
HOW TO ENROLL FOR TRAINING IN FACES.NET

CREATION DATE: March 3, 2006

Pointers to Remember:



The Enrollment screen is used to enroll individuals in training workshops. There are two types of workshops to enroll in, CFSA and non-CFSA. Either type of workshop requires a supervisory approval, with the exception of Foster or Adoptive Parents training.

Enroll in Workshop

Steps Include:

Step 1: Place the cursor over the **Admin** menu, then **Training, Enroll, CFSA**, and click **Find Workshop**.

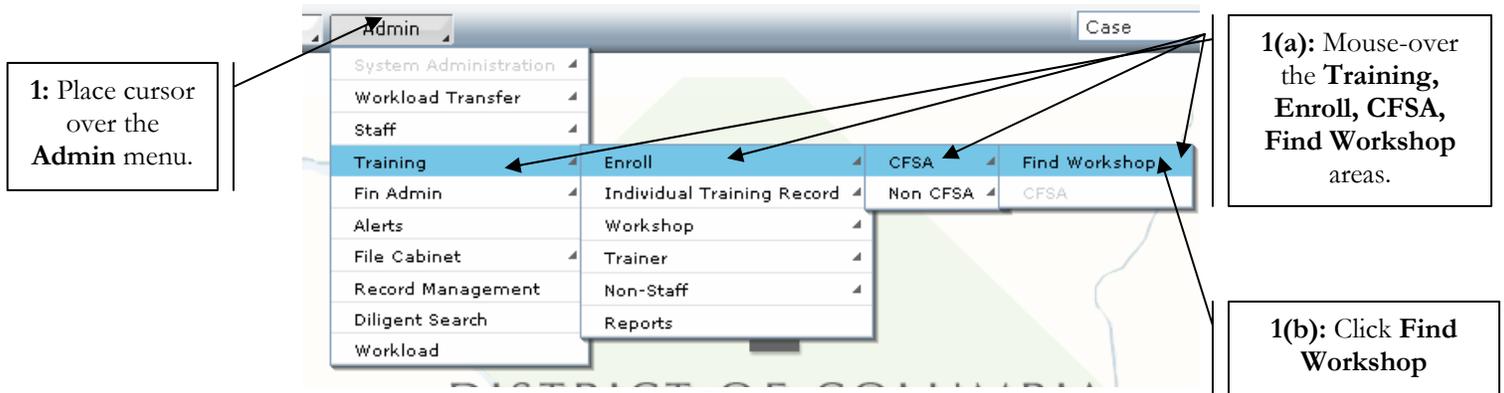


Figure 1

The Workshop search screen displays.

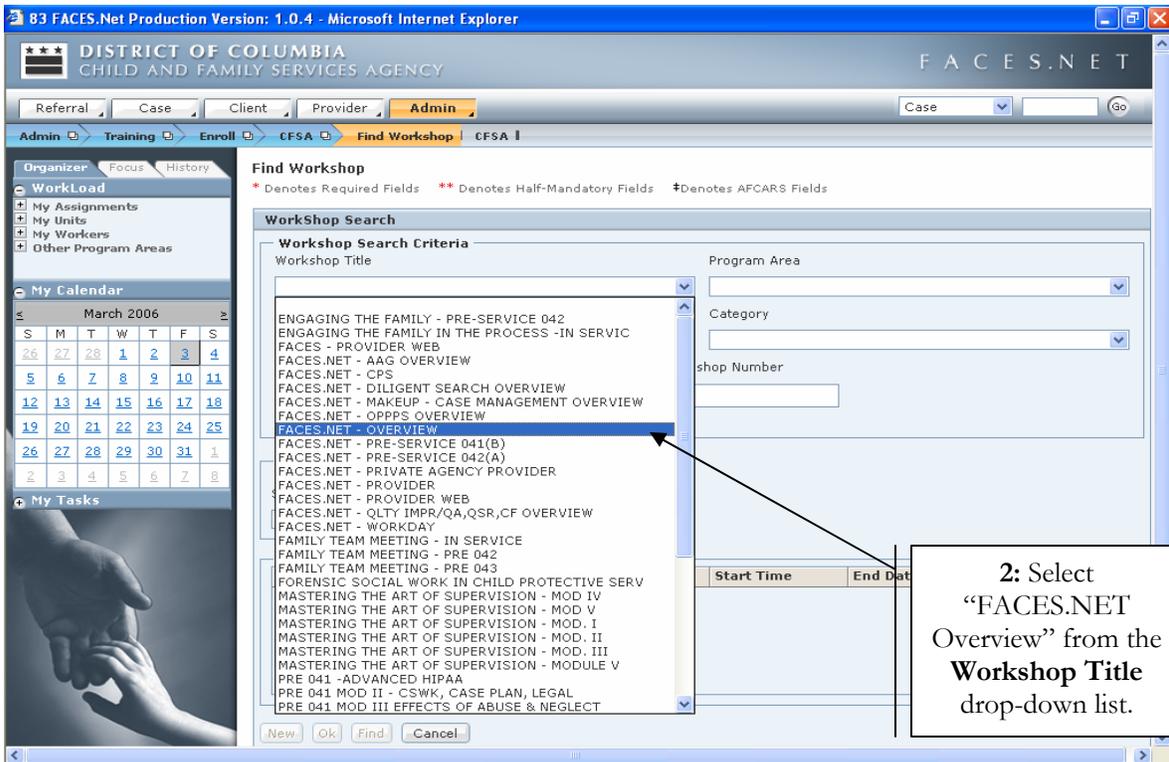


Figure 2

Step 2: Select “FACES.NET Overview” from the **Workshop Title** drop-down list.

Step 3: Click the **Find** button to display the **Workshop Search Results** list in the inset grid.

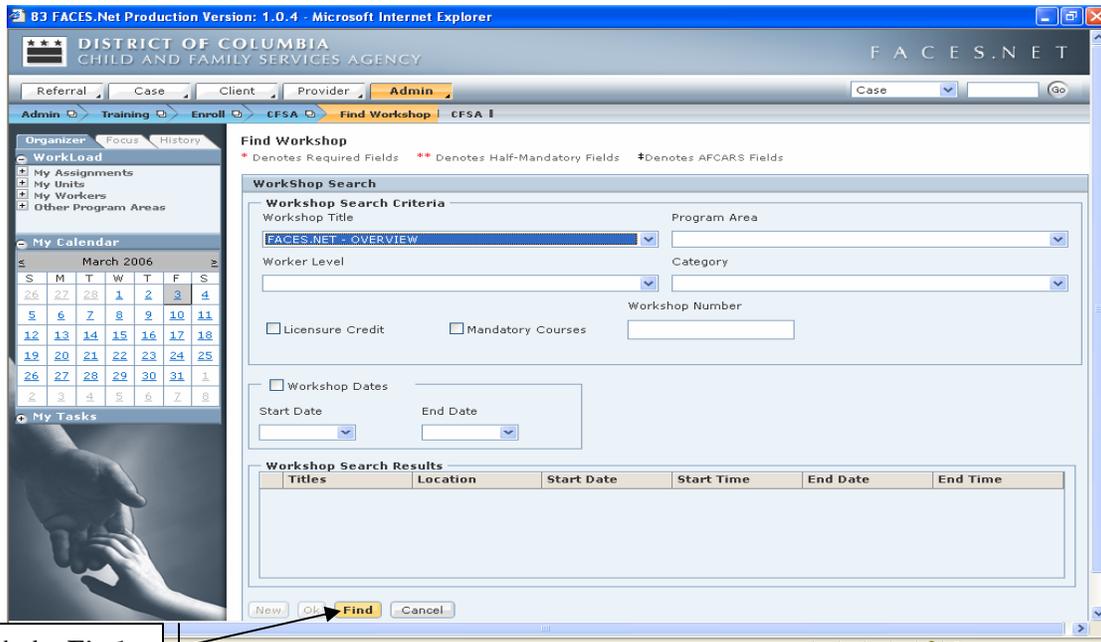


Figure 3

3: Click the **Find** button.

Step 4: Select the workshop from the inset grid.

Step 5: Click the **Ok** button.

The Training breadcrumbs will refresh with a CFSA button.

4: Select a Workshop from the inset grid.

Titles	Location	Start Date	Start Time	End Date	End Time
FACES.NET OVERVIEW		01/30/2006	08:15AM	03/31/2006	04:00PM

5: Click Ok button.

Figure 4

Step 6: Click the **CFSA** button.
The Training Enrollment CFSA screen displays.

Step 7: Click the **Find Persons** button to add yourself to the class.
The Search Person screen displays.

6: Click CFSA button.

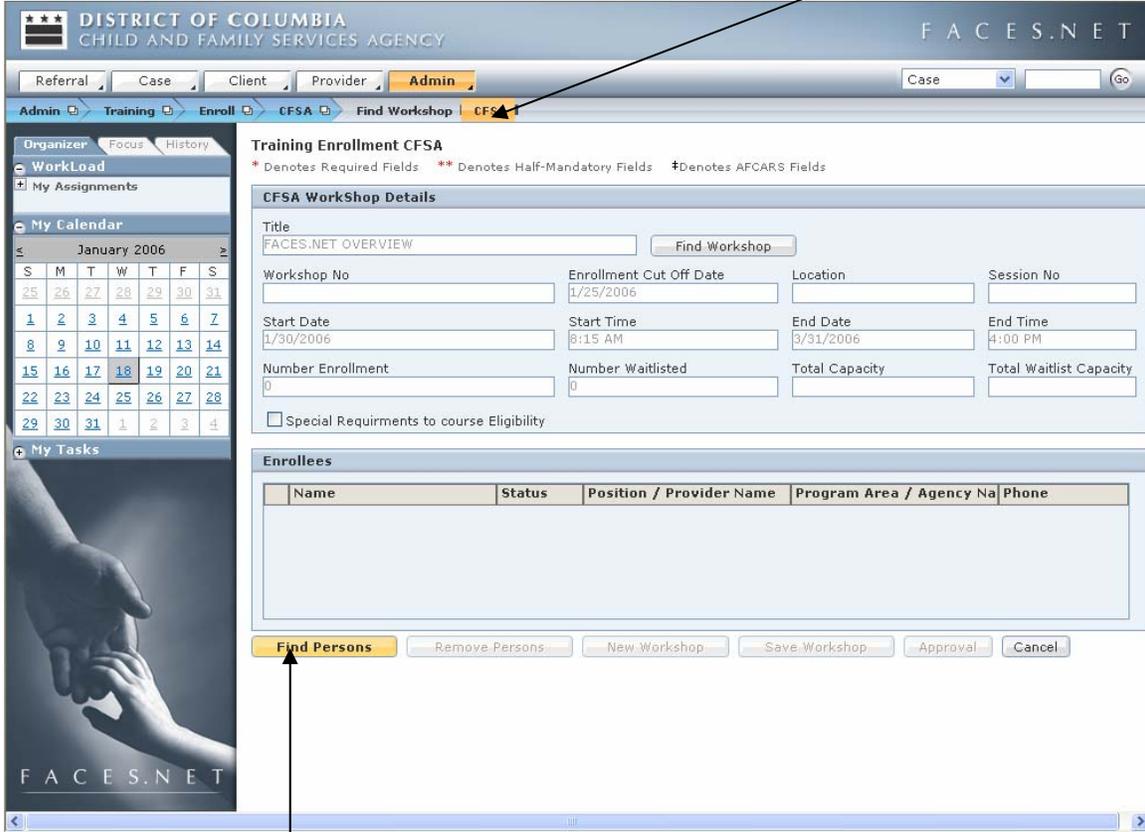


Figure 5

7: Click Find Persons button.

Step 8: Click the **Find** button.

Step 9: Select yourself from the search results and click the **Ok** button.
The Training Enrollment CFSA screen displays and previously selected person displays in inset grid.

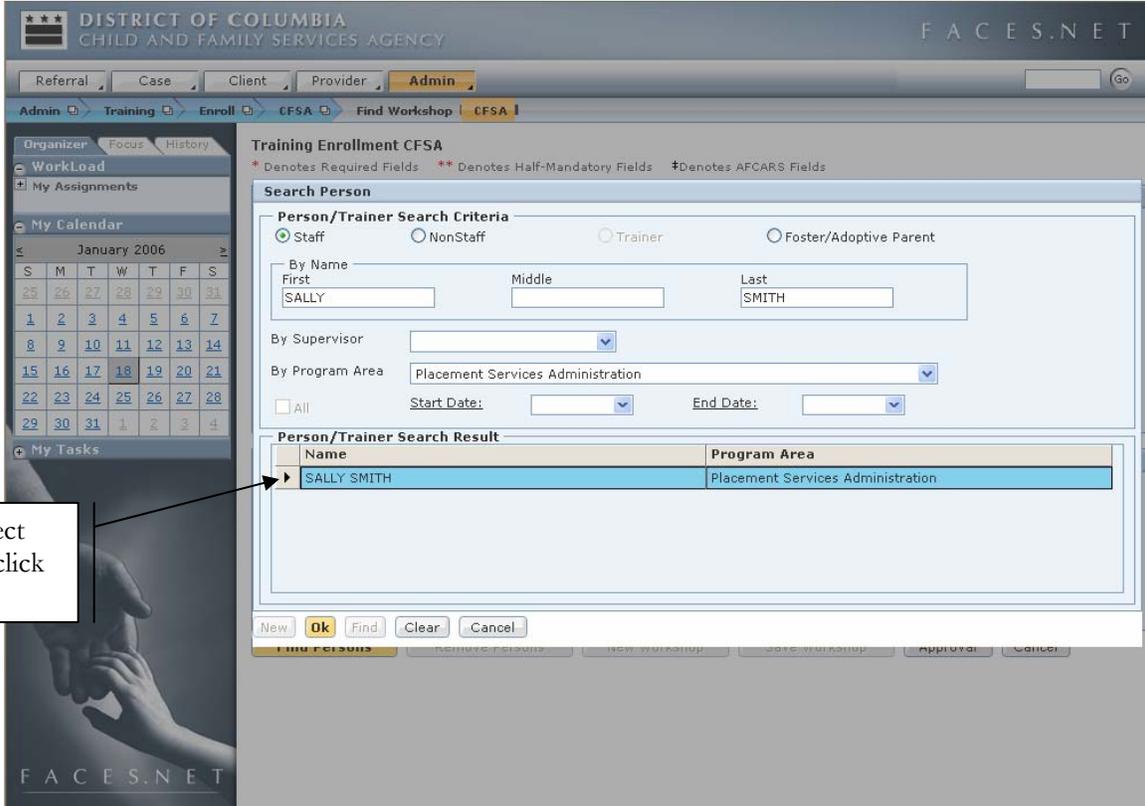


Figure 6

Step 10: Click the **Approval** button to create a request for approval to the supervisor.

The screenshot displays the FACES.NET interface for Training Enrollment CFSFA. The top navigation bar includes tabs for Referral, Case, Client, Provider, and Admin. The main content area is divided into two sections: 'CFSFA Workshop Details' and 'Enrollees'. The 'CFSFA Workshop Details' section contains a form with fields for Title, Workshop No, Enrollment Cut Off Date, Location, Session No, Start Date, Start Time, End Date, End Time, Number Enrollment, Number Waitlisted, Total Capacity, and Total Waitlist Capacity. The 'Enrollees' section contains a table with columns for Name, Status, Position / Provider Name, Program Area / Agency Name, and Phone. The table lists SALLY SMITH as a Potential Enrollee. At the bottom of the form, there are several buttons: Find Persons, Remove Persons, New Workshop, Save Workshop, Approval, and Cancel. An arrow points from the 'Approval' button to a callout box.

Name	Status	Position / Provider Name	Program Area / Agency Name	Phone
SALLY SMITH	Potential Enrollee	Placement Unit Social Worker	Placement Services Administration	()--

Figure 7

10: Click **Approval** to request approval from supervisor.

Step 11: Click the **Request** checkbox.

Step 12: Click the **Ok** button to send the approval request to the supervisor.

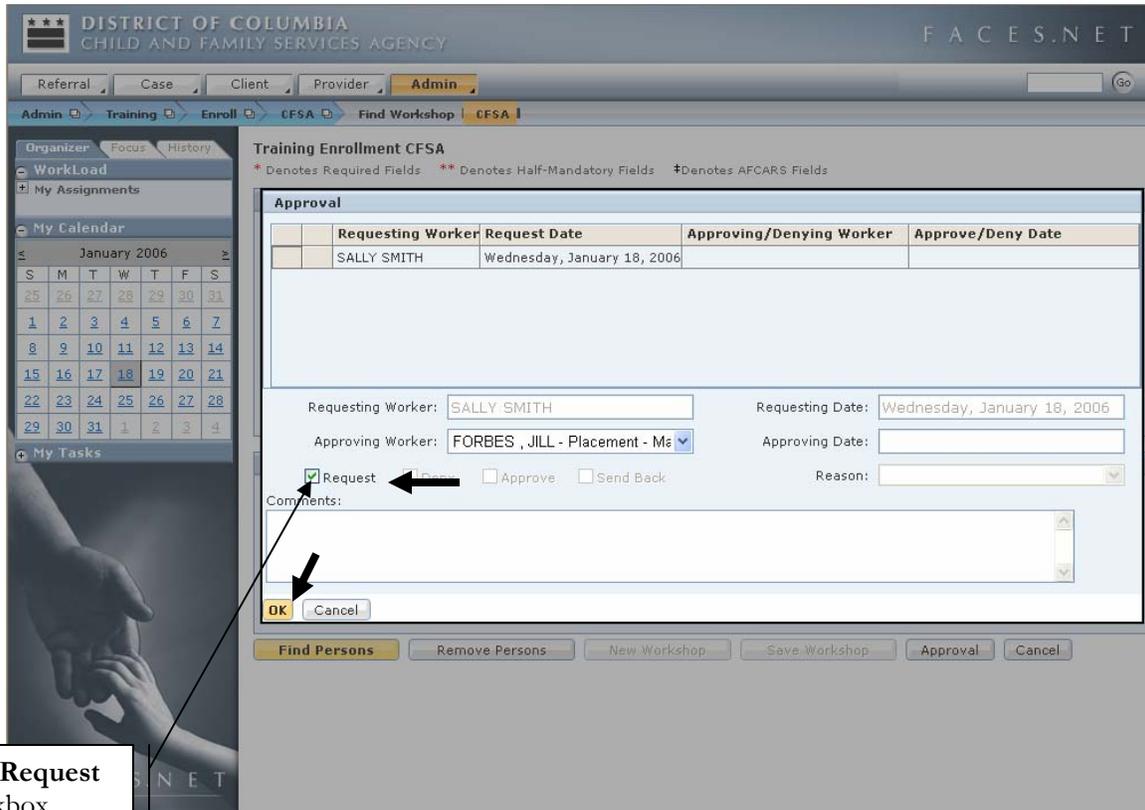


Figure 8



Note:

- Individuals requesting enrollment in training are **not** officially registered for a workshop until it is approved by the supervisor.
- Also see **Section 15 - Support Tools** in the Case Management manual for more details.