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**.
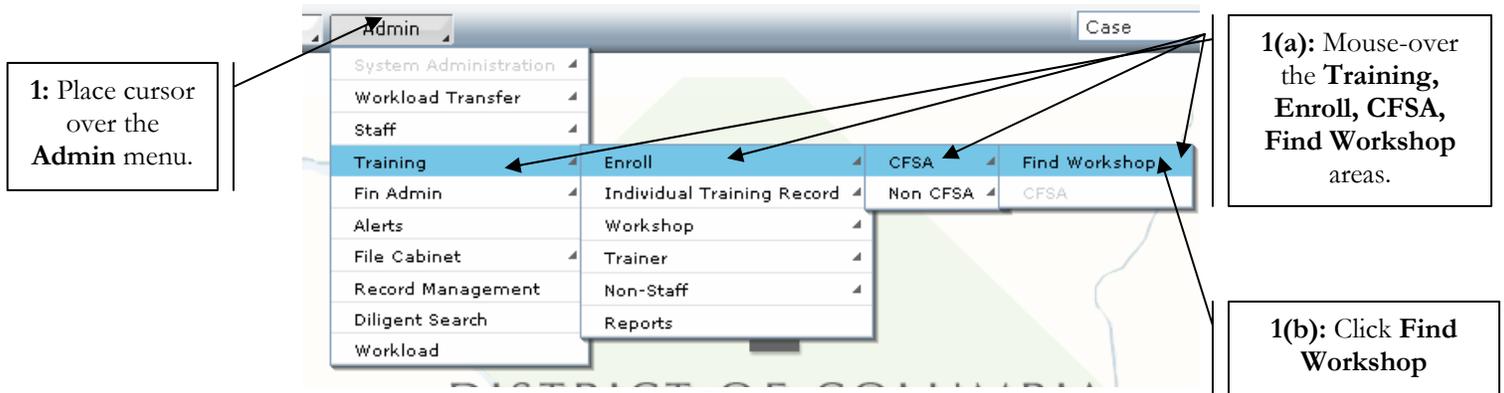

1: Place cursor over the **Admin** menu.

1(a): Mouse-over the **Training, Enroll, CFSA, Find Workshop** areas.

1(b): Click **Find Workshop**

Figure 1

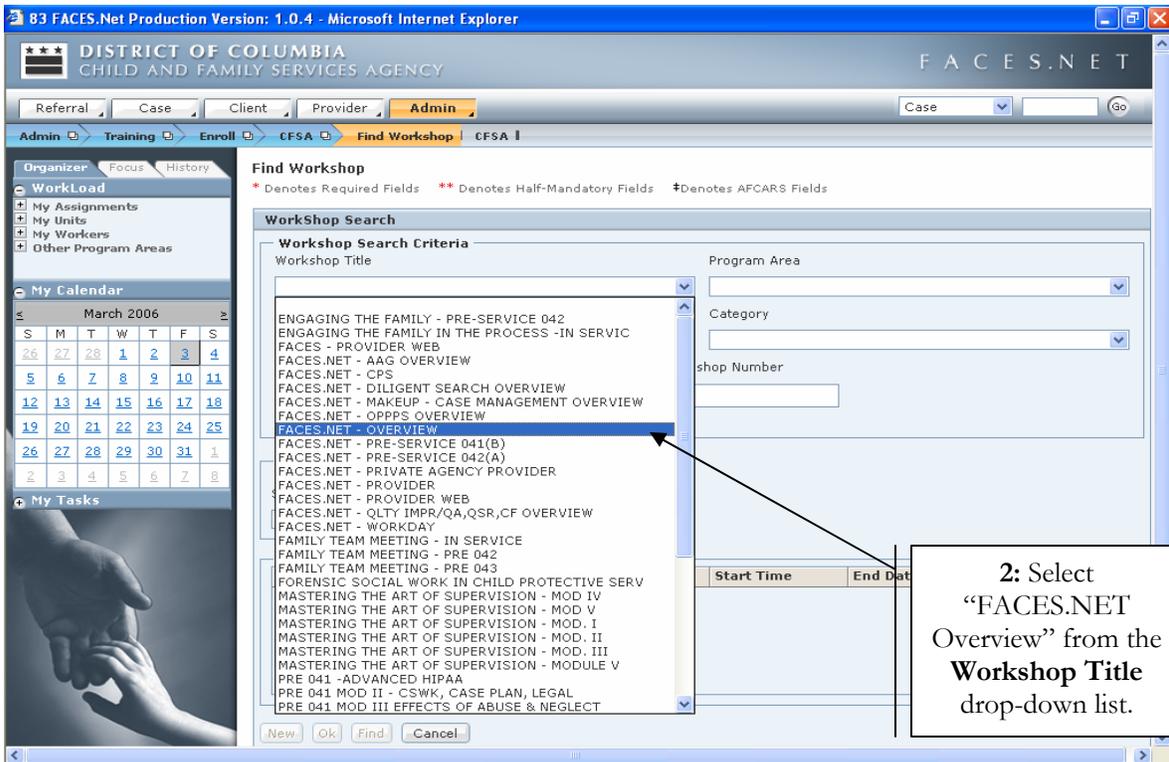*The Workshop search screen displays.*

Figure 2

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

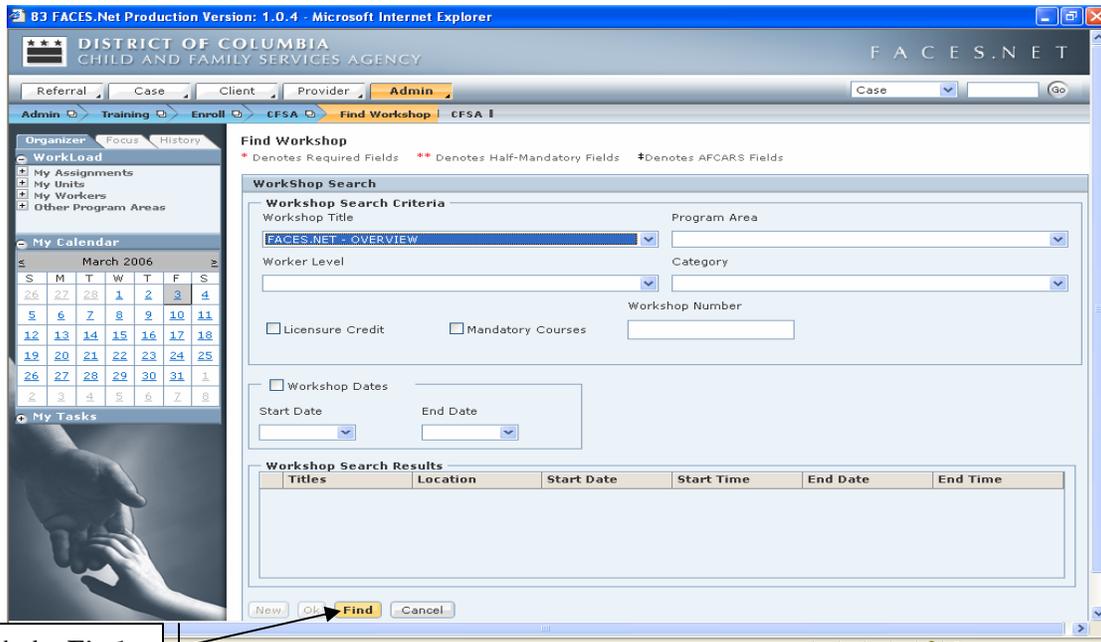**Step 3:**   Click the **Find** button to display the **Workshop Search Results** list in the inset grid.

Figure 3

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.

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.

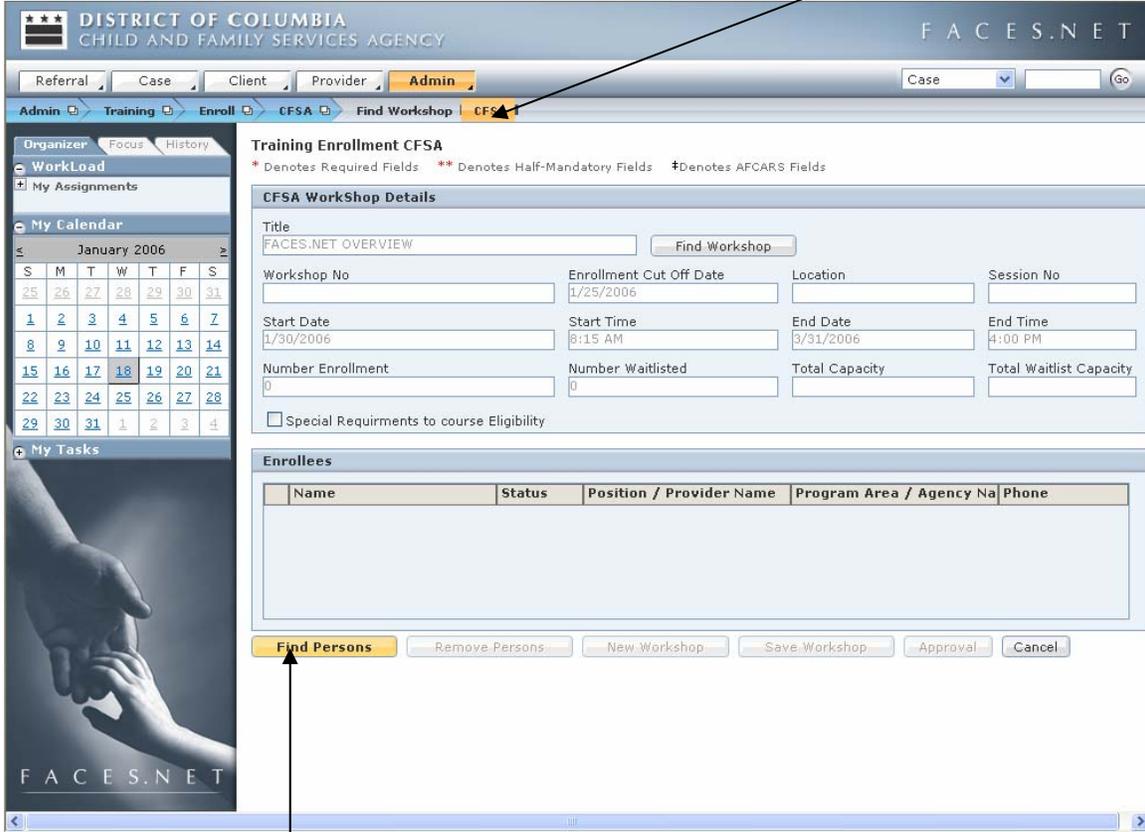

6: Click **CFSA** button.

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.
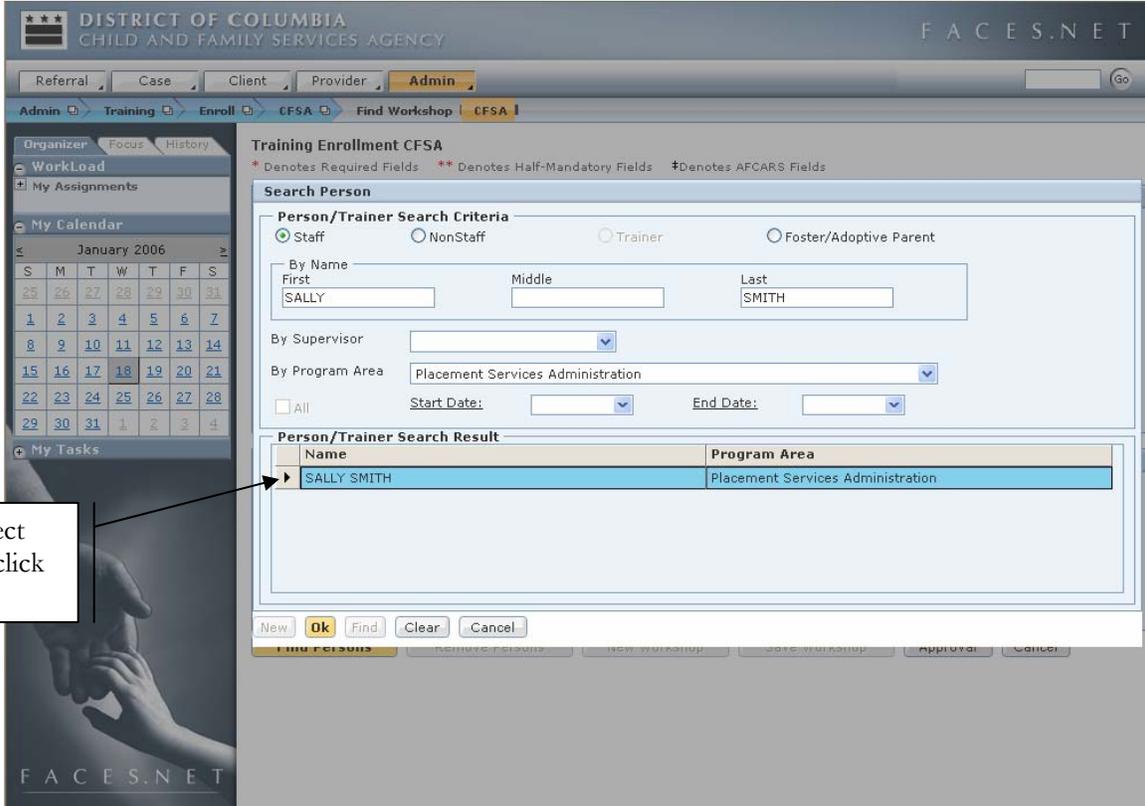*The Training Enrollment CFSA screen displays and previously selected person displays in inset grid.*

9: Then select yourself and click **Ok**.

Figure 6

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

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.
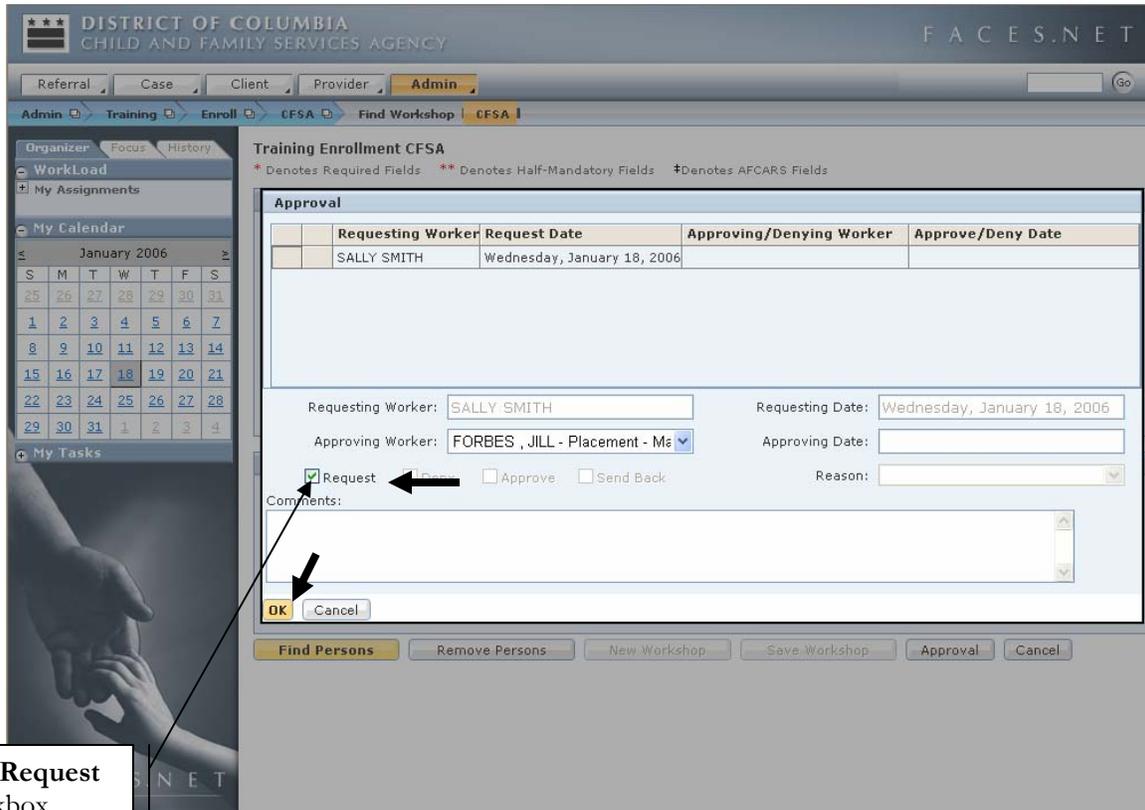

11: Click **Request** checkbox.

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.