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Division of Family & Children Services

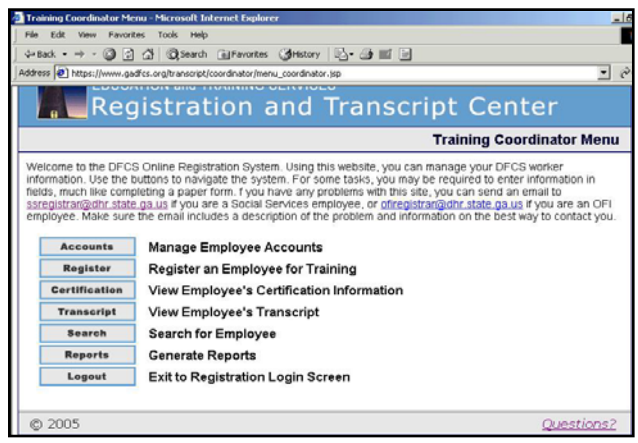
Education & Training Services Section

How to Register *Training Coordinators*

- **The *On-Line Registration & Transcript Center for SS and OFI Training Coordinators* 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. You will need to conduct a search by name to determine if your worker has been added.

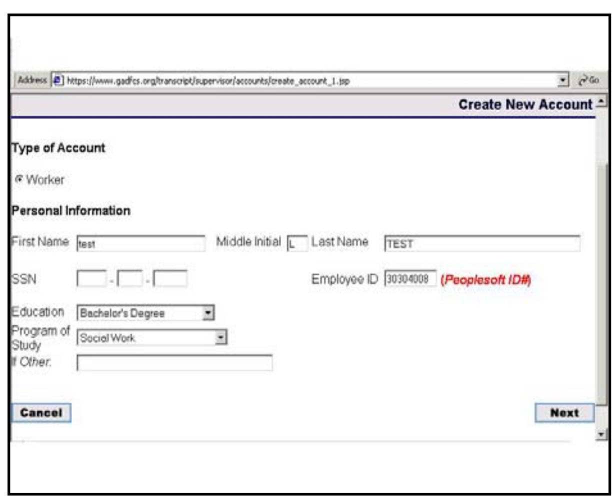
Training Coordinator Menu: *Steps to Access the On-Line System*

1. Click: 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.



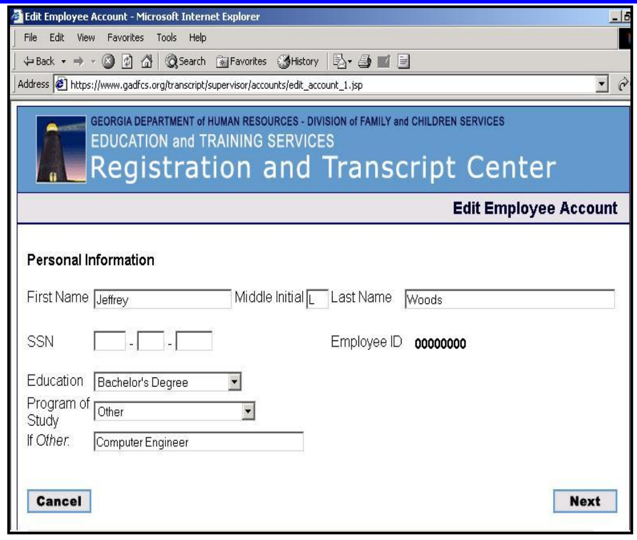
Account: *Create a New Employee Account*

1. From the ***Training Coordinator 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 Supervisor 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 **Accounts Menu**.
9. Click the **Main Menu** button to return to the ***Training Coordinator Menu***.



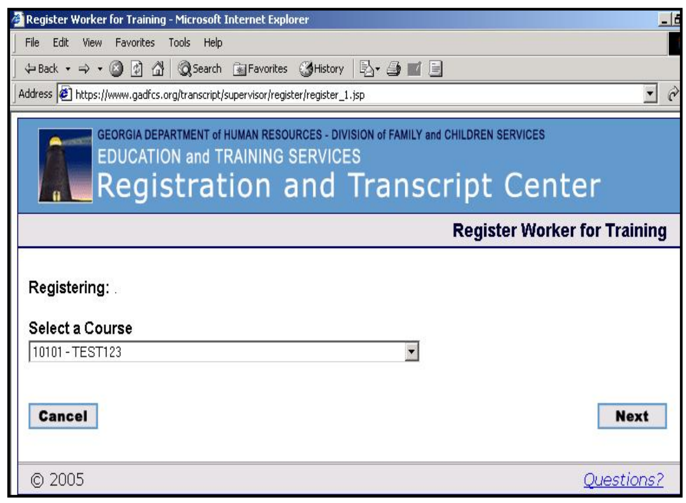
Edit an Employee Account

1. From the ***Training Coordinator Menu***, click on the Accounts button.
2. From the Accounts 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 Accounts Menu.
10. Click the Main Menu button to return to the ***Training Coordinators Menu***.



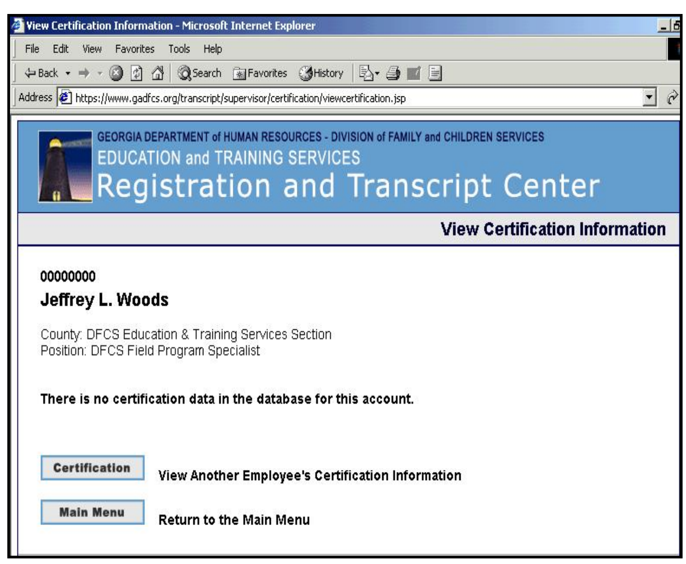
Register: Register an Employee for Training

1. From the ***Training Coordinator 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 *Training Coordinator Menu*.



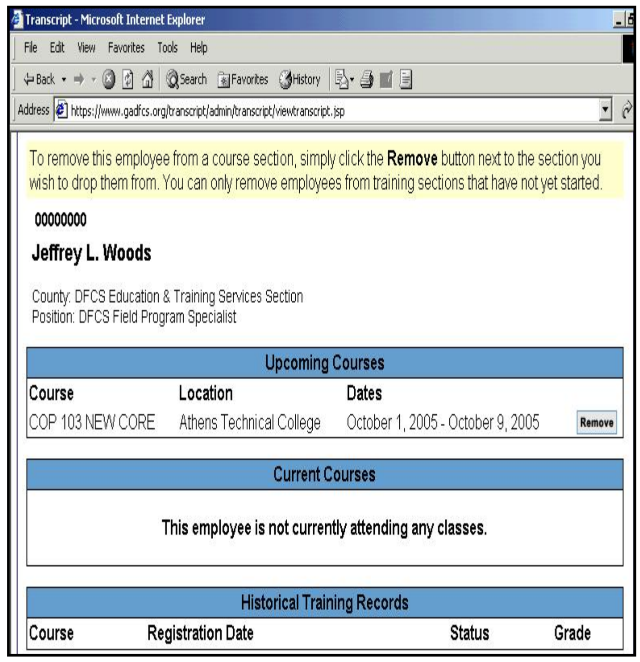
Certification: View Employee's Certification Information

1. From the ***Training Coordinator 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 Training Coordinator Menu.



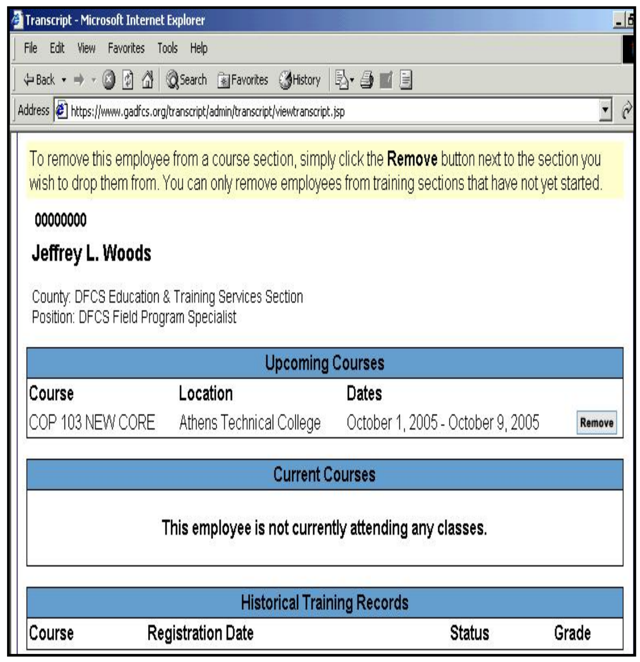
Transcript: View Employee Transcript

1. From the **Training Coordinator 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, and 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.



Remove Worker from Course

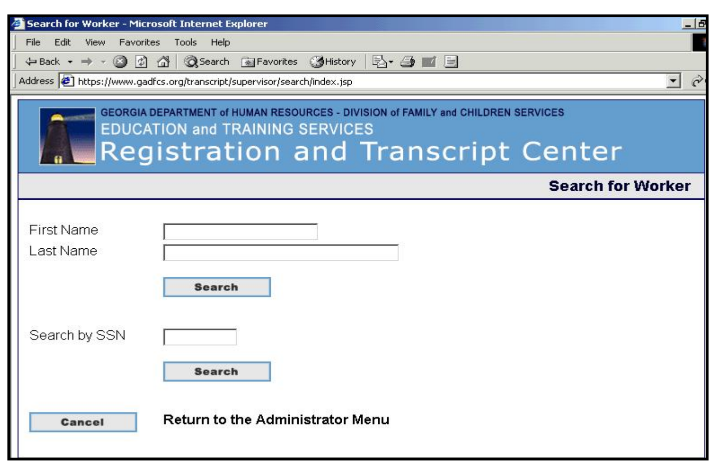
1. <u>You can only remove yourself for training sections that have not yet started.</u>
2. From the **Training Coordinator Menu**, click on the Transcript button.
3. Enter the Employee ID in the Employee ID field and click the View Transcript button.
4. Click on the Remove button
5. Microsoft box will appear to inform you that this is a permanent action, click the OK button.
6. Click on the Return button to return to the Training Coordinator Menu.



Search: Search for Employee

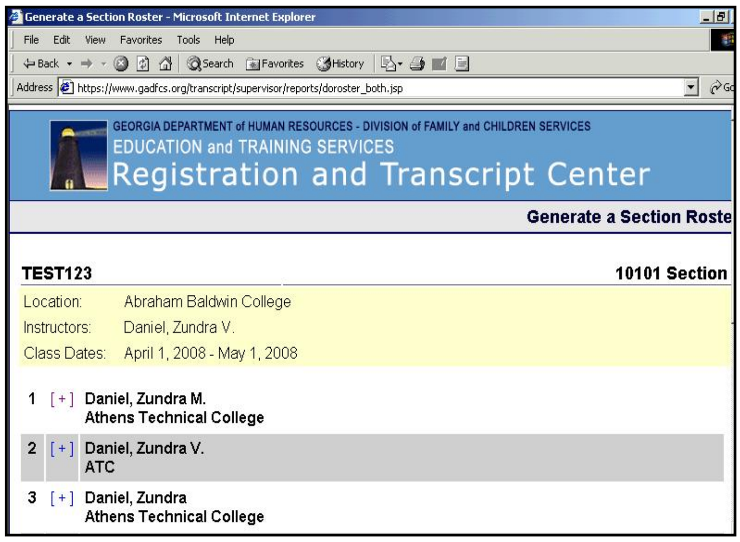
1. From the **Training Coordinator Menu**, click on the Search button.
2. Add the worker's First or Last name in the First or Last name fields or SSN and click on the Search button.
3. If the worker has been registered his/her information will appear.
4. If the worker is not registered the error message will display:

"**<u>There are no employees in the database that match that search criteria</u>**"



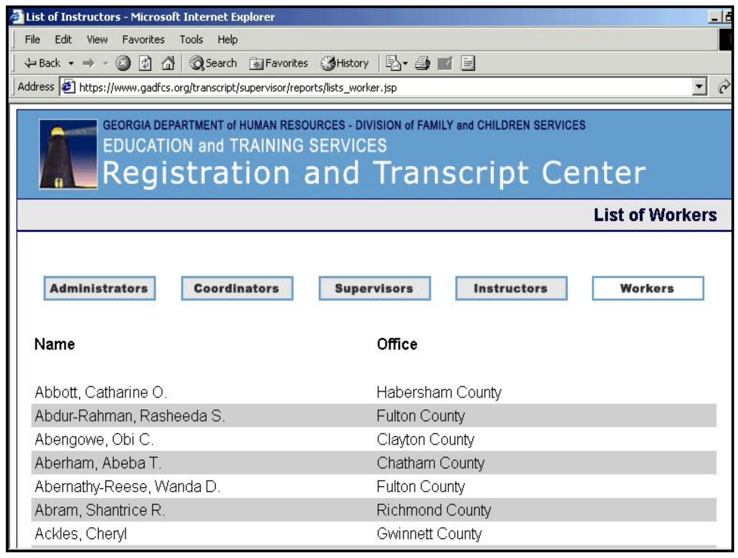
Reports: Generate a Section Roster

1. From the ***Training Coordinator Menu***, click on the Report 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.



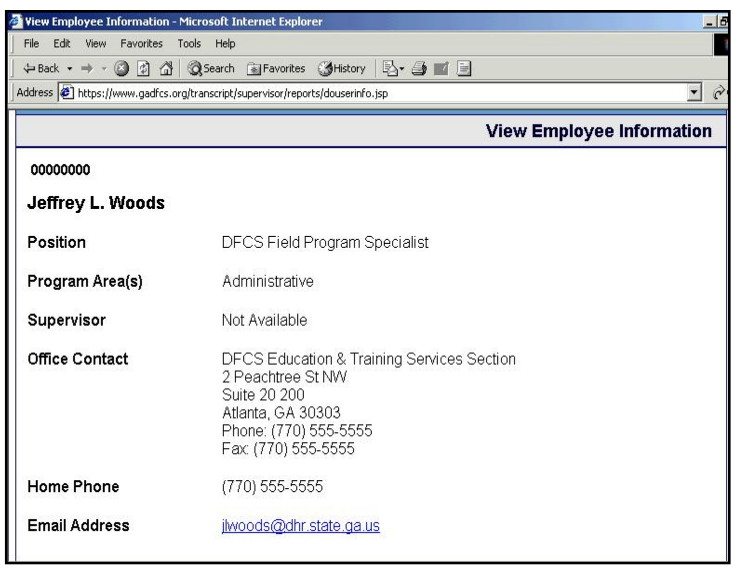
List Accounts by Type

1. From the ***Training Coordinator Menu***, click on the Report button.
2. Click on the Account 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 button.
5. Click on the Return button to return to the Report Menu.



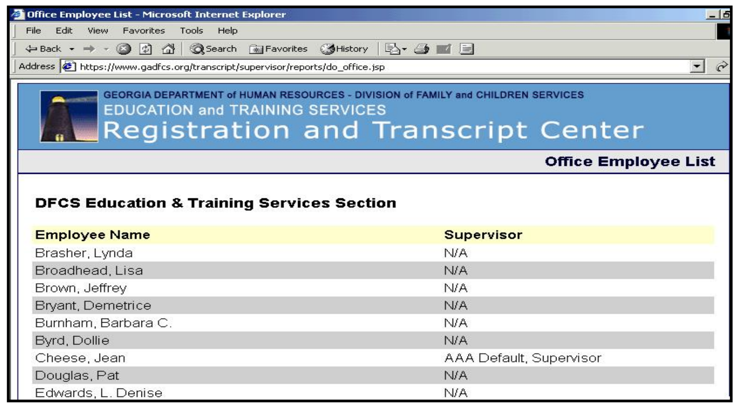
Employee Information

1. From the ***Training Coordinator Menu***, click on the Report 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. Click on the Office List button from the Reports Menu.
2. Choose a County/State DFCS Office from the drop-down menu and click Next.
3. The County Name, the Employee Name and the Supervisor Name will be listed.
4. Click on the Return button to return to the Report Menu.



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