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.



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.

83 FACES.Net Producti	on Version: 1.0.4 - Microsoft Internet Explorer			
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- **Step 4:** Select the workshop from the inset grid.
- **Step 5:** Click the **Ok** button.

The Training breadcrumbs will refresh with a CFSA button.

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	Figure 4							
5: Click Ok button.								

- 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.

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- **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.*

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9: Then select yourself and click Ok.								
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Figure 6

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

- **Step 11:** Click the **Request** checkbox.
- **Step 12:** Click the **Ok** button to send the approval request to the supervisor.

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11: Click Request checkbox.	5.NET		E's as 9						
			Figure 8						



Note:

- Individuals requesting enrollment in training are <u>not</u> 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.