Step-by-step directions to completing a training plan on C-Net

1. Sign into CTAERN
2. Click on C-Net
3. Click on Employers – Verify that this employer is listed. Check supervisor and mentors for any needed changes or additions.
	1. If employer is not listed, click on “+Add New Employer” at the top left of the page.
	2. Add employer information and click on Add Employer button at the bottom of pop-up screen.
	3. Click on “+New Contact” located next to Employer Contacts to add supervisor and mentor.
	4. Next to the Jobs heading click on “+New Job”. Add job title.
	5. Next click on “Create New Plan” under the Training Plan heading
	6. You will be brought to the Job Group page where you will need to select the occupation that most closely fits with your student’s job. This will take you to the Job Occupation screen.
	7. Select Job Occupation. Once selected you will be given a list of tasks. Delete task that to not apply to your students job.
	8. To add additional task click on “+New Training Plan Item” located at the top right of the page. Type new training plan item. Then click the Add Task button. Repeat as many times as needed. This is where I insert additional soft skills tasks.
	9. Adjust the order of tasks as needed.
4. Click on Students – Add student if needed
	1. Determine placement category based on student’s pathway and current employment
	2. Click on the Add Student button at the bottom of page
5. Go back to the student’s page and click on “+Assign New Job” located at the bottom of the page next to Student Jobs. Complete information and click Assign New Job button.
6. Under Student Jobs heading click on the Job Title. This will open up the Student Job Information page. In the upper right corner click on “View Training Plan”. This will open up a PDF of the training plan.
7. Print training plan