

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

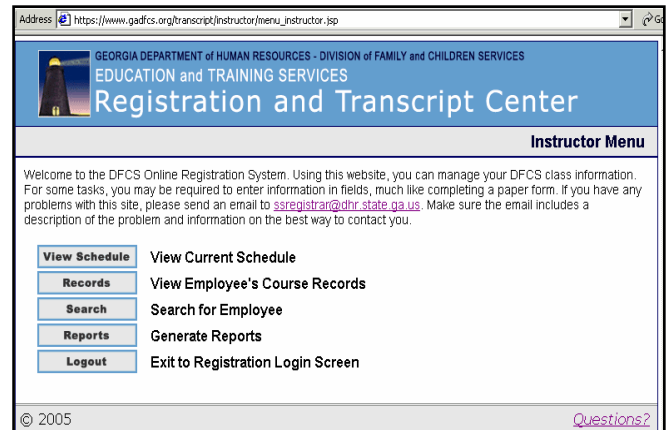
Education & Training Services Section

Instructors

- ◆ The **On-Line Registration & Transcript Center for SS and OFI Instructors** is on the Internet.

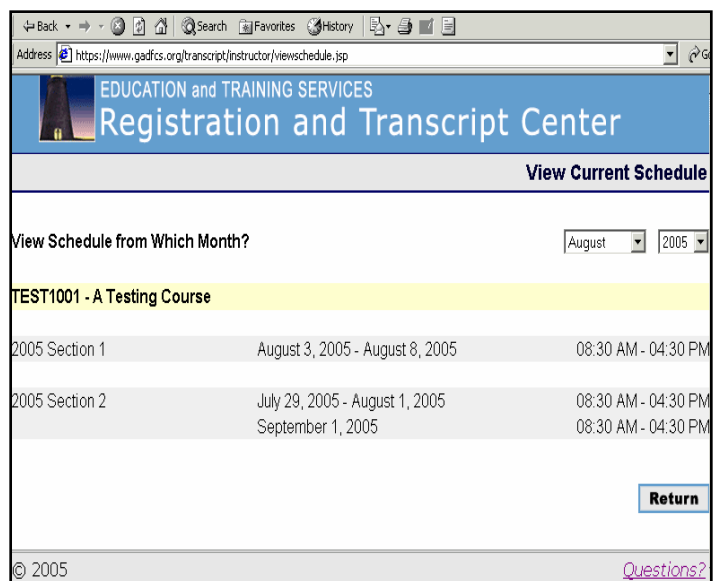
Steps to Access the On-Line System:

1. Click here: <https://www.gadfcs.org/transcript> to access the website.
2. Everyone who already had an account in the system will have a temporary password of **pass and the last 4 digits of their employee ID number**.
3. Enter your **Employee ID Number** and **Password**. Once access has been granted, a menu will appear.
4. Once you have logged in the first time, you should change your password.
5. 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.



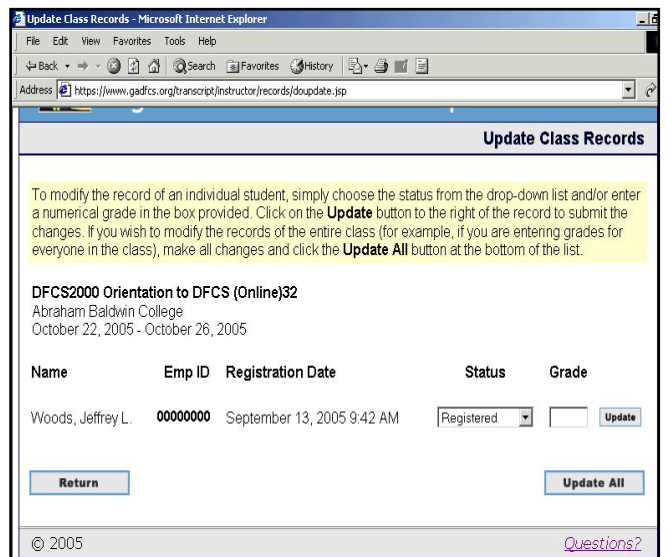
View Current Schedule:

1. From the **Instructor Menu**, click on the **View Schedule** button.
2. Choose the **Month** and **Year** from the drop-down menu.
3. The **Course Section** and **Names** will appear with the schedule dates and times they are offered.
4. Click on the **Return** button to return to the **Instructor Menu**



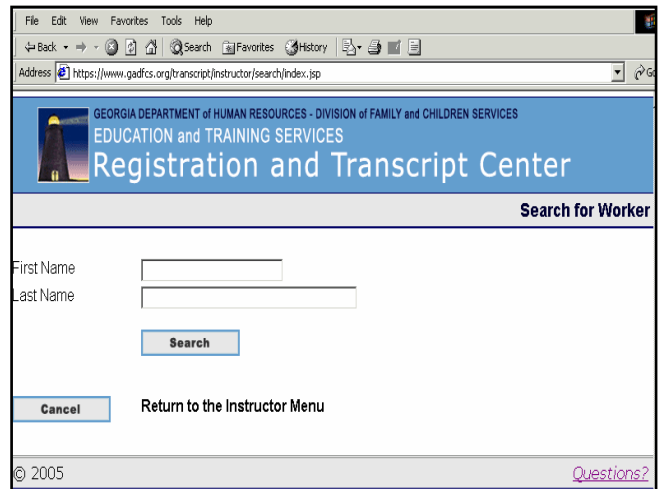
Records Menu: Update Class Records

1. From the **Instructor Menu**, click on the **Records** button.
2. Choose a Course from the drop-down menu and click **Next**.
3. Choose a Section from the drop-down menu and click **Next**.
4. Choose the status from the drop-down list and/or enter a numerical grade in the box provided.
5. Click on the **Update** button to the right of the record to submit the changes.
6. If you wish to modify the records of the entire class (for example, if you are entering grades for everyone in the class), make all changes and click the **Update All** button at the bottom of the list.
7. Click on the Return button to return to the **Instructor Menu**.



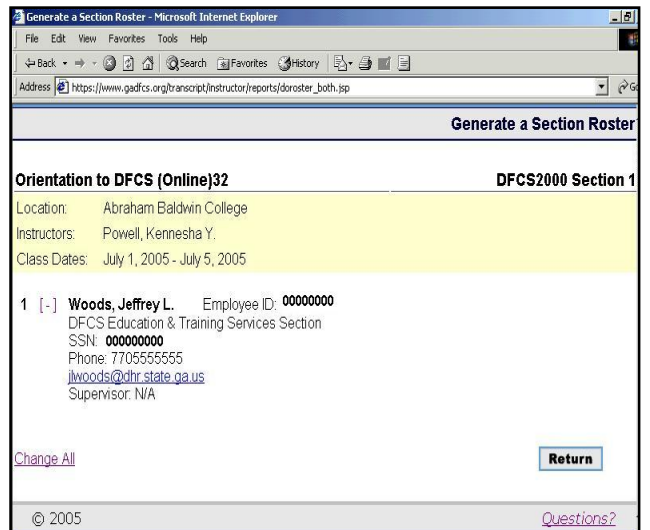
Search for Employee

1. From the **Instructor Menu**, click on the **Search** button.
2. Add the worker's **First or Last** name in the **First or Last** name fields 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 "**There are no employees in the database that match that search criteria.**" will display.
5. **To return to the Search for Worker Menu**, click on the **Search** button
6. To return to the **Instructor Menu**, click on the **Main Menu** button. Or the **Cancel** Button



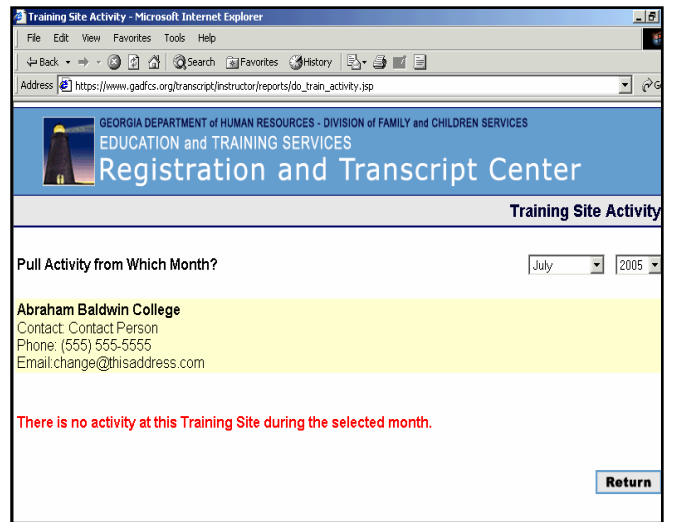
Report Menu: Generate a Section Roster:

1. From the **Instructor Menu**, click on the **Reports** button.
2. At this point, you are in the **Report Menu**.
3. Click on the **Roster** button.
4. Choose a Course from the drop-down menu and click **Next**.
5. Choose a Section from the drop-down menu and click **Next**.
6. The **Section Roster Menu** displays the **Location** of the class training, the **Instructor**, and the **Class Date**.
7. Click on the **+/-** next to the worker's name to hide or retrieve further information about that worker.
8. In the far left hand corner click on the **Change All** button to hide or retrieve further information about all workers.
9. Click on the **Return** button to return to the **Report Menu**.



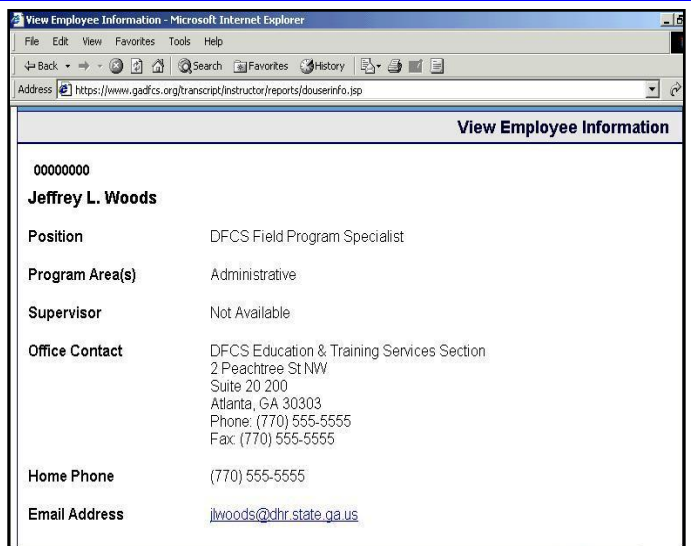
View Training Site Activity

1. From the **Instructor Menu**, click on the **Reports** button.
2. Click on the **Site** button in the **Report Menu**.
3. From the drop down menu select a training site and click **Next**.
4. Choose the **Month** and **Year** from the drop-down menu.
5. **If there are no activities for that Month and Year an error message will display “There are no activities for that month you selected”**.
6. Click on the **Return** button to return to the **Report Menu**.



View Employee Information:

1. From the **Instructor Menu**, click on the **Reports** button.
2. Click on the **User** button, from the **Report Menu**.
3. Enter the **Employee ID** in the **Employee ID** field and click **Next**.
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 **Instructor 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