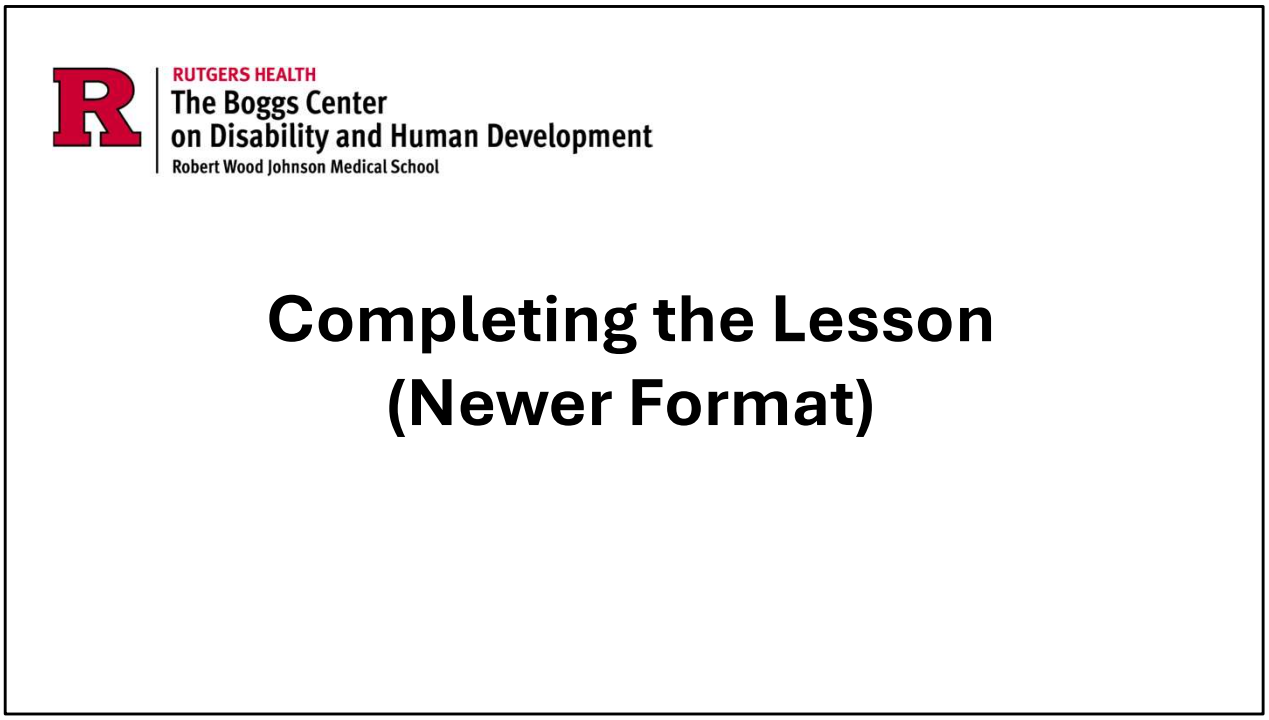


Viewing Your Completed Training

Use the **Completed** filter to view lessons you have successfully finished.

Your transcript displays important information, including the lesson title, completion date, and post-test score.

If a completed lesson or score does not appear on your transcript, contact your CDSAA for assistance.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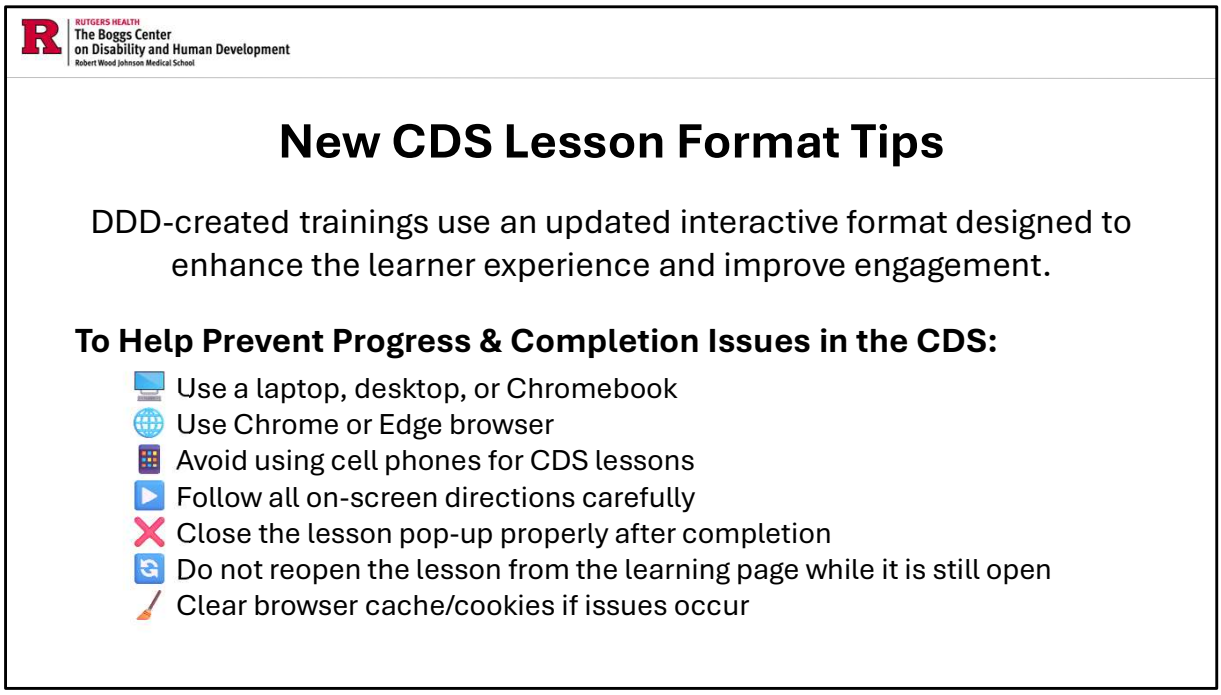
Completing the Lesson
(Newer Format)



Important Tips for New CDS Lesson Format

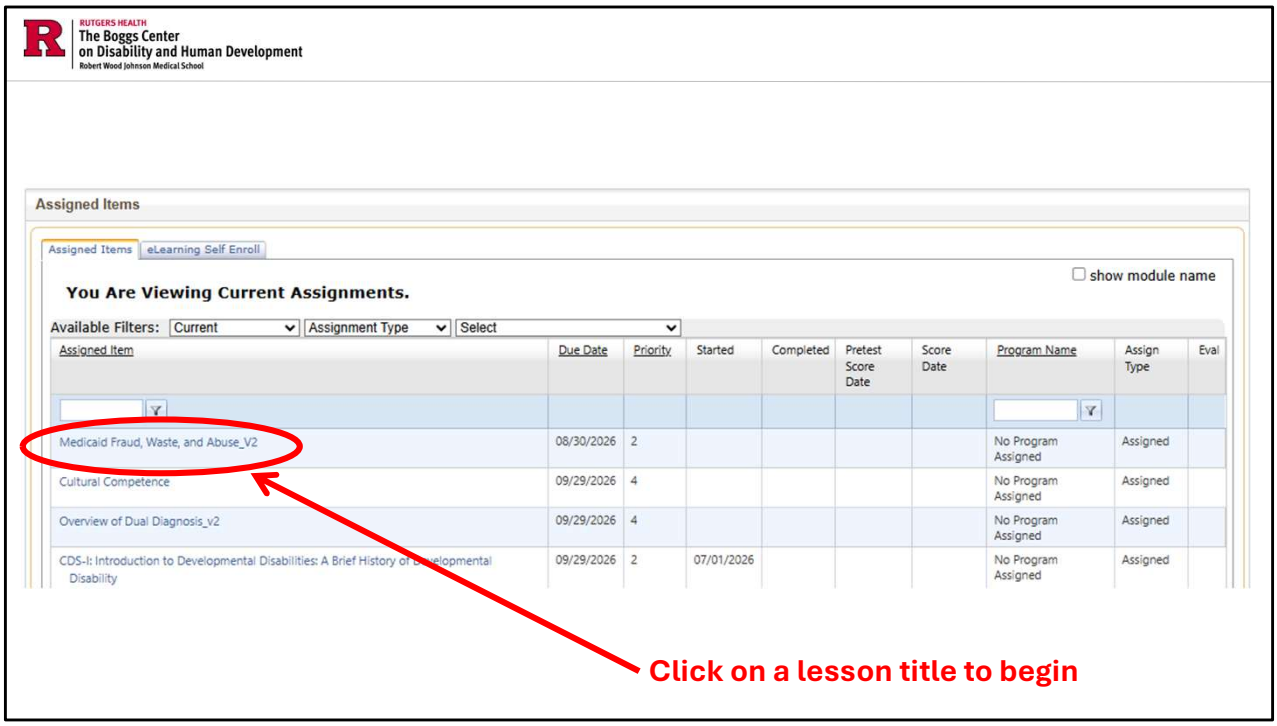
Newer CDS and DDD-created trainings include updated interactive and video-based lesson formats.

After completing the post-test, select Next, complete the final screen, and close the lesson pop-up window. Failing to properly close the lesson may result in lost progress or an unrecorded score.

If learners reopen the lesson from their learning page before properly closing the original pop-up, the lesson may restart and previous progress may be lost.

Video progress is not tracked mid-segment. Learners must advance to the next screen before exiting the lesson.

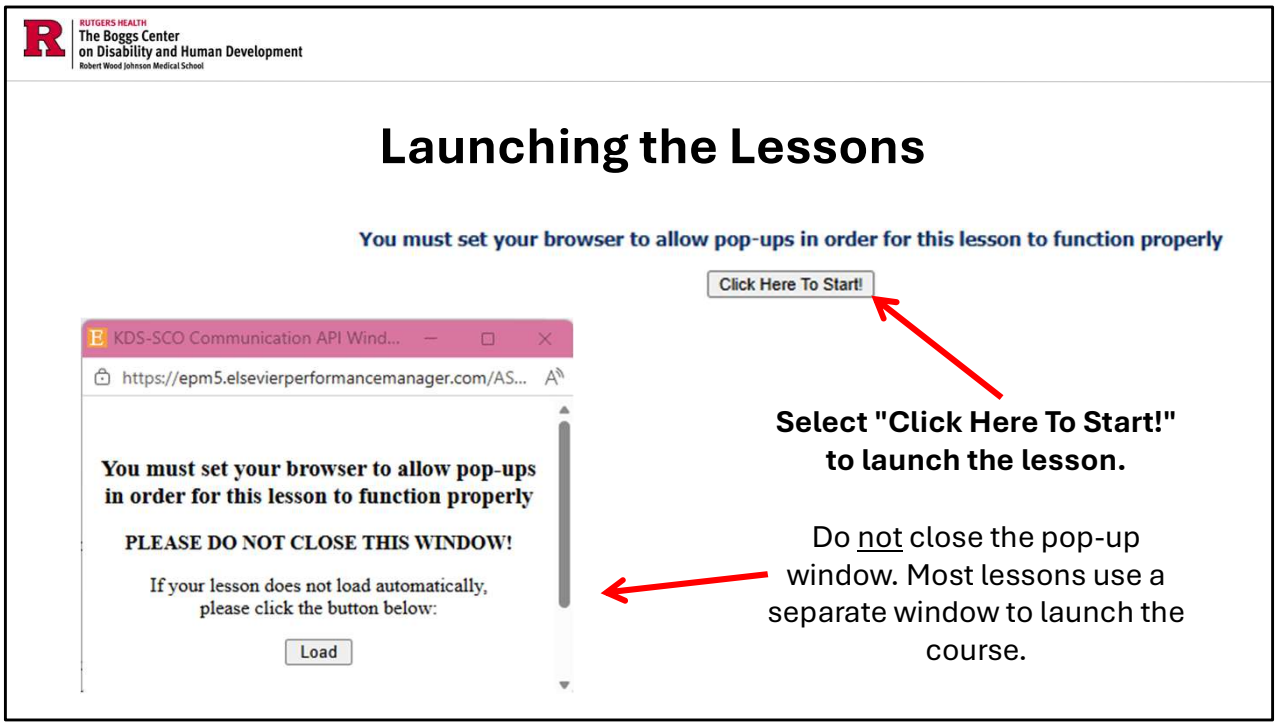
Some lessons include links that open in a web browser. Learners should return to the already open lesson pop-up rather than reopening the lesson from CDS.



Begin Lesson

If you have already started a lesson, selecting the lesson title will allow you to continue where you left off, if applicable.

Complete all lesson content and any required post-test to receive credit for the training.



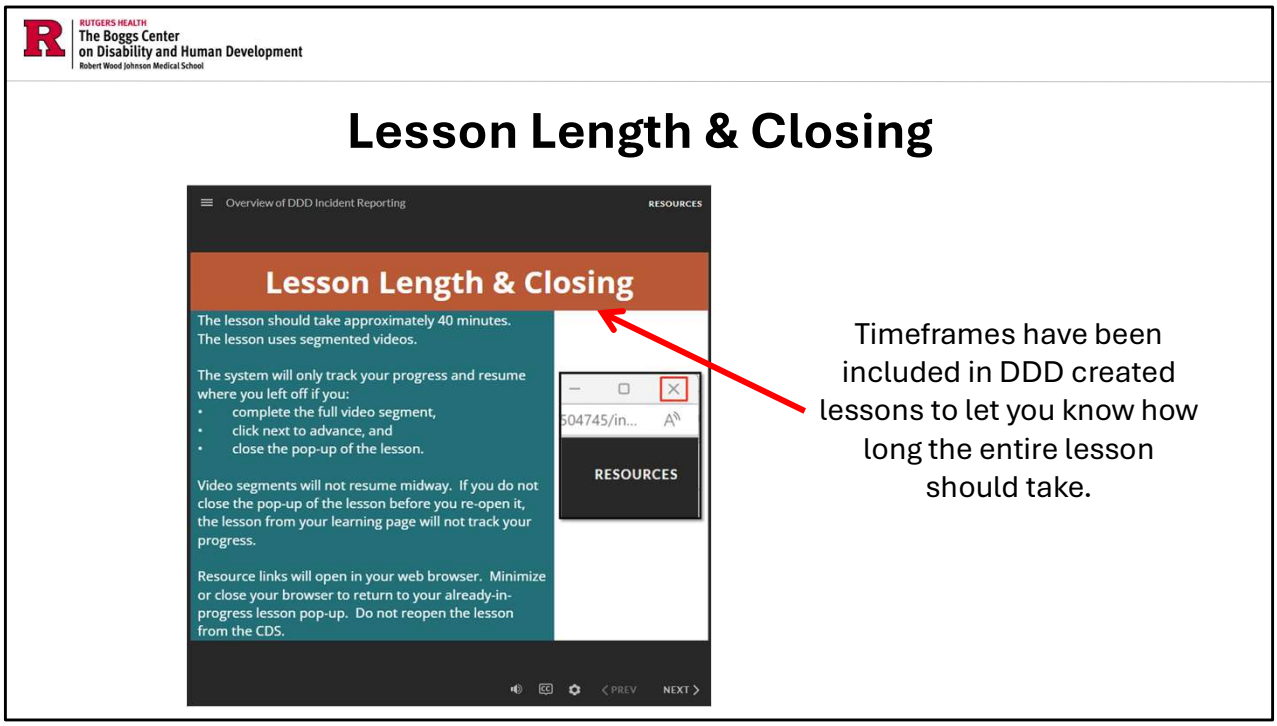
Launching DDD Created Lessons

Most lessons use a separate window to launch the course.

If a separate pop-up window opens, **do not close it**, as it is required for the lesson to function properly.

If the lesson does not open, verify that pop-ups are enabled in your web browser and try launching the lesson again.

Estimated completion times are included with these lessons to help learners plan the time needed to complete the training.

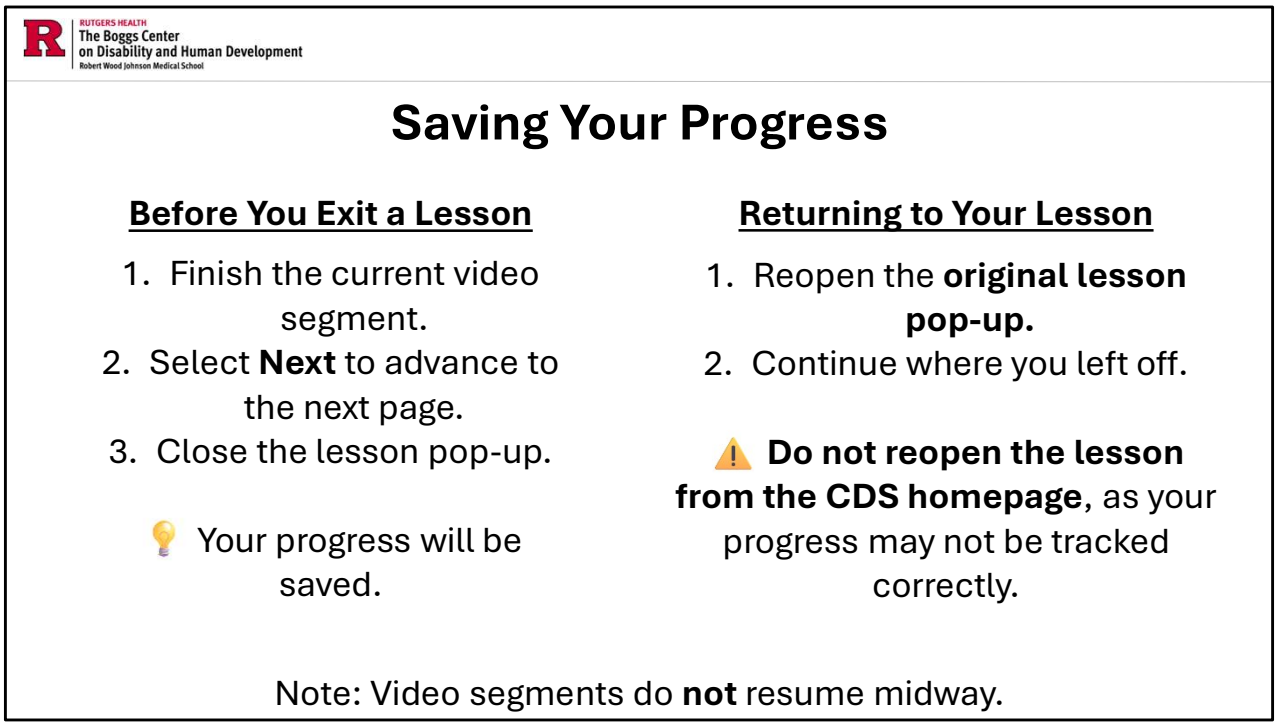


Lesson Length & Closing

Newly formatted lessons include an **estimated completion time** to help you plan for the training.

These lessons automatically save your progress, allowing you to resume where you left off if you exit after completing a video segment and advancing to the next page.

Always exit the lesson properly before closing the lesson pop-up to ensure your progress is saved.

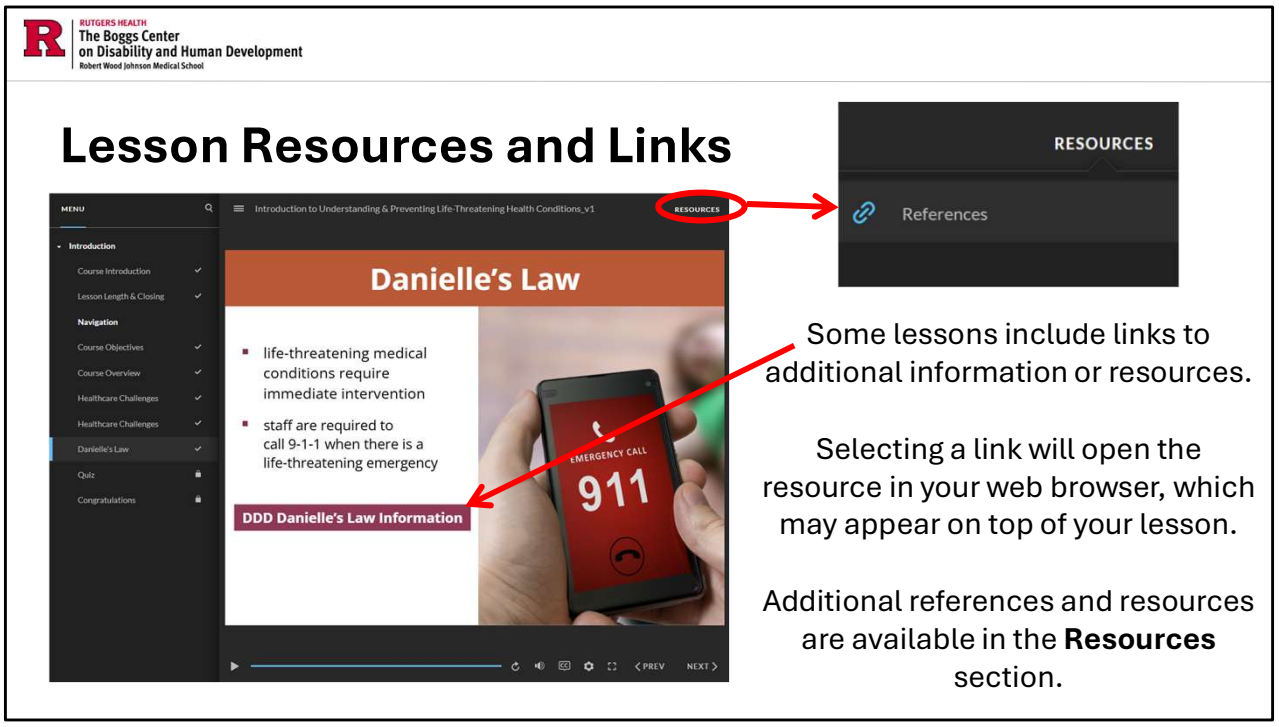


Saving Your Progress

If you need to leave a lesson before completing it, finish the current video segment and select **Next** before exiting the lesson.

To resume your training, return to the original lesson pop-up rather than reopening the lesson from the CDS homepage.

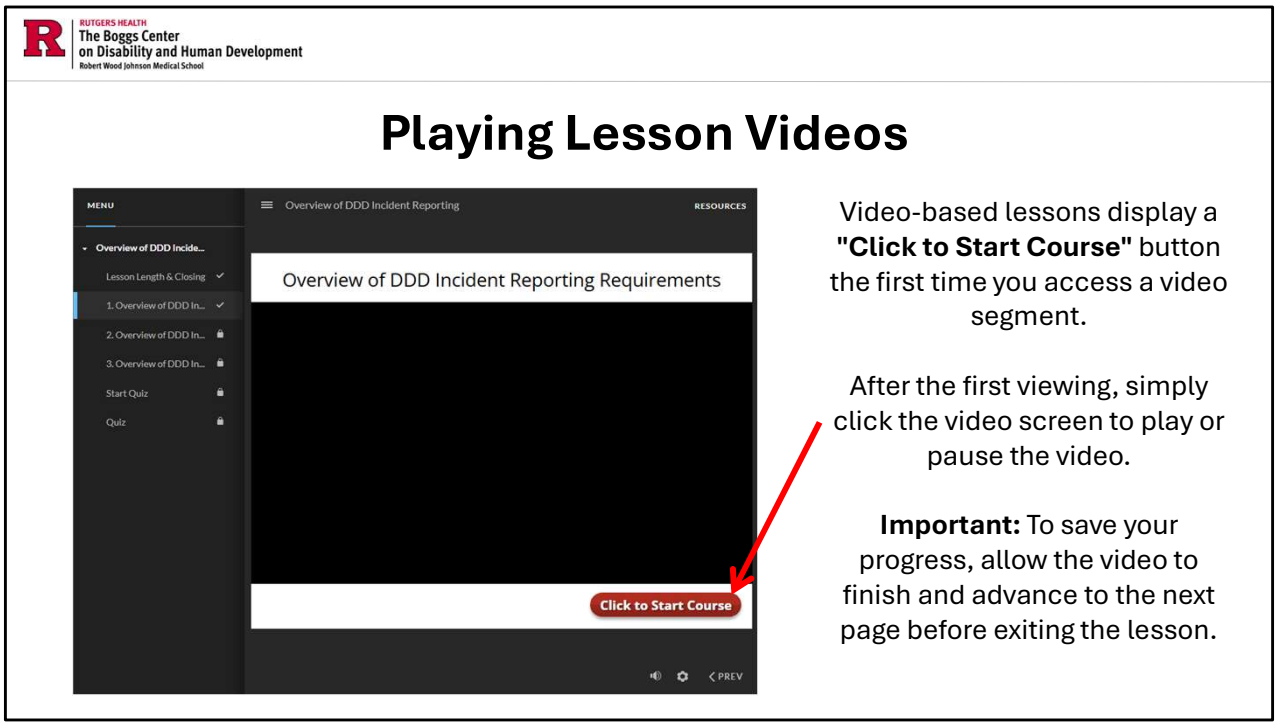
Video segments cannot be resumed midway. If you exit before a video segment is complete, you will need to restart that segment when you return.



Lesson Resources and Links

Some lessons include additional references and resources that support the training content.

The resource may open in front of your lesson. After reviewing it, return to your lesson to continue training. You may need to minimize or close the **resource page** to see your lesson again. **DO NOT CLOSE your entire WEB BROSWER** as it may prevent your training from tracking correctly.



Playing Lesson Videos

DDD created lessons include video-based training segments.

After the initial launch, click anywhere on the video screen to play or pause the video.

To save your progress, complete the video segment and advance to the next page before exiting the lesson.

If you leave the lesson before a video segment is complete, you will need to restart that segment when you return.

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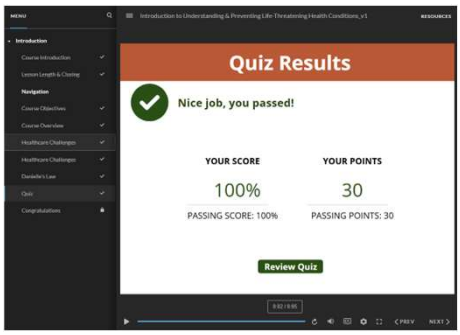
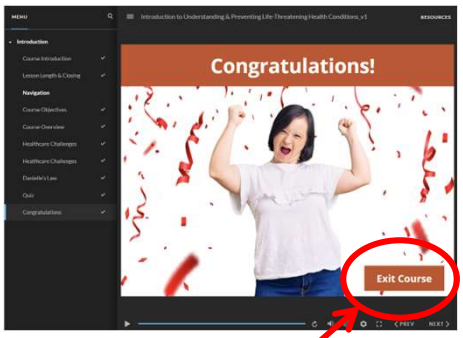
Taking the Quiz and Exiting the Lesson





After passing the quiz and completing the lesson,
select Exit Course to close the lesson.

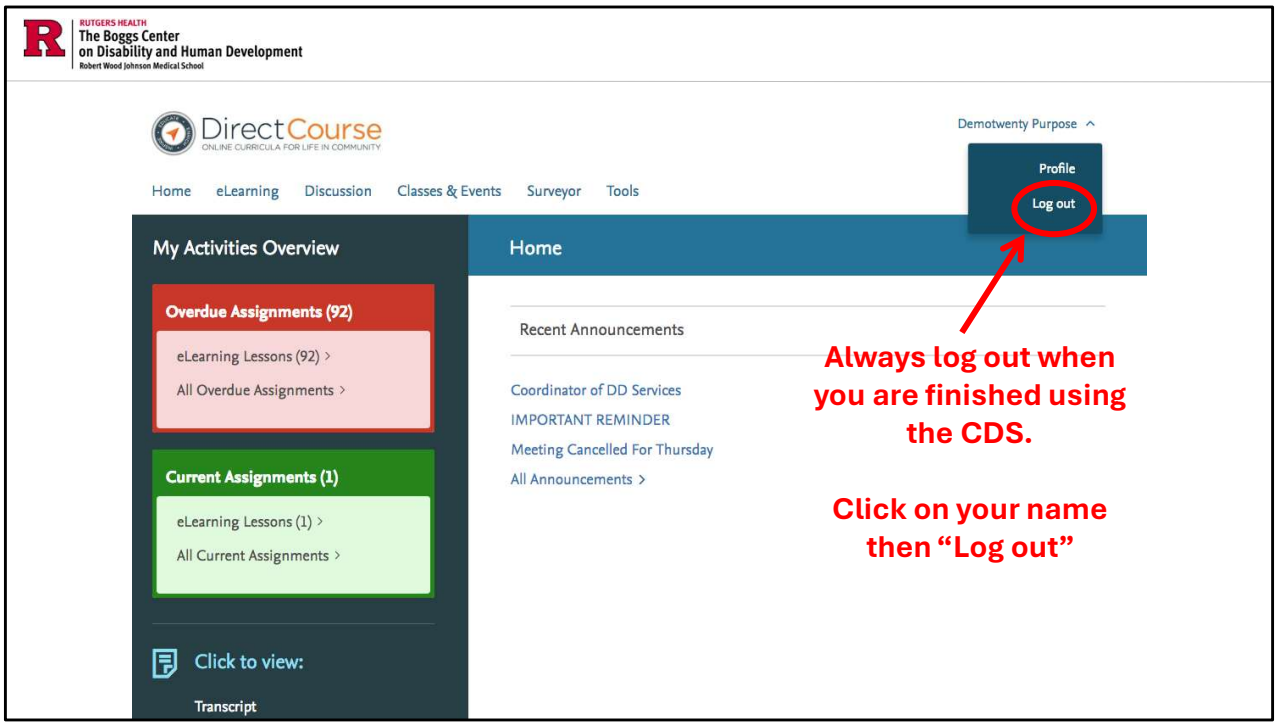
Note: The final completion screen may vary depending on the lesson.

Taking the Quiz and Exiting the Lesson

Closing the lesson records your completion and updates your training status.

If you do not select **Exit Course** to properly close the lesson, your completion may not be recorded.

The final completion screen may vary by lesson, but the process for exiting the lesson remains the same.



Logging Out

Choose **Log out** to securely end your CDS session.

Logging out helps protect your account, especially when using a shared or public computer.

Always close your browser after logging out if you are using a shared device.

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Need Help? Questions? Concerns?

- If you need assistance with your CDS account or assigned training, contact your agency's College of Direct Support Agency Administrator (CDSAA). This is typically the person who assigned your training.

- If you are unsure who your CDSAA is, contact your immediate supervisor. They can direct you to the appropriate person for assistance.

Your CDSAA is here to help!

Your agency's **College of Direct Support Agency Administrator (CDSAA)** is your primary contact for questions about your CDS account, assigned training, or course access questions.

If you experience technical issues, have questions about your assigned lessons, or need assistance accessing the system, contact your CDSAA first.

Do not contact Elsevier directly, as learner support for New Jersey's College of Direct Support is provided through your agency.