

Division of Family & Children Services

2 Peachtree Street, N.W.
Suite 25-429
Atlanta, Georgia 30303
Email: ssregistrar@dhr.state.ga.us
ofiregistrar@dhr.state.ga.us
Fax: (404) 657-4058

Education & Training Services Section

How to Register

Supervisors

- ◆ The **On-Line Registration & Transcript Center for SS and OFI Supervisors** is on the Internet.
- ◆ To register SS and OFI workers for courses, each worker must have an account in the system.
- ◆ Obtain the worker's Peoplesoft Employee ID from your personnel office, because you will need it to create an account for the worker. It is an eight digit number that begins with two zeros.
- ◆ Supervisors or Training Coordinators must establish all worker accounts. However, individuals previously registered through **SSRegistrar** and **OFIRegistrar** may have been added to the system already. View the List of Accounts to determine if your employee has an account. If so, begin by editing the account.

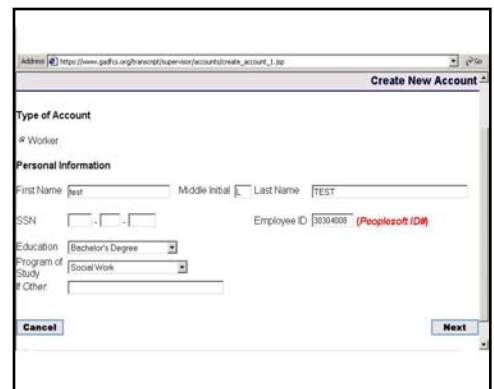
Supervisor Menu: Steps to Access the On-Line System

1. Click here: <https://www.gadfcs.org/transcript> to access the website.
2. Enter your **Employee ID Number** and **Password**. Once access has been granted, a menu will appear.
3. For questions about the online registration click on the **Questions?** button in the lower far right hand corner of the screen and send an e-mail with your questions.



Account: Create a New Employee Account

1. From the **Supervisor Menu**, click on the **Accounts** button.
2. You are now in the **Accounts Menu**. From here you can click the **Create** button.
3. Fill in the fields under the **Personal Information**: **First Name**, **Middle Initial**, **Last Name**, **SSN (Option)**, **Employee ID** (Employee ID at your personnel office an 8 digit number), **Education**, **Program of Study**, **If Other** and click **Next**.
4. Fill in the blank fields for the **Contact Information** and click **Next**.
5. Fill in the blank fields for the **DFCS Information** and click **Next**.
6. Choose a **Training Coordinator** from the drop-down menu and click **Next**.
7. Click the **Create** button to create another Account.
8. Click the **Accounts** button to return to the **Account Menu**.
9. Click the **Main Menu** button to return to the **Supervisor Menu**.



Edit an Employee Account

1. From the **Supervisor Menu**, click on the **Accounts** button.
2. From the **Account Menu**, click on the **Edit** button.
3. Enter the **Employee ID** in the **Employee ID** field and click **Next**.
4. Edit the **Personal Information** section and click **Next**.
5. Edit the **Contact Information** section and click **Next**.
6. Edit the **DFCS Information Section** and click **Next**.
7. Choose a **Training Coordinator** from the drop down menu and click **Next**.
8. Click the **Create** button to create another Account.
9. Click the **Accounts** button to return to the **Account Menu**.
10. Click the **Main Menu** button to return to the **Supervisor Menu**.

The screenshot shows a web browser window titled "Edit Employee Account - Microsoft Internet Explorer". The address bar shows the URL: https://www.gadfcs.org/transcript/supervisor/accounts/edit_account_1.jsp. The page header includes the Georgia Department of Human Resources - Division of Family and Children Services, Education and Training Services, and the Registration and Transcript Center. The main heading is "Edit Employee Account". The form is titled "Personal Information" and contains the following fields: First Name (Jeffrey), Middle Initial (empty), Last Name (Woods), SSN (empty), Employee ID (00602080), Education (Bachelor's Degree), Program of Study (Other), and If Other: (Computer Engineer). There are "Cancel" and "Next" buttons at the bottom.

Register: Register an Employee for Training

1. From the **Supervisor Menu**, click on the **Register** button.
2. Enter the **Employee ID** in the **Employee ID** field and click **Register**.
3. Choose a **Course** from the drop down menu and click **Next**.
4. Select a Section from the drop-down menu.
5. SSN is needed before completing the registration.
6. Click the **submit** button
7. Click on the **Register** button to return to the **Register Worker Menu**.
8. Click on the **Main Menu** button to return to the **Supervisor Menu**.

The screenshot shows a web browser window titled "Register Worker for Training - Microsoft Internet Explorer". The address bar shows the URL: https://www.gadfcs.org/transcript/supervisor/register/register_1.jsp. The page header includes the Georgia Department of Human Resources - Division of Family and Children Services, Education and Training Services, and the Registration and Transcript Center. The main heading is "Register Worker for Training". The form is titled "Registering:" and contains a "Select a Course" dropdown menu with the value "110101 - TEST123". There are "Cancel" and "Next" buttons at the bottom. The footer shows "© 2005" and a "Questions?" link.

Certification: View Employee's Certification Information

1. From the **Supervisor Menu**, click on the **Certification** button.
2. Enter the **Employee ID** in the **Employee ID** field and click **View Cert Info**.
3. At This point, you will see the **Employee ID, Name, County, and Position**.
4. A list of certifications will appear.
5. If there are no completed certifications a message will appear **"There is no certification data in the database for this account"**.
6. Click on the **Certification** button to return to the **View Certification Information Menu**.
7. Click on the **Main Menu** button to return to the **Supervisor Menu**.

The screenshot shows a web browser window titled "View Certification Information - Microsoft Internet Explorer". The address bar shows the URL: https://www.gadfcs.org/transcript/supervisor/certification/viewcertification.jsp. The page header includes the Georgia Department of Human Resources - Division of Family and Children Services, Education and Training Services, and the Registration and Transcript Center. The main heading is "View Certification Information". The page displays the following information: Employee ID: 00000000, Name: Jeffrey L. Woods, County: DFCS Education & Training Services Section, Position: DFCS Field Program Specialist. Below this, a message states: "There is no certification data in the database for this account." At the bottom, there are two buttons: "Certification" with the text "View Another Employee's Certification Information" and "Main Menu" with the text "Return to the Main Menu".

Transcript: View Employee Transcript

1. From the **Supervisor Menu**, click on the **Transcript** button.
2. Enter the **Employee ID** in the **Employee ID** field and click **View Transcript**.
3. At This point, you will see the **Employee ID, Name, County, Position,**
4. The Transcript will show **Upcoming Courses, Current Courses,** and the **Historical Training Records.**
5. Click on the **Return** button to return to the **Supervisor Menu.**

The screenshot shows a web browser window titled 'Transcript - Microsoft Internet Explorer'. The address bar shows 'https://www.gadfcs.org/transcript/admin/transcript/viewtranscript.jsp'. The page content includes a yellow instruction box at the top, followed by the employee's name 'Jeffrey L. Woods', his county 'DFCS Education & Training Services Section', and position 'DFCS Field Program Specialist'. Below this are three sections: 'Upcoming Courses' with a table showing 'COP 103 NEW CORE' at 'Athens Technical College' from 'October 1, 2005 - October 9, 2005' with a 'Remove' button; 'Current Courses' with the message 'This employee is not currently attending any classes.'; and 'Historical Training Records' with a table header including 'Course', 'Registration Date', 'Status', and 'Grade'.

Remove Worker from Course

1. You can only remove yourself from a training section that has not yet started.
2. From the **Supervisor Menu**, click on the **Transcript** button
3. Enter the **Employee ID** in the **Employee ID** field and click **View Transcript** button.
4. Click on the **Remove** button
5. Microsoft box will appear to inform you that this is a permanent action, click the **OK** button.
6. Click on the **Return** button to return to the **Supervisor Menu.**

This screenshot is identical to the one above, showing the 'View Employee Transcript' page for Jeffrey L. Woods. It displays the 'Upcoming Courses' table with the 'Remove' button for the 'COP 103 NEW CORE' course, the 'Current Courses' section with a message that the employee is not attending any classes, and the 'Historical Training Records' table header.

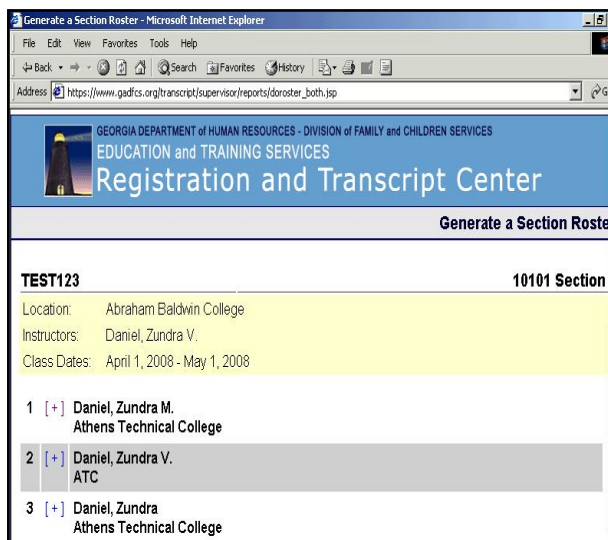
Search: Search for Employee

1. From the **Supervisor Menu**, click on the **Search** button.
2. Add the worker's **First or Last** name in the **First or Last** name fields or **SSN** and click on the **Search** button.
3. If the worker has been registered his/her information will appear.
4. If the worker is not registered the error message will display: **"There are no employees in the database that match that search criteria."**

The screenshot shows a web browser window titled 'Search for Worker - Microsoft Internet Explorer'. The address bar shows 'https://www.gadfcs.org/transcript/supervisor/search/index.jsp'. The page header includes 'GEORGIA DEPARTMENT OF HUMAN RESOURCES - DIVISION OF FAMILY and CHILDREN SERVICES' and 'EDUCATION and TRAINING SERVICES'. The main heading is 'Registration and Transcript Center'. Below this is a 'Search for Worker' form with fields for 'First Name', 'Last Name', and 'Search by SSN', each with a 'Search' button. At the bottom, there are 'Cancel' and 'Return to the Administrator Menu' buttons.

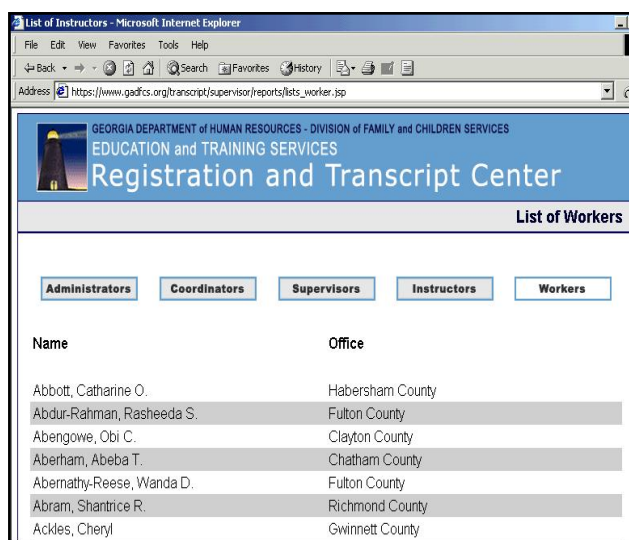
Reports: Generate a Section Roster

1. From the **Supervisor Menu**, click on the **Reports** button.
2. Click on the **Roster** button.
3. Select a **Course** from the drop-down menu.
4. Place a check in the box to view sections that have already occurred and click **Next**
5. Select a **Section** from the drop-down menu and click **Next**.
6. Click on the **+/-** next to the schools name to hide or retrieve further information about the School.
7. The **Change All** button at the bottom of the page will show all the information on all the schools.



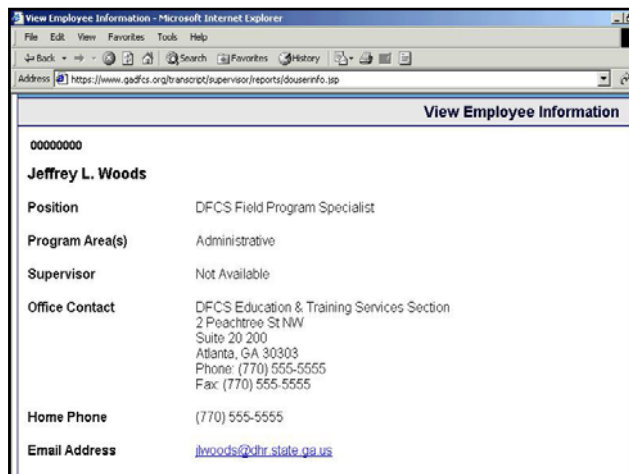
List Accounts by Type

1. From the **Supervisor Menu**, click on the **Reports** button.
2. Click on the **Accounts List** button from the **Report Menu**.
3. The **List of Administrators** will appear.
4. You have the option to choose from the **Administrators**, **Coordinators**, **Supervisors**, **Instructors**, and **Workers**.
5. Click on the **Return** button to return to the **Report Menu**.



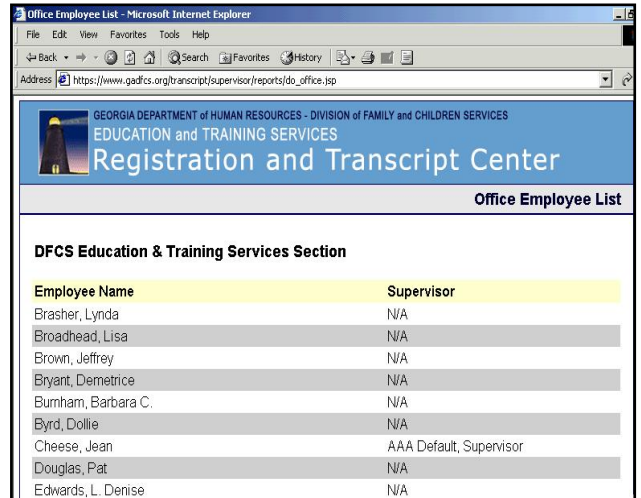
Employee Information

1. From the **Supervisor Menu**, click on the **Reports** button.
2. Click on the **User Information** button from the **Reports Menu**.
3. Enter the **Employee ID** in the **Employee ID** field and click on the **View** button.
4. The employee's information will appear: **Emp ID**, **Name**, **Position Area**, **Supervisor**, **Office Contact**, **Home Phone**, **Training Coordinator**, and **E-mail Address**.
5. Click on the **Return** button to return to the **Report Menu**.



Office Employees List

1. From the **Supervisor Menu**, click on the **Reports** button.
2. Click on the **Office List** button from the **Report Menu**.
3. Choose a **County/State DFCS Office** from the drop-down menu and click **Next**.
4. The **County Name**, and the **Employee Name** and **Supervisor** that is located at the county.
5. Click on the **Return** button to return to the **Report Menu**.



DFCS Education & Training Services Section	
Employee Name	Supervisor
Brasher, Lynda	N/A
Broadhead, Lisa	N/A
Brown, Jeffrey	N/A
Bryant, Demetrice	N/A
Burnham, Barbara C.	N/A
Byrd, Dollie	N/A
Cheese, Jean	AAA Default, Supervisor
Douglas, Pat	N/A
Edwards, L. Denise	N/A

If you have any questions about creating a new worker account and/or registering a worker for a course, please send an email to: ssregistrar@dhr.state.ga.us or ofiregistrar@dhr.state.ga.us